



FAQ – Attendance and Leave Management

No part of the document may be copied, reproduced, stored in any retrieval system, or transmitted in any form or by any means, either electronically, mechanically, or otherwise without prior written permission.

FAQs on Attendance & Leave Management

1. When and how many casual leaves and Sick Leaves credited on the leave balance?

7 Casual Leaves and 7 Sick Leaves are credited on 1st January.

2. How many Earned Leaves an employee is entitled to?

An employee is entitled to 2.5 Days of earned leaves after every 2 months of Working.

3. When is the earned leave credited to my account?

Earned Leaves are credited on 1st Day of every Third month starting January 1st.

Block of Months	Earned Leave Credit Date
January - February	1 st March
March-April	1 st May
May - June	1 st July
July - August	1 st September
September - October	1 st November
November - December	1 st January

4. What would be my leave entitlement in case I join in middle of the year?

CL/ SL Leave Calculation- $(7/365) \times \text{No of days remaining in the particular Year}$.

5. Suppose I joined the organization on 1st July of the particular year. How many leave can I get during the particular Year?

Considering Annual Entitlement as SL – 7 & CL -7

The entitlement for a joining on 1st July, 2019 is, CL-3.5 & SL-3.5

6. Who can approve my leave request?

Immediate reporting superior has to approve Leave requests.

7. Where can I see my immediate reporting superior?

You can view your reporting hierarchy in HCM Module in new HRIS portal.

8. How an employee can know his/her leave are approved?

An employee gets an auto generated E-mail of leave (From: no-reply@factohr.com), when his/her leave is approved/rejected by his/her superior.

9. Can I apply a back dated leave in the system?

In case an employee fails to apply leave on the system before going on leave, he/she can regularize leave within 30 Calendar Days of last day of Leave.

10. Is there a provision for carry forward of Sick Leave and Casual Leave?

Un-availed Sick Leaves and Casual Leaves shall lapse at the end of the year.

11. What is the applicable rule for availing Sick leave Documentation?

A document for availing sick leave is required in the following cases:

1. On availing Sick Leave (SL) more than 3 days at a stretch.
2. Sick Leaves availed (Regardless of Numbers) more than 2 times in a calendar year.

12. What document should one attach in case of availing Sick Leave?

Medical Certificate from a registered Medical Practitioner has to be attached along with the leave application.

13. Who are entitled to Additional Privilege Leave (APL)?

An employees working in 6 days work week schedule are entitled for APL.

14. How many APL are entitled for employees per year?

Employees are entitled for 15 APL per annum, which is credited on a Quarterly Basis (3.75 Leaves per Quarter).

15. I move to 6 day working in middle of the quarter from 5 days work week, am I eligible for APL?

Yes, you are eligible for APL on the basis of pro rata in the succeeding quarter.

16. Is an employee eligible for APL Encashment?

Yes, an employee is eligible for Encashment of un-availed APL on basic pay, at the end of calendar year.

17. Is my applied leave auto approved at the end of the month if the applied leave approval is pending from my superior?

No, the applied leave shall be auto cancelled at the end of the month if it is not approved by the superior.

18. What are the minimum & maximum timeframe for Outdoor Duty (OD)?

The minimum time for OD is half-day and maximum is as per business requirement.

Punch In and Punch Out is required in case of Half Day OD.

19. An employee goes on "OD" on his weekly-off day or holiday; he/she is entitled for compensatory off?

No, In that case an employee is not eligible for availing compensatory off.

20. What are the guidelines for late punch in?

Late Punch-In – Following provisions are applicable for late punch-in:-

- 1) Grace period of up to 15 minutes of Late Punch-In is granted for maximum thrice a month.
- 2) For punch in beyond 15 minutes of Schedule (After exhaustion of Grace limit) shift start time- Basic salary shall be deducted in multiples of Half an Hour
(Example: For General Shift in 5 (09:00 AM – 06:30 PM) days work week –
Case 1: If an Employee punches at 09:20 am – In this case 30 Minutes of basic salary shall be deducted
Case 2: Employee Punches in at 09:35 AM - In this case 1 Hour Basic pay shall be deducted

- 3) For Punch in beyond 1 Hour of shift start time, half day of Leave shall be deducted from Casual leave balance or in case of "0" CL balance same shall be adjusted from Earned Leave Balance. In absence of both leave shall be booked under "Leave without Pay".

21. What are the guidelines for personal gate pass?

a) An employee may apply for "Personal Gate Pass" on the portal for a personal reason which may be accomplished in a short duration. **The employee is mandatorily required to punch out while leaving premises and punch in after returning back.**

b) The deduction of leave shall be done on Half hour basis. If the actual duration exceeds the duration for which personal gate pass was applied, in such cases the actual duration shall be considered for leave deduction purpose.

