

Working Hours and Flexi Timing Policy

Version 1.2

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(Please refer [Document Revision History](#) at the end of the document)

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Purpose and Scope:

This policy aims to bring in clarity on work timings for CyberMeru India offices and provision of flexi timings for employees. The policy covers all CyberMeru India offices.

Applicability:

The working hours apply to all employees working in CyberMeru India offices.

Exception:

- a) Employees working at client sites need to follow client working hours.
- b) Flexi timing is not applicable to those working in planned shifts or 24x7 support projects.

Roles and Responsibilities:

Employee:

- Needs to be present in office on time as per the business work hours.
- In exceptional & emergency situations, flexi timing option can be discussed with HR and immediate Supervisor.

Supervisor:

- Keep track of work timings of the team members.
- Approve flexi work timings requests for an employee in the team.

Project Manager:

- Final approval of flexi timings for an employee.

Policy Statement:

The policy aims to provide guidelines on CyberMeru working hours for India offices and also the guidelines to Flexi working hours (in exceptional cases) for employees.

Policy Guidelines:

Working Hours -

- Office timings for CyberMeru Pune office will be from 9:30 a.m. to 6:30 p.m. with a half an hour Lunch Break which can be generally taken anytime between 12:30 p.m. to 2:30 p.m.
- Employees working at client sites/offices shall follow the client work timings.
- Swiping the Access cards at the time of entering and exiting the premises is mandatory.
- All employees are required to carry the Access cards with them at all the times.
- This is a mandate for CyberMeru offices only.

Weekly-Off -

Generally, Saturday and Sunday are the weekly offs for all, however the weekly off shall be mapped to the weekly-off of the Customer as per the project assignment.

Flexi Timings -

- The facility of flexi timings can be used by an employee in case of exceptional and emergency situations.
- The Core Working Hours are from 10:30 am to 4:30 pm, which means that an employee needs to be present in the office by 10:30 am and can leave the office by 04:30 pm, however the total minimum working hours per week should be 40.
- An employee needs a minimum of only 6 work hours a day to be entitled to a full day's attendance. This means that if anyone is unable to put in 8 hours of work on any given day due to some personal reason can make it up during the week.
- As per client or company requirements, some employees may have to work in shifts and/or fixed time schedules which would be conveyed by the Project Manager.
- Flexi timings will not be applicable to those working in shifts, at client locations or on 24x7 support projects.
- If the Company finds that the flexi-time system is not conducive to business needs or discipline, it will exercise its prerogative of suspending or cancelling the same without notice.

Penalty For Shortfall of Working Hours-

The shortfall in working hours will be calculated every month. So, if there are 20 working days in a month, $20 \times 8 = 160$ hours are required to be fulfilled by an employee. Failure to comply, the designated working hours may result in a penalty, in the form of loss of pay and the same will be deducted from the next month's salary.

Shortfall in Hours	LOP Deduction
Up to 4 hours	0.5 Days salary
4 hours to 8 hours	1 Day salary
8 hours to 12 hours	1.5 Day salary
12 hours to 16 hours	2 Days salary

The same pattern is applicable for 16 hrs. onwards shortfall.

Note -

- The policy outlined here is subject to change from time to time as per the business needs.
- The policy contained in this manual may be added to, deleted, or changed at the company's discretion and without any prior intimation to the employees.
- When questions arise concerning the interpretation of this policy, feel free to contact your HR or your immediate supervisor.
- It is the employees' responsibility to keep themselves abreast of the changes in the policies.

Document Revision History

Rev. No.	Date	Prepared / Updated by	Approved By	Overview of changes
1.0	30-Aug-19	Vinod Bakhare	Piyush Kulkarni	New Policy document created
1.0	08-Nov-21	Priyanka Pujari	Vinod Bakhare	Reviewed and no changes required
1.1	11-March-24	Dipti Bhagwat	Vinod Bakhare	Penalty for average daily shortfall updated
1.2	21-Nov-24	Ankita Kulkarni	Madhavi Bakhare	Core Working hours