

## Attendance Policy

### Objective

The purpose of this policy is to set forth VLCC's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

**Effective Date – 21.3.2022**

### Policy

Punctual and regular attendance is an essential responsibility of each employee at VLCC. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

### Absence

“Absence” is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- *Excused absence* occurs when all the following conditions are met:
  - The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
  - The absence request is approved in advance by the employee’s supervisor.
  - The employee should have sufficient accrued CL/PL to cover the absence.
  - Leave without pay can be approved on an exceptional basis at the discretion of the supervisor.
  - Leave must be applied in the Leave Management System.
- *Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee’s scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

Employees with three or more consecutive days of excused absences *because of illness* must give their Manager and HR proof of doctor’s care. For prolonged illness, employees will need to provide a fitness for duty certificate from a doctor, prior to returning to work.

### Hours of Work –

The following are the hours of work that needs to be followed for the Centres/ Institutes/ Corporate. The hours are different for Centres/ Institutes/ Corporate because the nature and requirement of work varies.

The below hours will also be captured in the biometric system.

### For Wellness -

1) Minimum working hours every day	8 Hours + 1 hour break
2) Minimum working hours every week	48 + 1 Hour break every day (as mentioned above)
3) Week starting from Monday to Sunday	
4) If Punched in for more than 4 Hours but less than 8 Hours	1/2 day will be deducted
5) If Punched in for less than 4 Hours	1 day will be deducted
6) Compensatory Off, if worked on Week Off	Should be taken within 40 days

### For Skill and Corporate-

1) Minimum working hours every day	8 Hours + 30 minutes break
2) Minimum working hours every week	48 + 30 minutes break every day (as mentioned above)
3) Week starting from Monday to Saturday*	
4) If Punched in for more than 4 Hours but less than 8 Hours	1/2 day will be deducted
5) If Punched in for less than 4 Hours	1 day will be deducted
6) Compensatory Off if worked on Week Off	Should be taken within 40 days

\* For Corporate – First and Fourth are working Saturdays. Corporate employees are required to work **from Office** on these days as well.

\* For Skill – All Saturdays are working.

### ***Tardiness and Early Departures***

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

A shown in the above grids for Wellness and Skill/ Corporates,  $\frac{1}{2}$  (half) day will be deducted for working less number of hours.

## Overtime -

The organization does not allow working overtime. No one is allowed to do overtime without the permission of Regional Head and HR.

The shifts are assigned to employees with breaks for lunch. The weekly off, once a week are on rotation basis.

## Disciplinary Action

Excessive absenteeism is defined as two or more occurrences of **unexcused** absence in a 30-day period and will result in disciplinary action.

Working hours are to be strictly adhered to. There will be a flexibility of 15 minutes upto 3 times in a month. If there are any instances of late coming beyond 3 days, half day of salary will be deducted. This will be strictly monitored by HR and a report will be submitted to the Regional Heads/ Functional heads every week.

## Absconding

Any employee who fails to report to work for a period of three days without notifying his or her supervisor, will be considered to have abandoned the job. Under such circumstances, **the immediate supervisor/ Centre/Institute must inform HR within 2 days of their absence.**

## SOP for Absenteeism

1. If any employee has not come to work for **one day** and not informed their manager:
  - a. They need to be called to find out if everything is okay
  - b. If ok, upon return to work the next day, they should be verbally counselled that this is not acceptable. This counselling should be done by the immediate manager.
  - c. The date and the incident should be documented by the immediate manager and send in an email to the employee. In case the employee does not have access to emails, this email should be sent to HR for documentation.
  - d. If this is ever repeated, HR needs to be informed immediately. A written warning will be given to the employee by HR.
2. If any employee is absent for **3 days or more** and it is not an approved leave:
  - a. If they say they are not well, they need to bring a doctor's prescription. If they cannot come in, they need to send the prescription/ medical documents by other means (emails/WhatsApp)
  - b. If they are not contactable for 3 days, HR needs to be informed without delay.
  - c. HR will try to connect with the employee
  - d. If still they cannot be contacted, HR will sent the first letter of absence/ absconding

- e. After 5 days, if they have still not connected with anyone, the second letter of absence will be sent by HR.
  - f. If we still do not hear from them for 5 more days, a letter of termination will be sent to them.
  - g. In case the employee connects with HR or the manager after the letters are sent, HR will decide on the next course of action in consultation with the respective Area Head. This will depend on a case to case basis.
3. For intermittent and regular absence of an employee, even if they are notified to managers, the employee must be counselled from the very beginning. Along with that, the dates of absence should be documented (as mentioned in point number 1). HR must be notified if this absence is pursuant and ongoing for a month's time.