

Your work ways just got an upgrade!

Say hello to an improved attendance and leave system that is crafted keeping **your needs** at the centre!



Robust Attendance Policy

Travel-friendly working hours, now with extended grace time!

Upgraded Leave Policy

No sandwich leaves! Spare your week off and paid holidays when planning to take time off with this employee-friendly leave policy.



Presenting Paternity Leave

Why should dads not have any fun? Enjoy family time with your wife and child with paternity leave inclusion.

Stay tuned for the detailed policy coming soon. Or for more details, talk to an HR near you.

6 ATTENDANCE

6.1 WORKING HOURS & WEEKLY OFF

6.1.1 All the offices of our company will adhere to following office timing:

Shift	Weekdays	Working Hours	
		Companies Other than Terminals	Terminals
General Shift	Monday to Friday	9.30 Hr to 18.00 Hr	Shift Timings will be based on business requirement
		Lunch Break - 13.00 Hr to 13.30 Hr	
Flexi Shift	Monday to Friday	In Time - In Between 8.30 Hr to 10.30 Hr	Shift of 8 Hours / 12 Hours etc as applicable
		Out Time - In Between 17.00 Hr to 19.00 Hr	
Weekly Off		All Saturday & Sunday	2 nd & 4 th Saturday, Sunday, as per rotational shift basis, etc. as applicable

6.1.2 All employees would be required to mark their attendance through Attendance Marking Device which is installed in office or through Mobile Application of HRMS software.

6.1.3 Terminal shift timings will be based on business requirement and will be decided by the respective Terminal. Any changes from existing practice will require approval from President & COO – Operations.

6.2 ATTENDANCE – GENERAL SHIFT

6.2.1 All employees are expected to reach their place of work at least five minutes before the commencement of working hours. However, they are allowed a grace time of thirty minutes while resuming duty as well as to leave early from office to meet exigencies which include disruption/delay in public transport, traffic jam, etc. as an exceptional case. Employees coming late within grace period will be marked “Late Mark” for each occasion. Employee can avail grace time facility up to 5 occasion in a month i.e. up to 5 late mark.

6.2.2 For employees who come late, (Excluding allowed grace period as mentioned in **6.2.1**) i.e., from 6th late mark onward half a day’s annual leave will be debited for every late coming / late mark. In case there is no annual Leave balance left in their credit, **salary will be deducted. In case of habitual late coming, the Company may initiate suitable action as deemed fit against those late comers.**

- 6.2.3** An employee coming to office after 10.00 Hr will be considered as half day.
- 6.2.4** Employee should work minimum 4 hours to be marked half day present and minimum 8 hours to be marked full day present.
- 6.2.5** All Employees are expected to adhere office hours including lunch timings. In case of an employee leaving the office premises during the office hours without proper authorization, management may take appropriate action.

6.3 ATTENDANCE – FLEXI SHIFT

- 6.3.1** An employee coming to office after 10.30 Hr will be considered as half day.
- 6.3.2** Employee should work minimum 4 hours to be marked half day present and minimum 8 hours to be marked full day present.
- 6.3.3** Employees in flexi shift must adhere to timings in consultation / approval of their HOD / competent authority which would be decided on the basis of business requirement.

6.4 OUTDOOR DUTY

Employees who are attending to outdoor work directly from their residence or leaving early from the office to attend outdoor work are required to obtain permission/approval from their HOD and apply for OD through HRMS system.

7 LEAVE POLICY

7.1 OBJECTIVES:

The objective of this policy is to regulate all forms of leaves which are applicable to employees as a benefit, and to outline procedures to be followed for the granting and taking of such leaves.

7.2 SCOPE:

Applicable to all employees, Consultants, Retainers and Trainees.

7.3 LEAVE YEAR

Financial year (1st April to 31st March)

7.4 CLASSIFICATION OF LEAVE

1. Annual Leave (AL)
2. Sick Leave (SL)
3. Maternity Leave (ML)
4. Paternity Leave (PL)
5. Special Leave (SPL)
6. Optional Leave (OL)
7. Leave Without Pay (LWP)
8. Compensatory Off (CO)
9. Transfer Leaves (TL)
10. Unauthorized Absence (UA)

7.4.1 ANNUAL LEAVE (AL)

7.4.1.- A – Employees, Consultants and Retainers

- a. 30 days per financial year.
- b. Calculated on pro rata basis from Date of joining. If any employee joins before 15th of any month, then whole month to be considered for calculation leave. If joining after 15th of any month, then for leave calculation it is to be considered as 50% of leave.

