

# Attendance Policy

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**Effective Date:** 1 Sept 2018

**Document Owner:** HR Department  
**Approved By:** CEO

## Objective of this Policy

The objective of this policy is to correctly record the professional time put in by employees at work and thereby ensure correct employee benefits in the form of salaries and leave balances.

## Scope

The policy is applicable to all the employees except **Top Management Team** of Property Pistol Realty Pvt Ltd (hereinafter referred to as "The Company").

For the purpose of this policy; the people who are on the employment rolls of The Company, on the day this policy comes into effect and employed thereafter, shall be deemed to be "employees".

## Office Working Hours & Days

The Standard office working hours are from 10.00 am to 6:30 PM with minimum 8.5 hours of work every day.

The company follows a six-day working with one day as weekly off except the first or second week of the month (depending upon the roles) where an additional off is given. The weekly off day/s depends on the role and department to which the person is assigned to as follows

Department	1st or 2nd week weekly OFF	Other Weeks weekly off
Sales	Tuesday & Wednesday	Tuesday
Non-Sales	Saturday & Sunday	Sunday

Note: There are exceptions also like syndicate membership sales, depending upon Employee work role subject to change as per business needs.

## Working Hours Computation (Work timing policy):

Minimum Working hours: 8.5 hrs. Per Day

Every employee is required to register and punch his /her in and out timings on the biometric attendance system. For this purpose, the first Incoming time and last outgoing time (a difference of at least eight and half hours) would be recorded as attendance for his day.

### 1) Regular Punch In Time

- Regular reporting time is 9:45 am and deadline is 10:00 am.
- Punch In done beyond 10:00 am and within 10:30 am would be considered as Late **Punch In**. Such late Punch IN can be up to 5 punches in a month.

- If the Employee is punching in late then will leave late and will complete 8.5 hours of work for the day. This provision is to cover instances like late running of trains, excessive rains, traffic, any incidental exigency and is not a right in itself. Every late punch beyond 5 days limit half day salary or 1000/- (whichever is lower) shall be deducted from salary
- If any employee report late for 8 days in a month he/ she will get a warning mail from HR.
- If any employee report late for 10 days in a month he/she needs to attend a mandatory session with CEO.
- For Punch In Time beyond 10:30 am unless otherwise covered on grounds of special needs or instances covered under the section Non-Regular Punch In Time, half day salary would be deducted.

## 2) Non-regular Punch In Time

- **Flexi Timing:** Subject to approval (pre or post) of RM (reporting manager) max limited to 4 times in a month: Punch In Time limit 11:00 am. In such case if Punch In Time is late then leave equally late with the intent of completion of 8.5 hours for the day.  
The employee also has the option to leave early by doing early punch in for this Punch In Time is from 9:00 am. And then can leave once he/ she completes 8.5 hours of work. Punch In Time before 9:00 am is not applicable.

- **Half Day timing:** Minimum of 4 working hours excluding lunch break. It will be governed by leave policy.

- **Special Need**

- **Late Reporting:** Late reporting is exempted up to two times which can be extended up to 2 more times subject to reporting manager approval. In the event of any special circumstance the Punch In Time is accepted till 12 noon.

**For first 2 instances:** Manager approval is not required but it is mandatory to inform the reporting manager in advance (at least prior day or same day morning).

**For next 2 instances:** Manager approval is mandatory. In the absence of approval, reporting late may lead to salary deduction.

It is recommended that employees, on events of reporting late should take care of their work remotely wherever possible. The shortfall of work hours is required to be compensated within the next 7 working days.

- **Early leaving:** The punch out time should not be before 4:00 pm same limits and rules as described above under the case of late reporting for special needs.

Example of special needs: Kids PTM, Doctors appointment - self or dependents, bank or other similar work.

**Deviation or Exception**

- Any deviations from this policy require approval from the functional Head of the Department and the CEO of the company.
- The company reserves the right to modify or terminate this policy without prior notice.