



## **Official Reporting Hours**

- Official work timings 9am to 6pm.
- The designated lunch hour is 45 minutes, scheduled to occur between 1.00 pm to 1.45 pm. Additionally, employees are allocated 15-minute bio break.

## **Access Card**

- Every employee is issued an access card.
- Requested to have their access card at all times while in office premises
- Forgot Access Card (need to inform HR on prior basis)
- Lost Access Card (need to inform HR on prior basis)

## **Leaves**

Casual Leave (Earned leave)

Unplanned Leave/ Emergency Leave

Sick Leave

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## **Attendance Policy**

Attendance Rules and Regulations described in this section have to be strictly followed by all employees

It is important to note that the number of working days, working hours, timings, attendance rules and guidelines can be modified by the Management Committee at any point in time as deemed necessary to suit current work requirements. Staff members falling under the purview of these rules & regulations will be duly informed of the same. Also, any exceptions to the rules will be suitably informed to the respective staff.

## **Working Days and Timings**

1.The number of Working Days, Weekly Working Hours and Work Timings for each employee are defined in their Duty Roster by their Reporting Managers (RMs) of Jforce, solutions as per the work requirements.

2. As per work requirements, different work times in the organization may have a work week of 5 days or 6 days.

## **Methods for Capturing Attendance**

### **1.Biometric Device Based Attendance Monitoring System**

All employees for whom BBAMS is applicable are required to provide thumb/ finger impression in the Biometric device at the entrance of their office for checking in and out of the office.

### **2. Web Check-In**

This is a method to mark attendance online via the Greythr software application. The “check-in” and “checkout” buttons in the “Web Check-In Module” in Greythr can be clicked to mark the Start & End Time for daily work. More details can be found in the Greythr User Manual.

## **Rules for Half-Day Loss of Pay:**

Under the following circumstances, employees qualify for “Half-Day” attendance with Loss of Pay (LOP):

- a. Coming to office late by 90 minutes or more from the Office Start Time, as defined in their Duty Roster and working for 4 hours or more on a particular day.
- b. Leaving office early by 90 minutes or more before the Office End Time, as defined in their Duty Roster and having worked for 4 hours or more on a particular day.
- c. Coming late or leaving early by less than or equal to 90 minutes on more than 3 occasions every month. Up to 3 occurrences will be excused. From the fourth such occurrence, the attendance is marked as “Half Day”. Each occasion of coming late or leaving early is counted as one occurrence, even if they happen on the same day.
- d. Applying for a Half-Day Leave on a particular day and the number of hours worked on that day is less than 4.
- e. Applying for a Half Day Official Duty (OD) and number of hours worked in the other half is less than 4.

### **Rules for Loss of Pay:**

- a. If an employee takes a leave after all available leaves have lapsed for the given period of time, then it results in Loss of Pay (LOP).
- b. When an employee is on leave with “Loss of Pay”, he/she is not entitled for any pay or allowance.
- c. A maximum of 1 months of leaves can be availed with “Loss of Pay” on approval of the Management Committee under special circumstances such as Childbirth, Serious Illness etc.
- d. If the employee fails to report to duty on the specified date after the sanctioned leave has lapsed, it is deemed that the employee has abandoned service with the company on his/her own accord.
- e. LOP can be implicated on disciplinary grounds with regards to attendance by the Management Committee regardless of the availability of other types of leave.

### **Work From Home:**

- a. "Work from Home" is applicable in scenarios where an employee has there personal emergency and the employee needs to be present at home and also be connected to work.
- b. The approval for the same is purely at the discretion of the HR. Prior written sanction has to be taken by the employee to Work from Home.
- d. Approved employee working from home has to mark attendance via Web Check-In as mentioned previously.

## **Leave Policy**

Leaves are granted to employees with the intention of providing rest, recuperation of health and for fulfilling personal and social obligations. Taking enough rest and personal care is necessary to maintain high work productivity.

The following chapter describes in details all types of leaves, holidays and weekly offs for which employees are eligible, entitlements as per employee category & grade, the rules and regulations for application, cancellation, extension of leaves and more.

It is important to note that if the Leave Policy is revised from a particular date, then the policy will be applicable even for current employees who joined the organization prior to this date. The policy changes will however not be applicable to employees who have already left the organization.

