

Smart World Flexible Work Schedule Policy

At Smart World, we are committed to helping employees face the demands of managing work, family and personal obligations by offering flexible work schedule. The 'Flexible Work Schedule' intends to provide employees with required flexibility while allowing the organization to retain a productive work environment.

Flexible Work Schedule – How does it work?

Flexible Work Schedule allows employees to manage their login and logout time providing opportunity to attend to their personal obligations. However, the average number of hours cumulated over a month should still suffice with required number of hours required for the month. This is to ensure continued & efficient operations of the company while boosting employee morale maintaining expected productivity standards throughout the organization.

The policy will be effective starting **21st December 2022**.

Work hours:

Weekdays - Monday To Friday (9 hours)	9:30 am to 6:30 pm
Working Saturdays – 1 st , 3 rd & 5 th (7 hours)	10:00 am to 5:00 pm

Flexibility:

1. It is the responsibility of the employee to attend office **on all working days**, as per mentioned time. Employees must abide by office timings.
2. Employee will be given flexibility of punching in between 9:00 am to 11:00 am on all working days.
3. Employee working for minimum of 7 hours on a weekday would be considered present for the day.
4. Employee working for minimum of 6 hours on a working Saturdays would be considered as present for the day.
5. Employee punching in by 2:30 pm (on a weekday) and by 1:30 pm (on a working Saturday) would be considered present for half day.
6. Any employee punching in after 2:30 pm (on a weekday) and after 1:30 pm (on a working Saturday) will be marked absent.
7. The employee would be marked "Absent" in case of working hours less than 4.5 hours (on weekdays) and 3.5 hours (on working Saturday).
8. All employees are required to complete the specified number of hours over a month. The computation of the same would be done on monthly basis (i.e., according to attendance cycle)

Algorithm for computation of required number of hours in each month is as follows:

- [No. of working weekdays (Monday-Friday) in the month multiplied by 9] + [Number of working Saturdays in the month multiplied by 7]
- For e.g. If a given month has 22 working weekdays and 3 working Saturdays, the required number of hours for the month will be:

$$(22 \times 9) + (3 \times 7) = 219 \text{ hours}$$

9. In case of any **shortfall** in minimum monthly working hours, following deduction in leave balance would be applicable i.e. 0.5 day leave on every 4.5 hours.

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

10. Employee working hours would be calculated starting from 9:00 am. To avail a full day attendance, the employee has to complete 7 hours from the punching time i.e. till 4:00 pm (in case the punch in is at 9:00 am).
11. Any adjustment on account of absence and/or shortfall of monthly working hours computed at the end of the month shall be first adjusted against leave balance. Only in case of absence of leave balance, the same will be adjusted against the salary.
12. Once the employee gets his/her leave regularized (in case of mispunch), the leave would then be credited back to the employee's leave balance after approval of the same from the reporting manager.

Few points to be noted:

- With the implementation of 'Flexible Work Schedule' the existing concept of 'Short Leave' and deduction on account of the same will no longer be applicable.
- In case where the total no. of hours for an employee in each month exceed the required no. of hours for the month before the end of the monthly attendance cycle, the excess no. of hours will not equate to leave(s) in lieu, on one or more of the remaining days in the attendance cycle.
For e.g. if an employee Bruce Wayne, completes the required no. of hours for the month on 18th of the month itself; it does not imply that Bruce can avail a compensatory off on the 19th or the 20th.