

Leaves, WFH & Lates Policy

Overview:

1. All employees seeking leave or requesting WFH should contact their Designated Approving Authorities only for permission:
 - DEO, TL, D-Team: Team Managers
 - Negotiators (Senior/Junior), Local Representatives: Venkat
 - All other employees not covered above: MD Sir.

Note:

- Except for MD Sir, All Other Approving Authorities have the Right to Grant Permission in Written Format only (Via WhatsApp personal Chat only)/Mail.
 - WFH is not Applicable to Negotiators and Local Representatives.
 - Employees claiming they have received Oral Permission from Concerned Authorities (Except MD Sir) shall be considered invalid.
2. Team Managers/ Venkat has the Authority to approve only 2 Leaves in a Month. In case an Employee asks for More Days, they have to Approach MD Sir only.
 3. In response to recent trends where prolonged WFH is taken by Multiple Employees with Misguided Motives, and has been affecting the organization in terms of costs, time, and reputation, Employees are asked to refrain from Taking WFH. In Case they are given WFH by the Management considering their Requests, **20% of the Day's Pay shall be reduced from their Salary** as Inconvenience Charges.

Note:

- a) Employees who are granted the WFH Option must ensure all Equipment required for Smooth Working (Like Desktop/Laptop, Wi-Fi, etc.) is available with you in Good Working Conditions otherwise should approach the HR Department for the Documentation Process.
 - b) If a WFH Employee's Performance (Temporary/Permanent) is Not Satisfactory/their Logins and Logouts are not properly Registered/if they are not responding to the Calls Properly/if they haven't submitted their Daily Work Report on time to their Respective Managers, then HR shall consider that Particular Working Day of an Employee as Leave. Also, their Further WFH Requests shall be cancelled and they have to Work from Office only.
 - c) It is essential that employees provide at least one day's notice along with a clear plan for their pending tasks to avoid work disruption to their Approving Authorities when Requesting from WFH.
4. Leaves/WFH not properly intimated/approved by the Approving authority will be considered unapproved. For each unapproved leave, employees will be deducted twice the day's pay and every unapproved WFH will be considered as Leave. Employees must provide at least one day's notice along with a clear plan for their pending tasks to avoid work disruption to their Approving Authorities.
5. Employees taking unapproved leaves/WFH continuously for more than 4 days in a month will be considered absconders, and pending salary/dues may be forfeited/kept on Hold by the organization.

Other Conditions:

- If an Employee doesn't utilize his/her 1 Leave per Month, the employee shall receive an extra day's pay along with their salary.
- The company has the Right to Cancel the Leave/WFH Request of an Employee/ask an employee to Work from Home (WFH) for some time.
- If an Employee asks for a Few Hours' Permission to go out/stop work during office hours to do their personal work, the Approving Authority can Grant/Reject the Same depending on the Genuinity of the Request. However, if an Employee doesn't get back to Office/Start Resuming Work beyond Permitted Hours, the Company shall consider the Entire Day as a Leave and a Day's Pay will be Deducted Accordingly.
- If an Employee is found to be Late by more than 10 minutes but less than 1 Hour for more than 4 times in a Month, A Certain Amount shall be deducted from their Salary as per the below formula:

Salary Deducted = 50% of Day's Pay for 5th Instance + 10% of Day's Pay for every Additional Instance.

Day's Pay = (Monthly Salary of an Employee/30).

- If an Employee is found to be Late by more than 1 Hour in a Day without Permission, ½ Day's Pay shall be deducted from their Salary.

- If an Employee takes Leave before & after a Holiday like Sunday, Festival Days, etc., then those Holidays will also be considered as Leave & Appropriate Amount shall be deducted from their Monthly Salary.
- The Above Policy will be Applicable until a New Policy has been brought by the HR Department.