pAI

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Policy Title: Working Hours & Attendance Policy

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9. Purpose

This policy defines pAI’s standard working hours, attendance expectations, and the procedures for accurate timekeeping and reporting absences. Its purpose is to ensure operational efficiency, fairness, compliance with labor laws, and a consistent approach to managing employee presence in the workplace.

1. Scope

This policy applies to all pAI employees (full-time, part-time, permanent, and temporary) globally. Specific provisions may vary based on local legal requirements and the nature of the role (e.g., exempt vs. non-exempt status).

1. Definitions

| **Term** | **Definition** |
| --- | --- |
| **Standard Working Hours** | The regular number of hours an employee is expected to work per day or week, as defined by their employment contract and local regulations. |
| **Core Hours** | Specific periods during the workday when all employees (or a designated group) are required to be present and available for work, particularly relevant for flexible working arrangements. |
| **Flexible Working Arrangements** | Alternative work schedules or locations that deviate from standard patterns, such as remote work or flextime (see Policy HR-09). |
| **Attendance** | An employee’s physical presence at their designated workplace or active engagement in their work duties during scheduled working hours. |
| **Punctuality** | The act of arriving at work or meetings at the scheduled time. |
| **Absence** | Any period of time an employee is not present at work during their scheduled working hours, whether planned (e.g., vacation) or unplanned (e.g., sickness). |
| **Timekeeping System** | The official method used by pAI to record employee work hours, including start times, end times, and breaks. |
| **Non-Exempt Employee** | An employee who is eligible for overtime pay under applicable labor laws. |
| **Exempt Employee** | An employee who is not eligible for overtime pay under applicable labor laws, typically due to their duties and salary level. |

1. Policy Statement

4.1 All employees shall adhere to their established working hours and maintain consistent attendance.

4.2 Employees shall accurately record their working hours and breaks using pAI’s designated timekeeping system.

4.3 All absences from work, whether planned or unplanned, shall be reported and approved in accordance with the procedures outlined in this policy and the Leave of Absence Policy (See Policy HR-08).

4.4 Punctuality is essential for operational effectiveness and team collaboration. Employees shall arrive at work and attend meetings on time.

4.5 Unauthorized absences, persistent tardiness, or inaccurate timekeeping are serious matters that will result in disciplinary action.

1. Procedures / Guidelines

5.1 Standard Working Hours

5.1.1 The standard full-time workweek at pAI is forty (40) hours, typically spread over five (5) days, Monday to Friday, from 9:00 AM to 5:00 PM (local time), with a one-hour unpaid meal break.

5.1.2 Specific working hours for part-time employees or those with flexible working arrangements will be defined in their employment contracts or approved agreements (see Policy HR-09).

5.1.3 Employees are expected to be ready to commence work at their scheduled start time.

5.2 Timekeeping and Recording Hours

5.2.1 Non-Exempt Employees: All non-exempt employees must accurately record all hours worked, including start and end times for each workday, and the start and end times of all meal breaks, using the designated timekeeping system (e.g., electronic time clock, online portal).

5.2.2 Exempt Employees: Exempt employees are generally not required to track daily hours worked but are expected to work the hours necessary to fulfill their job responsibilities. They must still record absences (e.g., vacation, sick leave) through the HR system.

5.2.3 Accuracy: Employees are responsible for the accuracy of their time records. Falsification of time records is a serious offense and will result in disciplinary action, up to and including termination.

5.2.4 Approval: Managers shall review and approve their team’s time records regularly, typically weekly, to ensure accuracy and compliance.

5.3 Meal and Rest Breaks

5.3.1 Meal Breaks: Non-exempt employees working more than six (6) consecutive hours are entitled to an unpaid meal break of at least thirty (30) minutes. This break must be taken free from work duties.

5.3.2 Rest Breaks: Shorter paid rest breaks (e.g., 15 minutes) may be provided in accordance with local labor laws and company practice.

5.3.3 Employees must clock out for all unpaid meal breaks.

5.4 Reporting Absences and Tardiness

5.4.1 Planned Absences: For planned absences (e.g., vacation, scheduled medical appointments), employees must request leave in advance through the HR system, following the procedures outlined in the Leave of Absence Policy (See Policy HR-08).

5.4.2 Unplanned Absences (Sickness, Emergency):

\* Employees must notify their immediate supervisor or manager as soon as possible, and no later than one (1) hour before their scheduled start time on the first day of absence.

\* Notification must be made via the designated communication channel (e.g., phone call, specific email address), not solely through a colleague.

\* The reason for absence and an estimated return date should be provided.

\* For absences exceeding three (3) consecutive days, a medical certificate or other appropriate documentation may be required.

5.4.3 Tardiness: Employees who anticipate being late for work must notify their supervisor as soon as possible. Persistent or unexcused tardiness will be addressed.

Table 1 – Absence Notification Requirements

| **Type of Absence** | **Notification Timeline** | **Required Action** |
| --- | --- | --- |
| **Planned Leave** | As per Policy HR-08 (e.g., 2 weeks for vacation) | Submit request via HR system for approval. |
| **Unplanned (Sick/Emergency)** | At least 1 hour before scheduled start time on day 1 | Direct notification to Manager (phone/designated channel). State reason and estimated return. |
| **Extended Unplanned** | By end of Day 3 of absence | Provide medical certificate/documentation to HR and Manager. Maintain regular communication. |
| **Late Arrival** | As soon as known, before scheduled start time | Direct notification to Manager. State reason and estimated arrival time. |

5.5 Overtime (See Policy HR-10)

5.5.1 Overtime work for non-exempt employees must be authorized in advance by the employee’s manager. Unauthorized overtime will not be compensated.

1. Responsibilities

| **Role** | **Obligation** |
| --- | --- |
| **Employees** | Adhere to scheduled working hours and attendance expectations. Accurately record all hours worked and breaks. Notify managers promptly of any absences or tardiness. |
| **Managers / Supervisors** | Ensure their team members understand and comply with this policy. Monitor attendance and timekeeping records. Approve time records and leave requests. Address attendance issues promptly and consistently. |
| **Human Resources** | Develop, implement, and maintain this policy. Provide guidance on policy interpretation and application. Oversee timekeeping systems and compliance. Address persistent or severe attendance issues. |
| **Payroll Department** | Process payroll accurately based on approved time records and leave information. |

1. Compliance & Consequences

7.1 Adherence to this Working Hours & Attendance Policy is a condition of employment at pAI.

7.2 Unexcused Absences/Tardiness: Unexcused absences or persistent tardiness will result in disciplinary action, which may include verbal warnings, written warnings, suspension, and ultimately, termination of employment.

7.3 Timekeeping Violations: Falsification of time records, clocking in/out for another employee, or failure to accurately record hours worked will result in severe disciplinary action, up to and including immediate termination of employment.

7.4 Pattern of Absence: A pattern of frequent short-term absences, even if individually excused, may be reviewed by HR and management to assess impact on productivity and may lead to a requirement for medical documentation or other interventions.

1. Review & Revision History

| **Version** | **Date** | **Description** | **Author** |
| --- | --- | --- | --- |
| 1.0 | 2025-07-01 | Initial release | HR Director |