

Title: - Working Hours & Attendance Policy	
Policy No: SW-HR-002-Version 3	
Issuing Dept.: Human Resources	Year: 2025-26
Approved By: President – Human Resources	

POLICY

WORKING HOURS & ATTENDANCE

PURPOSE

To ensure that office decorum is maintained with respect to time management and all employees respect time commitments to the company

SCOPE

The policy is applicable to all employees of Smartworld Developers Pvt. Ltd. For the purpose of this policy, all employees on rolls(either on probation or confirmed) of the company, its subsidiaries, Retainers, Consultants, Trainees & apprentices will be referred to as employees.

OFFICIAL TIMINGS

Monday To Friday	9.30 am to 6.30 pm
Saturday (1st, 3rd, & 5th)	10.00am to 5.00 pm

Note : For project site & sales staff, official timings shall be according to their respective work plans as per HOD approval.

FLEXIBILITY

- It is the responsibility of the employee to come to office **on all working days**, at time. Employees must abide by office timings.
- Employees have the flexibility of coming to office anytime between 09:00 a.m. to 10:30 a.m. on all working days.
- If the employee is present in the office for a minimum of 7 hours, it will be considered as full day present.
- Required Hours for Saturday – 7 hours.
- If the employee entry time is 2:00 pm or before and has completed 4.5 hours, it will be considered as half day present.
- In Time after 2:00 pm would be – A (Absent).
- Total Hours less than 4.5 – A (Absent).
- All employees are required to complete monthly working hours month on month basis.
- In case there is **a shortfall** of monthly working hours following deduction in leaves would take place-

No. of hours	Deduction
More than 0 hours but equal to 4.5 hours	Half day leave deduction
More than 4.5 hours but equal to 9 hours	Full day deduction
More than 9 hours but equal to 13.5 hours	One and half day deduction and so on..

MISSING PUNCHES

- All records of Missing Punches (either In Time or Out Time) will be treated as Unapproved Leave and subjected to One Day LWP deduction.
- Employees are expected to regularize the attendance on daily basis to avoid any last minute rush. In case, the same is not updated in system or approved by the manager till attendance closure “cut of date” the same will be considered AS IS and payroll will be processed accordingly.
- Only two regularizations are allowed in a month, more than two regularizations will be adjusted against his/her leave, in case there is no leave balance in the account then LWP will be marked.

LATE WORKING

- If an employee is working beyond 12.00 a.m. (midnight), then he/she will have to punch his out time not later than 11.59 p.m. and re-punch again any time after 00.01 a.m. to regularize his/her attendance (i.e. his first in time was at 09.30 a.m. on Day 1 and his out time is anytime on the next day). In this case he can claim Comp.Off (irrespective of Bands I Levels I Designations). the very next day. The same will have to be regularized by the employee through Online Leave Management System approval within the next 2 working days.

LEAVE APPLICATION

- Submission of approved leave application (Full day/Half day) is mandatory for all employees
- Submission of leave should be through the Online Leave Management (Duly Approved by the Reporting Managers). All leaves should be pre-approved and submitted to HR before proceeding on the said leave.
- In case of emergency, employee can submit their approve leave via email before the monthly salary processing otherwise the said leave period is marked as leave without pay

TOURS/OUTDOOR DUTY/CONFERENCE & SEMINARS

- Employee going out of office either on tour/out-door duty/conferences/seminars shall have to apply for the same in the Online System (duly approved by the HOD) so that s/he is not marked "on leave".
- Any employee proceeding on Outdoor duty during the course of the day shall have to punch his Out Time while moving out of office.
- First half of the Outdoor Duty shall be valid till 2.00 p.m. and in case employee returns to office after 2.00 p.m. he needs to fill 2nd half as well in addition to punching his/her attendance on Bio-Metric device
- Similarly, 2nd half Outdoor Duty will start at 2.00 p.m.
- In case due to some exigency employee leaves before 2.00 p.m., first half also needs to be applied. The same needs to be applied through the Leave Management System by the employee.

DEVIATIONS & EXCEPTIONS

Organisation reserves the right to vary, replace or terminate this policy at any time. This Policy will be reviewed every year or earlier if required

POLICY DOA

The Head HR is owner of this policy. For clarification, please contact your HR SPOC.