Title: NovaSoft HR Leave & Work Policy

1. Working hours

- Standard working hours are 9:30 AM to 6:30 PM, Monday to Friday.

- Employees are expected to be available online during core hours: 10:30 AM to 5:30 PM.

- Total break time per day should not exceed 1 hour.

2. Annual leave

- Full-time employees receive 18 days of paid annual leave per calendar year.

- Annual leave must be requested at least 5 working days in advance through the HR portal.

- Unused annual leave up to 5 days is carried over to the next year; the rest expires.

3. Sick leave

- Employees receive 12 days of sick leave per year.

- For absences longer than 2 days, a medical certificate should be uploaded to the HR portal.

- Sick leave cannot be encashed or carried forward.

4. Casual leave

- Employees receive 7 days of casual leave per year.

- Casual leave is meant for short-notice personal matters like bank work or emergencies.

- Casual leave can be taken for half days as well.

5. Work from home (WFH)

- Employees may work from home up to 2 days per week with manager approval.

- WFH requests should be submitted at least 1 day in advance, except for emergencies.

- During WFH, employees must be reachable on Slack and attend all scheduled meetings.

6. Public holidays

- NovaSoft follows the list of holidays published at the start of each calendar year.

- A holiday calendar is shared by HR and available on the company wiki.

7. Late coming & early leaving

- Up to 15 minutes late arrival is allowed without prior approval.

- Regular late coming or early leaving may be discussed with the manager and HR.

8. Overtime and compensatory off

- Overtime is work done **beyond 9 hours in a day** or **48 hours in a week** with prior manager approval.

- Overtime is not encouraged as a regular practice; it should be used only for urgent project deadlines.

- When employees work on weekends for project needs, they may receive **compensatory off**.

- Compensatory off must be taken **within 30 days** of the extra work day and should be approved by the manager in advance.

- HR may request supporting evidence such as timesheets or Jira logs before approving compensatory off.

9. Attendance and time tracking

- All employees should mark their attendance daily using the official attendance system (web or mobile).

- If an employee forgets to mark attendance, they should regularize the entry within **3 working days**.

- Repeated failure to mark or regularize attendance may be escalated to the manager and HR.

- For field or client visits, employees should mention "client visit" or "travel" in the remarks.

- Any discrepancy found in attendance data will be discussed with the employee, and corrections must be made in coordination with HR.

10. Unplanned absences and emergencies

- In case of sudden illness or emergency, employees should inform their manager **as early as possible**, preferably before their shift starts.

- If the manager is not reachable, a message should be sent to the team channel or HR shared inbox.

- For emergency leave of more than 1 day, employees should update their status on the HR portal once they are able to.

- Managers should ensure that critical responsibilities are handed over or paused safely in such situations.

11. Half-day policy

- A half-day is defined as **up to 4 hours of absence** during the standard workday.

- Employees can apply half-day annual leave or half-day casual leave for personal errands, medical appointments, or exams.

- Half-day leave should still be requested in advance unless it is an emergency.

- More than **two half-day requests per month** should be discussed with the reporting manager to ensure team coverage.

12. Remote work from different locations

- Employees may temporarily work from a different city (for example, native place) for up to **15 days in a year**, subject to manager and HR approval.

- During remote work from another city, employees must ensure stable internet connectivity and a quiet work environment.

- Working from a different country requires prior discussion with HR to understand legal and security implications.

13. Attendance during company events

- On days of all-hands meetings, town-halls, or mandatory training sessions, employees are expected to attend either in person or online as communicated.

- If an employee is unable to attend an important company event, they should inform their manager and review the recording or shared notes later.

- Absence from mandatory compliance training may be treated as a policy violation and rescheduling will be required.

14. Probation-period rules for leave

- New employees in probation may take **up to 50% of their annual leave balance** unless otherwise approved by HR.

- If a new hire needs extended leave during probation due to health or family reasons, the manager should consult HR before approving.

- In extreme cases, long leave during probation may result in **extension of the probation period**.

15. Unauthorised absence

- Continuous absence from work for **3 working days** without information or approval may be treated as unauthorised absence.

- HR and the reporting manager will attempt to contact the employee by phone and email.

- If there is no response for 7 days, the company may initiate separation procedures as per policy.

- Salary for days marked as unauthorised absence will not be paid.

16. Leave during notice period

- During the notice period, leave will be approved only in genuine cases such as medical emergencies or pre-planned events declared during resignation.

- Taking long leave during notice period may result in **extension of the last working day** to complete proper handover.

- Employees must complete knowledge transfer, documentation, and asset return before their last day.

17. Roles and responsibilities

- **Employees** are responsible for planning their leave and ensuring that their tasks are handed over to teammates when they are away.

- **Managers** are responsible for balancing team workload while approving leave and ensuring that business commitments are not impacted.

- **HR** is responsible for maintaining leave records, clarifying policy doubts, and resolving disputes.

18. Policy review and changes

- The HR team will review this policy at least **once every 12 months**.

- Updates to the policy will be communicated by email and published on the company wiki.

- In case of any conflict between this document and local labour laws, the applicable law will prevail.