

**Leave Policy:**

- All employees are entitled to 1 leave per month.
- Uninformed leave without prior notification is not permitted.
- After availing 3 uninformed leaves without informing, a warning will be issued.
- If the offense is repeated, termination may follow.

**Half Day Leave Policy:**

- Employees may apply for half-day leave, provided they complete at least 5 working hours on the day they take half-day leave.
- Half-day leave must be requested and approved in advance.

**Leave Request Procedure:**

- Send an email to [hr@buggcy.com](mailto:hr@buggcy.com) and add in cc [habib\\_urrehman@buggcy.com](mailto:habib_urrehman@buggcy.com) and [muniba.zaman@buggcy.com](mailto:muniba.zaman@buggcy.com) to request leave.
- Inform HR and your team lead via Slack before sending the email.
- Await approval from HR before taking leave.
- Attach relevant documents to the leave email for reference.

**Working Hours:**

- Graduates are required to complete 8 working hours daily with a one-hour break.
- Undergraduates are required to work 4 hours daily, with 8 hours on Saturdays.
- It is compulsory for all employees to fulfill their designated working hours.
- Graduates are entitled to Saturdays and Sundays off.
- Undergraduates have Sundays off, with the obligation to work on Saturdays
- Failure to complete your designated working hours reflects poorly on your commitment and may adversely affect your performance evaluation.

**Resignation:**

- Resignation Requirement: It is mandatory for all employees intending to leave the company to submit their resignation notice.
- Notification Timeframe: Employees must inform the company of their resignation at least 7 days in advance.
- Notice Period: Following the submission of resignation, employees are required to serve a notice period of 7 days before their departure. For the first 1 and half months for graduates. After that, they will have to serve a notice period of 1 month.

**Termination:**

***Non-compliance with company policies may result in immediate termination from your position.***

**Description:** Failure to adhere to established company policies and procedures may lead to disciplinary action, up to and including termination of employment. All employees need to understand and follow company policies to maintain a positive work environment and ensure organizational integrity.

***Harassment of any kind will result in immediate termination without a notice period.***

**Description:** The company has a zero-tolerance policy regarding harassment in any form, including but not limited to discrimination, bullying, or any behavior that creates a hostile work environment. Employees found engaging in such behavior will be subject to immediate termination, without any prior notice, to uphold a safe and respectful workplace for all.

- **Office Timings:**

Office timings for all employees are 10:00 am to 7:00 pm

**Note:** The daily meeting time for graduate students is at 10:30 am, and for undergraduate students, it is at 7:00 pm.