- c. During 1st year of service, it will be credited on date of joining of an employee and subsequently on 1st April of each Financial Year.
- d. It can be availed for Full /Half day.
- e. Max. 12 days leave can be taken at a time. Leave exceeding 12 days need approval from Business Head / Terminal Head / CEO / Competent Authority.
- f. For availing 7 days or more leave, at least 10 days' prior notice to be given by the employee.
- g. At the end of each Financial year, unavailed / balance leaves shall lapse.

7.4.1 – B - Trainees

- a. 10 days per financial year.
- b. Calculated on pro rata basis from Date of joining. If any employee joins before 15th of any month, then whole month to be considered for calculation leave. If joining after 15th of any month, then for leave calculation it is to be considered as 50% of leave.
- c. During 1st year of service, it will be credited on date of joining of an employee and subsequently on 1st April of each Financial Year.
- d. It can be availed for Full /Half day.
- e. At the end of each Financial year unavailed / balance leaves shall lapse

7.4.2 SICK LEAVE (SL)

- a. **10 days per financial year.**
- b. Calculated on pro rata basis from Date of joining. If any employee joins before 15th of any month, then whole month to be considered for calculation leave. If joining is after 15th of any month, then for leave calculation it is to be considered as 50% of leave.
- c. During 1st year of service, it will be credited on date of joining of an employee and subsequently on 1st April of each Financial Year.
- d. It can be availed for Full /Half day
- e. Medical certificate required in case Sick Leave exceeds 3 days at a stretch
- f. In case of infectious or contagious diseases a fitness certificate from a medical practitioner is required.
- g. At the end of each financial year unavailed / balance leaves can be carried forward &

accumulated up to 60 days. Encashment of leaves will not be permitted.

- h. Advance SL can be sanctioned by the HOD in consultation with the Business Head / Terminal Head / CEO / Competent Authority. The same will be adjusted against future entitlement. The maximum number of such sanction of advance SL should not exceed more than 10 days in a financial year.
- i. Combination of Annual Leave with Sick Leave may be permitted provided the application for Sick Leave is supported by proper medical certificate and only on exhaustion of Sick Leave.
- j. **Trainees:-** Above mentioned SL rules are applicable to Trainees also.

7.4.3 MATERNITY LEAVE (ML)

- a. **Every female employee is entitled to maternity leave as per provisions of the Maternity Benefit Act 1961.**
- b. Female employee must work for minimum 80 days in the 12 months immediately preceding the date of her expected delivery.
- c. Maternity leave will be allowed up to 26 weeks leave for the first 2 children. (i.e. 8 weeks before and 18 weeks after expected date of delivery)
- d. This benefit will not be applicable in case the **employee is covered under ESI scheme**. In such cases, the benefit will be given as per the provisions of the ESI Act 1948.
- e. To avail maternity leave, **employee will have to apply at least 8 weeks** before the expected due date and along with a **certificate** from the **gynecologist** stating the expected date of delivery.
- f. For women who are having 2 or more surviving children, the duration of paid maternity leave shall be 12 weeks (i.e. 6 weeks before and 6 weeks after expected date of delivery).
- g. In case of adoption of a child up to 3 months, female employees will be eligible for 12 weeks leave.
- h. **6 weeks leave for miscarriage** is sanctioned on production of **doctor's medical certificate**. This leave is sanctioned from the date of miscarriage.
- i. On the expiry of the Maternity leave period, the employee concerned is expected to resume duty.
- j. **All leaves under Maternity Benefits Act are inclusive of all weekly off & Paid holidays.**

7.4.4 PATERNITY LEAVE (PL)

- a. Male employees will be eligible for 5 days leaves.
- b. Paternity leave can be taken for first 2 children only.
- c. Paternity Leave can be availed within 30 days after delivery.
- d. It is to be availed at stretch and not in breaks.
- e. Paternity leave is also applicable in case of adoption of child.
- f. Provisional Birth Certificate to be submitted on resuming duty.
- g. At the end of each Financial year, unavailed / balance leaves shall lapse.

7.4.5 SPECIAL LEAVE (SPL)

- a. If an employee while on duty, meets with an accident and if employee is unable to attend office then special leave may be granted as per Management Discretion.
- b. This leave may be granted as per Management discretion under extra-ordinary circumstances and only on exhaustion of all Leaves.

