



Shift Allowance Policy



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Document History

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1.0 Objective:

The shift allowance Policy is catered to provide guidelines on the amount Bhavna Corp pays to its employees working in certain shifts defined by the company basis the business need. It is also used to compensate employees working overtime.

2.0 Applicability:

This Policy applies to all full-time employees of Bhavna Corp.

3.0 Types of Shifts:

Shift 1: (S1) Timings: An employee working from 2:00 PM to 11:00 PM falls under S1.

Shift 2: (S2) Timings: These are client-specific work timings beyond regular work hours which are approved by the business.

General Shift: An employee working hours from 10:00 AM to 7:00 PM falls under the general shift.

4.0 Eligibility:

- An employee working in S1 / S2 shifts must work for 8 hours during office hours to be eligible to get a shift allowance.
- An employee working during holidays or weeks off can avail a compensatory off, which should be availed within 90 days of week-off/holiday working.
- Shift allowance will be paid based on the number of working days in a quarter.
- Shift allowance will not be paid for the day the employee is on leave – planned / unplanned.

Option	Description	Eligibility
Option 1	Holiday	1 Comp off + Applicable shift allowance
Option 2	Week Off	1 Comp off + Applicable shift allowance
Option 3	Week Off + Holiday	1 Comp off + 1 Day Basic Salary + Applicable shift allowance

5.0 Shift Allowance Payment Terms (IN INR):

- Bhavna Corp encourages employees to work in shifts either from the office or home based on business requirements and shift allowances are paid as per the grid mentioned below.

Shift Type	Conditions	Shift Allowance
Shift 1 (S1)	Shift starting at 2:00 PM and ending at 11:00 PM or beyond	Rs.275 per day and Rs.16,500 per quarter

9.0 Policy Revision:

The policy shall be reviewed and revised every year considering the business plan, legal enactment /amendments, and other social reasons which are in control of the organization.

10.0 Exception Handling:

Management reserves the right to alter/ change/modify/ obsolete the content of the policy based on the business needs and priorities of the organization.