

Title	Policy on Office Timing- Chennai		
Department	Human Resources	Version	1.1
Date of Effect	01/07/2023	Date of Review	01/08/2024

1. Objective :

This policy is issued to bring uniformity and clarity regarding the office timing for employees operating from offices based in Chennai.

2. Purpose:

We execute the projects adhering to stringent project timelines. Since project deliveries, manpower allocation, and seat utilisation are planned basis of the above, the objective of this policy is to underscore the importance of adhering to shifts as per the specified timings.

3. Scope:

This policy is applicable to all employees of Chennai. Each department would prepare and upload the shift schedule on PMT before the commencement of every week/month.

4. Definitions & Guidelines

- 4.1 **Alert Mark/Short Timing:** Reporting to office for work late beyond the applicable shift start time or leaving office before the applicable shift end time shall result in alert mark. Shortfall in office timing caused due to Alert mark during a month shall be aggregated. Total shortfall less than 2 hrs during a month shall be condoned. However, shortfall of 2 hours or more shall result in deduction of half day CL/LWP (leave without pay) for every 2 hours. Adjustment of CL/LWP shall be effected in the subsequent month payroll.
- 4.2 Late arrival for work or early packing up from duty by more than 2 hrs on any day shall be termed as short timing.
- 4.3 Each incident of 'short coming' of 4 hrs or more during the applicable shift timing would be treated as 1 day CL/LWP

5. Absence from Work

- 5.1 Shortfall in total daily Business hours (BH) of applicable shift is classified as "Absence from work".
- 5.2 **Required Business Hours:** during the tenure of any shift, personnel are required to put in BH which is calculated by allowing 30 min break during the shift. To cite an example, for a shift starting at 6.00am ending at 2.00pm having a total duration of 9 hours, the required BH is 8 hrs. (81/2- 30 lunch break and 30 Min break time)
- 5.3 **Actual BH :** Actual BH shall be calculated by taking first Log in in and last log out for attendance. Any time spent outside the office during office hours, will not be considered as BH.
- 5.4 **Absence from work:** If actual BH is less than the required BH, the shortfall is termed as "Absence from work". Any productive time spent outside the office for business meetings, outside visits or visit for any official purposes may be appropriately regularised on PMT as OD so that it does not get

6. Habitual Late mark/Early short – coming

Habitual late mark/short coming could invite initiation of disciplinary action including termination.

7. Shift timings

Shift	Chennai timing	Break	Lunch Break
General - 1	09.00am - 06.00 pm	30 min	30 min
General - 2	09.30am - 06.30pm	30min	30 min
General - 3	10.00am - 07.00pm	30min	30 min
General - 4	10.30am - 07.30pm	30 min	30 min
General - 5	11.00am - 08.00pm	30 min	30 min
Second shift -1	01.30pm - 10.30pm	30 min	30 min
Second Shift -2	02.30pm - 11.30pm	30 min	30 min
Night Shift -1	03.00pm - 12.00am	30 min	30 min
Night shift -2	03.30pm - 12.30am	30 min	30 min
Night shift - 3	04.00pm - 01.00am	30 min	30 min
Night Shift -4	04.30pm - 01.30am	30 min	30 min
Night Shift - 5	05.30pm - 02.30am	30 min	30 min
Flexi shift	9 hrs	30 min	30 min

*Flexi: based on the project requirement with prior approval from mgmt.

8. General:

This policy outlines the spirit behind the company's approach in bringing absolute transparency in communication as regards its policies. Therefore, personnel covered this policy are expected to respect the rules and standard procedures governing this policy. While circumstances are abnormal or situations not anticipated, or defined in this policy arise, such matters should be referred to HR dept for resolution in a manner that is consistent with the whole aim and spirit of this policy.

Deviation to this policy in any form shall not be entertained and shall be viewed very seriously.

This policy supersedes all other policies, procedures and practices prevalent on this subject till date. The company reserves the right to add to, alter to, amend or cancel this policy at its discretion.



Recommended By
Jayasudha
Senior Manager – HR



Approved By
Senthil Kumar
Associate Director