7.4.6 OPTIONAL LEAVE (OL)

- a. Employees may apply for 3 Optional leaves per financial year.
- b. As per regular practice company is declaring total 10 Paid Holidays. Out of these 10 holidays, 7 holidays are mandatory, and balance 3 holidays can be availed as optional leave.
- c. Optional leaves may be availed for Birthday (Self & Family), Anniversary or local festivals only.
- d. If Employee wishes to avail optional leave then employee must apply for the same in HRMS.
- e. At the end of each Financial year, unavailed / balance leaves shall lapse.
- f. In case if any Terminal wants to continue with the existing practice of 10 Paid Holidays then on the basis of Management Approval they may continue the same as an exceptional case. In such cases, there will be no optional leave applicable to that Terminal.
- g. **Trainees:-** Above mentioned Optional leave rules are applicable to Trainees also.

7.4.7 LEAVE WITHOUT PAY (LWP)

Employees proceeding on leave without having leave balance (AL/SL) to their credit, in such cases the leaves will be treated as without pay. This leave will be allowed subject to the approval of the competent authority. This Leave without pay includes weekly off and paid holiday.

7.4.8 COMPENSATORY OFF (CO)

A - Terminals:

- a. As per existing practice this is applicable to only Assistant Manager & Below employees.
- b. If an employee works on weekly off or paid holiday and completes full shift hours, then employee is eligible for One Compensatory Off.
- c. If an employee works additional hours beyond normal shift hours, then employee will be eligible for half day Compensatory Off for working minimum 4 hours and full day Compensatory Off for working minimum 8 hours.
Working on Weekly Off and Paid holiday as well as working additional hours beyond normal shift hours should be with prior consent of the Business Head / Terminal Head / CEO / Competent Authority.
- d. Comp off should be availed within 60 days of credit or else it will expire.
- e. Comp off cannot be clubbed with any other leaves or encashed
- f. Maximum 2 comp offs can be earned in a month.
- g. At the end of each Financial year, unavailed / balance leaves shall lapse.

B - Companies other than Terminals:

- a. This is applicable to only Assistant Manager & Below employees.
- b. If an employee works on weekly off or paid holiday, then employee will be eligible for half day Comp. Off for working minimum 4 hours and full day Comp. Off for working minimum 8 hours.
- c. Working on Weekly Off and Paid holiday should be with prior consent of the HOD / competent authority.
- d. Comp off should be availed within 60 days of credit or else it will expire.
- e. Comp off cannot be clubbed with any other leaves or encashed.
- f. Maximum 2 Compensatory Offs can be earned in a month.

- g. At the end of each Financial year, unavailed / balance leaves shall lapse.

7.4.9 TRANSFTR LEAVES (TL)

In case of transfer of an employee from one location to another location (Intercity), a maximum of 7 days leaves will be granted which includes travel time, packing and relocation at both ends.

7.4.10 UNAUTHORISED ABSENCE (UA)

In case an employee proceeds on leave without approval of the competent authority, then employee will be marked absent from duty and such absence will be treated as unauthorized absence and without pay. This unauthorized absence will include weekly off and paid holiday.

If such absence **exceeds 8 consecutive days**, the management may initiate suitable disciplinary action against such employees. **Unauthorized absence is treated as serious misconduct.**

7.5 GENERAL CONDITIONS FOR AL/ SL/ SPL/ ML

- 7.5.1 Leave cannot be claimed as a matter of right and the discretion for grant or refusal of the leave lies solely with the Competent Authority.
- 7.5.2 For availing any leave, employee must obtain prior approval from Competent Authority.
- 7.5.3 **All leaves will be excluding weekly off and paid holidays unless specified otherwise against respective leave type in this policy.**
- 7.5.4 Combination of Sick Leave & Annual Leave with Maternity leave may be permitted provided the employee submits application along with Medical Certificate in support of extension of Maternity leave. Sick leave and Annual leave can only be combined on exhaustion of Maternity leave, Sick Leave & Annual Leave, in that order.
- 7.5.5 In case of transfer of an employee to other group company, all leave balance will be carried forward to the employee's account.
- 7.5.6 Encashment of unavailed Annual leave for maximum up to 30 days will be done at the time of full and final settlement for pro rata basis for an employee at the time of retiring / death case.
- 7.5.7 This Leave Policy will be effective from 01ST December, 2020 excluding Optional Leave which will be applicable from 01ST April 2021.

7.6 LEAVE APPLICATION

- a. Leave application should be submitted by the employee through the HRMS system.
- b. For those employees who do not have access to HRMS, Leave Applications (**Form No. 8**) duly approved by the Competent Authority should be sent to respective HR department or nominated person.
- c. Leave rules may be amended/modified/revised/withdrawn at the sole discretion of the Management at any time without any notice.