



ASIAN LAND STRATEGIES CORPORATION

COMPANY	Asian Land Strategies Corporation	Effective / revision date	August 15, 2016
Policy	Under Time Policy	Doc. Rev. no.	ALSC-HRD-015-001

PURPOSE

UNDER TIME is not classified as Tardiness. But there is a need to define the limits wherein an employee is allowed to go on under time because of its inimical effect on work.

SCOPE AND LIMITATIONS

This policy applies to all employees of Asian Land Group.

POLICY STATEMENTS

MORNING :

1. If an employee will be late in the morning because of a personal / emergency matter, prior notification must be given by the employee to the Line Manager / Department Head for approval and proper monitoring. Under time Form then should be filed immediately upon arrival at work.
2. Under time will only be approved if due notification was given "ahead of time". For this policy, "ahead of time" means at least 2 hours before the official time of the start of duty.
Example: If your duty starts at 8:00AM, the under time notification should be received the day before or at least at 6AM on the same day.
Line Manager / Department Head must not allow the use of under time as an excuse to lessen employees' accumulated tardiness in a given month.
3. Time-in at 11 o'clock in the morning is considered a half day absent, Leave Form should be filed immediately upon reporting back to work.

AFTERNOON :

1. In case of half-day leave, and an employee will report to work past 1 o'clock in the afternoon because of a personal / emergency matter, due notification must be given by the employee to the Line Manager / Department Head for approval and proper monitoring. Under time form should be filed immediately upon reporting back to work.

2. If an employee needs to clock out earlier than the usual time of end of duty, prior approval from supervisor will have to be secured and under time form filed accordingly.
3. If employee will clock out 3 hours or earlier before the usual time of end of duty, it will be considered a half day leave instead.

GENERALLY:

1. Any employee who incurs habitual under time, regardless of the number of minutes/hours, for more than 4 times a month shall be subject to review and may result to disciplinary action.

Sanction :

1st offense - Verbal Warning

2nd offense - Written Reprimand

3rd offense - Suspension

4th offense - Termination

Cumulative Annually : 1st to 4th offense to occur on the same year.


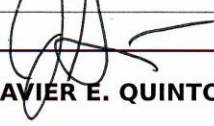
2. Under time shall be deducted from the salary of the employee pro-rated to the hourly pay.
3. Philippine labor law prohibits the offsetting of under time by rendering overtime.

EFFECTIVITY

This policy version takes effect on August 15, 2016 and supersedes any other versions or related memos issued prior to it. The Company reserves the right to amend, revise and change any provision in this policy.

Recommending Approval:

Approval:

BY:		BY:	
	DEPARTMENT HEAD		JAVIER E. QUINTOS, CEO