(Example: An employee has applied Personal Gate Pass for 2 Hours, however the employee has returned after 3 Hours, in this case the leave shall be deducted for 3 Hours)

c) As soon as the Personal Gate Pass is applied, an e-mail should be auto triggered to immediate reporting manager (for information only). If the employee fails to punch, (in or out), the personal gate pass request shall be deemed as void, and employee shall be marked as "Absent" for the respective part of the day.

22. What is the deduction of leave in case of Early Punch out or Personal Gate Pass?

The leave is deducted in multiples of Half an Hour, deduction is as follows:

- 1) **In case of 5 Day work schedule:** Deduction of leave shall be 0.05 Leaves per Half an Hour.
- 2) **In case of 6 Day work schedule:** Deduction of leave shall be 0.06 Leaves per Half an Hour.

23. What leaves are deducted in case of Early Punch or Personal Gate Pass?

1. The leave is deducted from Casual Leave balance;
2. In case of "0" CL balance, the leave is deducted from Earned Leave Balance.
3. In absence of both the Leave is deducted from LWP

24. I would like to leave 1 Hour before my shift end time; in case I apply an early punch out what would be the leave deduction in this case?

You may leave an hour before your shift end time; you would have to apply "Early Punch Out" on HRIS portal for the same duration.

25. What is the criterion to avail compensatory off against working on weekly off / Holiday?

An employee can avail C-off only if an employee has worked for the entire duration of a particular shift.

(Example: Employee who is working in "A" Shift must punch in on or before 06:00 AM & punch out on or after 02:00pm.)

26. What are the guidelines for Early Punch Out?

Leave to be deducted in multiples of Half an Hour from the time of early punch out, provided same is applied in the HRIS portal.

27. If I leave an Hour before my shift end time without applying Early Punch Out, in this case what would my attendance be treated as?

You would be marked as "2nd Half Absent", unless you apply for early punch out.

28. I am in General Shift on a 5 day work week, I have exhausted the maximum limit of late punch (15 Minutes), I punch in at 9:15 AM & punch out 1:00PM due to some reason .In that case what my attendance for the day?

You have been marked full day absent, because you are not synchronizing with your shift schedule. (Even for Half day punch out is not fulfilled), unless early punch out is applied.

29. Is grace exemption of 15 minutes late punch in applicable in case of half day leave or working on Holidays / Weekly off's?

Yes, 15 minute grace period will be considered in half day leave or working on Holiday /Weekly Off's.

30. If I am working in "G" shift on a 5 day work week, on a particular day I come at 9:38AM & punch out at 8:00PM. In this case will I get Full day present without any deduction?

No; Late coming cannot be adjusted with overstay beyond shift timing.

31. If I came office in "G" shifts on a 5 day work week at 9:25AM and punch out at 6:00PM .what is my attendance status for the day?

In this case following shall apply:

1. Half an hour of basic salary deduction in lieu of Late punch in.
2. Marked absent for Second half, unless early punch out is applied.

32. In case of bus delay (Company Transport) what is the attendance status of all employees who are availing company transportation?

In that case the attendance of respective employees (availing company's transport facility) shall be regularised by HR Department, based on confirmation by transport department.

33. During strike time we reach plant at 5:30, at what time employees should go home?

The Punch In and Punch Out time should be as per the circular / communication for strike.

34. I am working in General shift and after completing my shift (i.e. punch out at 06:30 PM). I have to come again in "C" shift owing to a business exigency. In this case, am I eligible for availing a Compensatory off?

Yes, you may avail a compensatory off provided that you have worked for the entire duration of shift (Punch in 10:00 PM, Punch Out 06:00 AM)

35. I am working in General shift and for some reason I come again at 11 PM and work till 7 AM in the morning. Can I avail a Compensatory Off, if not what is the alternative?

In such case, you are not entitled to avail a compensatory off, as you have not worked as per the C shift Schedule (i.e. 10:00 PM TO 06:00 AM). However, your superior may assign you a different shift for that day.

36. I work in a 6 Day Schedule (A / B / C) shift pattern, for a day I have been called in General shift for a day owing to business exigency, what should be my Punch IN and Punch Out time?

In such cases your punch in and punch out time must be in line with the shift schedule applicable for that day. (i.e. if you are being called in for a day in general shift you must adhere to the shift timing applicable for General Shift (i.e. 09:00 AM to 06:30 PM))

37. Who is eligible for a compensatory off?

Any employee who has worked on a weekly off / company holiday or has worked for 2 shifts continuously is eligible to avail a compensatory off against such working.

38. What is the validity of compensatory off?

Compensatory off Type	Validity
1. Working on Weekly Off / continuous shifts	C-off to be availed within next 3 Days
2. Working on Holiday	C-off to be availed within 6 Months