

	Business Hours & Attendance Policy	Policy No.: SW/HR-02-21
	Internal information, forbid for spreading	

Business Hours & Attendance Policy

Date	Prepared by	Reviewed By	Approved by
01-April-21	HR	COO	COO

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1. Introduction

To maintain the work place practices & work attitude towards the values of our Organization, Smart World Developers Private Limited outlines the expectations regarding employees' attitude towards working hours / schedule of work assignment. The policy applies to all permanent/contract employees based on the nature of the job / requirement of business. The Company may vary or rescind this policy from time to time, at its absolute discretion and without any limitation on its capacity to do so.

2. Objective

The objectives of this policy are as follows:

- a) to ensure that Punctuality is maintained for efficient operation within the organization;
- b) to provide the best possible service to meet organization's objectives;
- c) to enable employees to utilize their full potential at work by achieving a better relationship between their personal and professional lives;

All employees must accept their responsibility and ensure their presence at work during agreed times for different nature of their business.

3. Official Timings

Days	Timings
Monday to Friday	9:30am to 6:30pm
Saturdays(2nd & 4th)	Weekly Off
Working Saturdays(1st, 3rd, 5th)	10:00am to 5:00pm

Note : For project site & sales staff, official timings shall be according to their respective work plans and communicated in writing to HR. Employees coming at "ODD Hours" need to apply to HR in advance through approval mail from their HOD's about such shifts.

- i. The above timings shall include a 45 minute lunch break.
- ii. Employees may be required to work beyond official timings due to exigencies of work.

4. Flexibility:

- i. Time and attendance must be managed earnestly by the employee. An employee is expected to be punctual and be available at work station before the start of office timings.
- ii. Employees have the flexibility of coming to office anytime between 09.00 a.m. and 10.00 a.m. on all working days.
- iii. Employees need to daily clock 9 working hours between Monday to Saturday. E.g. If an Employee comes at 9.10 a.m. he can leave after 9 hours i.e. after 6.10 p.m. Similarly, if he is coming at 9.45 a.m. he can leave by 6.45 p.m.

5. Late Coming:

Employees coming **after 10.00 am** shall be marked as "**Late**" in the attendance records.

6. Attendance Recording:

Regular record of attendance shall be kept for all employees. Attendance would be marked as below:-

In-Time		
If an employee comes to the office	Attendance shall be marked as	Leaves adjusted for Late Coming
Between 10:01 hour - 1100 hour	Late Coming	04 Late Coming - 01 Day Leave
between 11:01 - 14:30 hour	Half Day Leave	02 Half Leave -01 Day Leave
after 14:30 hour	Full Day Leave	01 Day Leave - 01 Day Leave

Out – Time		
If an employee comes to the office	Attendance shall be marked as	Leaves adjusted for Late Coming
before 14:00 hour	Full Day Leave	01 Day Leave - 01 Day Leave
between 14:01 hour - 16:00 hour	Half Day Leave	02 Half Leave -01 Day Leave

Leaves after 16:00 hour without completing 9 hours work day	Early going	04 Day Leave - 01 Day Leave
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*Note : Once in a month, an employee can avail a shot leave of 2 hours; either in the morning or in the evening.

7. Missing Punches (MIS):

All records of Missing Punches (either In Time or Out Time) will be treated as **Unapproved Leave** and subjected to One Day LWP deduction from the Leave Balance. Employees are requested to monitor the same in their Attendance viewer on a daily basis and if there is any missing punch, the employee is required to get the same approved from his/her reporting manager along with reason/ justification within 2 working days and forward the approval to HR for updation of records to avoid LWP Deduction.

8. Short Leave (SL):

All records of Short Leave (either In Time or Out Time) will be subjected to Leave deductions as per point no.6 above from the Leave Balance. Employees are requested to monitor the same in their Attendance viewer on a daily basis and if there is any Short Leave, the employee is required to get the same approved from his / her reporting manager along with reason / justification within 2 working days and forward the approval to HR for updation of records.

9. Late Working:

If an employee is working late in the office (i.e. employee has worked for more than 12 hours then for the In-time on the subsequent day he can get a relaxation of 1 hour . This will not apply if the day succeeding to his day of long day is an Weekly OFF day or a Holiday, e.g. if an employee is working late on a Friday and if Saturday is an OFF day, he is required to come On TIME on Monday.

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 anytime 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 / Levels / 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.

10. Leave Application : (For details, kindly refer to leave policy)

- i. Submission of approved leave application (Full Day/Half Day) is mandatory for all employees.
- ii. Submission of leave should be Online Leave Management System (Duly approved by the Reporting Managers)
- iii. In case of emergency, employee shall submit his/her approved leave application before monthly salary processing date lest the said leave period shall be marked as leave-without pay.

11. Tour/Out-Door 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 OD during the course of the day shall have to punch his Out Time while moving out of office. First half OD shall be valid till 2.30 p.m. and in case employee returns to office after 2.30 p.m. he needs to fill 2nd half OD as well in addition to punching his/her attendance on Bio-Metric device similarly 2nd half OD will start at 2.00 p.m. In case due to some exigency employee leaves before 2.00 p.m., first half OD also needs to be applied. The same needs to be applied through the Leave Management System by the employee.

12. Deviations /Exceptions:

- Any deviations from this policy require approval from the Management.
- Management reserves the right to modify or terminate this policy without prior notice.

13. Policy Owner

The Head of HR, Smart World Developers Private Limited owns this policy.

Disclaimer on Modification/Withdrawal

This is an internal company policy and may be subject to change from time to time and without prior notice. At the sole discretion of the Management the policy can be modified in whatsoever manner, or be completely / partially withdrawn, at any time, depending on the business situation of the Company.