

# **Leaves, WFH & Lates Policy**

## **Overview:**

1. All employees seeking leave or requesting WFH should contact their Designated Approving Authorities only for permission:
  - Tele callers, Support Staff-FSS & Other Marketing Employees: Respective TLs
  - All other employees not covered above: MD Sir.

### **Note:**

- Except MD Sir, All Other Approving Authorities have the Right to Grant Permission in Written Format only (Either via WhatsApp-In Personal Chat only)/Mail.
  - Employees claiming that they have got Oral Permission from Concerned Authorities (Except MD Sir) shall be considered as Invalid.
2. FSS TLs has Authority to approve only 2 Leaves in a Month. In case if an Employee asks for More Days, they have to Approach MD Sir only.

### **Note:**

- A. Employees who are granted WFH Option must ensure all Equipment's required for Smooth Working (Like Desktop/Laptop, Wi-Fi etc.) are available with you in Good Working Conditions otherwise should approach the HR Department for Documentation Process.
- B. If a WFH Employee's Performance is Not Satisfactory/their Logins and Logouts are not properly Registered/if they are not responding to the Calls Properly, 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.

3. Leaves 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. 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.
4. Employees taking unapproved leaves 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 extra day's pay along with their salary.
- 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 Few Hours Permission to go out/stop work during office hours to do their Personal Works, 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, Company shall they 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 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,  $\frac{1}{2}$  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 a 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.