### **Guidelines for Leave Policy**

- Leave cannot be claimed as a matter of right. Any kind of leave can be granted or refused depending upon the business demands. Leave of absence from work without proper approval will call for disciplinary action. Leave meaning is to go away for something for a short period of time.
- All leaves should be applied on Greythr before proceeding on leave. In case of emergency when leave cannot be applied in advance, telephonic intimation to the immediate should be done and it must be regularized within 2 days of resuming duty on Greythr..
- Employee may apply for leave depending upon their leave balance
- An employee can avail paid leave depending upon the leave balance available to employee also unpaid leave can be availed when leave balance is exhausted and employee is in need of leave on approval from immediate manager and HR.
- An employee shall not proceed on leave until unless leave has been approved by reporting manager.
- In case of prolonged illness or leave of absence from work an employee is suppose to inform the immediate reporting manager at regular interval about their condition and most probable date of return.
- Leave without approval will be considered as leave without pay.
- In case of planned leave it is employee responsibility to apply for leave in advance, however in case of unplanned leave employee must regularize leave within 1 day of resuming duty.
- Employees shall not add the leaves with the national holidays.
- Employees shall mail before taking leave.

### **Total Number of leaves : 15 Leaves**

Casual Leave: 10

Sick Leave: 5

## **Types of Leaves**

1. Casual Leave (CL)
2. Sick Leave (SL)

## **Leave Rules**

The following section describes rules for applying all types of leaves for which employees of the organization are entitled.

### **Casual Leave Rules**

1. Casual leave is not a recognized form of leave. Technically, therefore an employee on CL is not treated as "Absent from Duty".
2. An employee may be granted Casual Leaves of not more than 8 days in a calendar year.
3. Essentially intended for short periods, it should not normally be granted for more than 5 days at a time except under special circumstances.
4. Sundays or closed holidays falling at the beginning or at the end or in between the days on which an employee is on Casual Leave, shall not count towards Casual Leave.
5. Sundays/ Festival Holidays/ Restricted Holidays/ Weekly Offs can be prefixed/ suffixed to a Casual Leave.
6. Casual Leave can be taken for half a day also.

### **Sick Leave Rules**

1. Sick Leave can be taken for half a day also.
2. Employees who are absent from work due to illness or injury for more than two consecutive working days are required to submit a medical report or certificate from a licensed healthcare provider.

### **General Rules**

1. It is mandatory for all employees to submit a leave application online to avail any leaves.
2. Employees who use the Greythr system need to apply for a leave online through the Greythr. The leave can be approved/ rejected/ cancelled/ sent back for clarification by the Reporting Manager(s) of the employee.

### **Application Procedure – Casual Leave**

1. Application must be filed within 1 day after taking a Casual Leave (CL). Back-dated application is allowed.
2. Application can also be submitted in advance from the Current Date up to the end of the Calendar Year.
3. The minimum number of CLs which can be availed is half a day.
4. The maximum number of CLs which can be availed at a stretch is 5 days.

### **Application Procedure – Sick Leave**

1. A Sick Leave (SL) can be applied on the same date and must be applied within 1 day after taking the SL. Back-dated application is allowed.
2. Sick Leave cannot be applied in advance.
3. After taking two full-day sick leaves at a stretch or in separate instances, submitting a valid Medical Certificate is mandatory from the next Leave Application onwards.
4. The minimum number of SLs which can be availed is half a day.
5. The maximum number of SLs which can be availed at a stretch is 10 Days.

### **Leave Rules related to Employee Exit**

The following leave rules are applicable during and after resignation or termination of an employee and while the employee is serving his/her notice period with the organization prior to leaving.

#### **Rules for Resignation:**

- Once an employee resigns, he/she is expected to serve a notice period of Three months.
- However, the resignation can be accepted with immediate effect or within any number of days upto one month as per the sole discretion of the Management Committee.  
Salary will be paid only for the number of days the employee serves the organization, once the resignation is accepted.

#### **Rules for Termination:**

- If the organization decides to terminate any employee, the notice period to be served by the employee is determined based on the reason for termination including but not limited to Disciplinary Conduct Policy violations or unsatisfactory performance.
- If the employee is terminated with immediate effect, then he/she is paid one month salary as compensation.
- If the employee is asked to serve a notice period of certain duration, then salary will be paid only for that duration.

#### **Leave Rules:**

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- During this notice period, no leaves can be applied by or granted to the employee except Weekly Offs, National Holidays and Restricted Holidays.
- If the employee takes a leave during this period, it will result in Loss of Pay. Also, depending on the number of leaves taken, the notice period can be extended by the Reporting Manager(s) or the Management Committee, if deemed necessary.