

TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. An accurate record of time worked is necessary in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Regularization of time, records, outdoor duties, leaves etc. is the sole responsibility of respective employees. They will have to ensure that they undertake this activity with their respective supervisor / manager well within stipulated time period as laid down by HR team from time to time to avoid any unwarranted deductions / penalties levied. It is the duty of the employee to record correct & complete details of their attendance on HRMS. All outdoor duties applied by employees will have to include comprehensive details of the visit undertaken for future reference & audit purpose.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record & both would be equally responsible for the amendments.

1. Working hours & days

Official working hours for various categories of employees are listed herein below:-

1. Employees working 05 days a week (Monday to Friday) (other than, Programming - PD/ Model/ Anchor/ HOD/ Ops staff and BOE – Studio Ops / PCR Ops) – In time is 9:30 a.m. & out time is 7:00 p.m., with a lunch break of 30 minutes between 12 noon p.m. to 3 p.m. Please note that department heads could schedule the work hours as per business requirements.
2. Programming – PD/ Model/ Anchor/ HOD/ OPS staff and BOE – Studio Ops / PCR Ops. Employees working 05 days a week with flexible week offs – Working hours will be 48 hours a week with in time and out time to be decided by department heads, as per business requirements. Also the Employees who have been assigned this shift timing need to complete minimum 5 hours for the day to be considered as Present.

For employees opting 48 hours a week option they would have to complete 9.5 hours per day & they are not entitled for any other time concession leverage as granted to employees who follow the regular shifts

3. Employees working 06 days a week (Monday to Saturday) – In time is 10:30 am & out time is 6:30 p.m., with a lunch break of 30 minutes between 12 noon p.m. to 3 p.m. Please note that department heads could schedule the work hours as per business requirements
4. For employee other than programming & BoE who opt for 9.5 hours per day or 48 hours per week flexi timing

We will allow 15 minutes grace either in morning or in evening to employees who are under 9.5 hours daily work shifts. This means that an employee can work for 9.15 hours in a day for 3 or 5 instances (as the case maybe) without being marked late per month

Employees in Jr. level will have 3 such waivers & Sr. level would have 5 waivers per month

All other terms remain un-altered for such employees

HODs would need to ensure that lunch breaks taken by their subordinates do not exceed over and above the specified break time and they should ensure that the respective workstations are adequately covered and absence of the employee does not create a problem for co-workers or clients.

The list of Public Holidays is declared in January every year. For business exigencies, employees may be required to work on weekly offs as well as public holidays.

2. Attendance

Employees must swipe their access through the bio metric systems installed at the office premises or sign against their names in the attendance muster as applicable in the location from time to time. It is mandatory to swipe in & out time for registering attendance. Any malfunctioning of bio metric machine or non registration of attendance would be updated via Email to HR team on attendance@naaptol.com within 48 hours. Request received verbally or post 48 hours will not be entertained & all such exceptions will have to be approved by the respective HOD, Head HR & CFO. Regular defaulters will face disciplinary action as per company policy.

Every employee must wear the identity card at all times within the office premises. All entries and exits will be monitored for attendance purpose. Employee have to ensure that they swipe their entry & exit on the bio metric machine for all entry & exit's, this is mandatory for security reasons

If the employee forgets to bring along the ID card, they must inform HR through an email with a copy to the HOD.

Failure to mark attendance will lead to marking the employee as absent for that day. There would be no exceptions to this rule.

A grace period of 15 minutes (everyday for in time or out time either one) depending on employees shift timing would be permitted to all employees. An employee will be allowed a maximum of 3 days late coming & early going as per their shift timing and a maximum of 5 days for all Heads / AVPs / VPs & above in a month, post which ½ day deduction from their PL will be automatically undertaken. Disciplinary action will be initiated against regular defaulters. For employees who utilize the 15 min concession / grace equal to or more than 5 days in a month, in such case the grace period will be waived of completely (they would not be entitled for the 3 days as well as stated above) & the employee's leave would be adjusted automatically.

Example employees shift timing 9.30 am to 7.00 pm will be allowed 15 minutes grace for either in & out time i.e. 9.45 am (for in time) or 6.45 pm (for out time) upto a max of 3 or 5 days as applicable. 4th day will mean ½ day deduction & 5th day would mean 2½ day deduction & ½ day deduction thereafter for all remaining days of late coming.

Please note that this grace period is being provided only to account for unforeseen circumstances that one may encounter while traveling to office and not as a regular concession. Employees are advised not to misuse / abuse the policy rampantly. Any employee who reaches office after the stipulated time would be marked late. Every day an employee is late after the 3rd day, a deduction of half a day would be made in the leave records and leave will be deducted accordingly from available leave balance. If an employee does not have leave balance at their disposal such deductions will be treated as leave without pay (LWP) & necessary deductions will be made from such employees monthly salary.

Any employee who reports to work after 11.30 am would be deemed to have taken half a day leave. Similarly an employee leaving office before 5.30 pm would be deemed to have taken half day leave & marked accordingly.

In case an employee is on outdoor work or attending a meeting without reporting to office, they must update their HRMS well in advance. In case of malfunctioning of HRMS an e-mail can be sent to HR subsequently on returning to office with a CC marked to their respective Manager (Approval of HOD is mandatory). In the absence of such a mail an employee would be deemed to be absent / late as the case may be. Please note that under no circumstances will it be permitted for an employee to make any changes later. All attendance regularizations, if any will have to be approved within the attendance cycle & duly approved by respective HOD's only. Delay in submitting approvals (out of the attendance cycle) will not be considered under any circumstances. As a policy / process no changes in attendance / leave will be entertained post closure of attendance cycle by HR team. All and any exceptions will have to be approved by CFO only.

On days when there are genuine delays in the Public Transport System, or causes beyond control - like riots, floods etc., the Management reserves the right to excuse all late coming and early going.

At least a min of 5 hours of presence is compulsory for the attendance to be treated as Half Day.

An employee should complete a min of 48 hours of work schedule during a week.

3. Late Sitting & Working on Holidays

As a philosophy, the Company expects its employees to organize their work as to execute their assignments during office hours. However, exigencies of business and execution of time-bound critical assignments may require working beyond office hours or on national / weekly holidays.

There will be no reimbursement of expense which would be entertained for any late sitting. Any exceptions (for reimbursement for late sitting) would have to be duly approved by respective HOD & CFO.

Others:-

Attendance regularization (swipe request regularization) withdrawn w.e.f. 9th Feb 2017, no employee will be allowed to send in request to regularize their timing either on HRMS or via email.

If an employee has any grievance with reference to time keeping they will have to raise a helpdesk ticket / query in HRMS via Help Desk --> Query Management --> Raise Query link (Select Category as HR Query. Matters like Non-functioning of Bio metric machine, swipe not getting registered etc will be dealt with by HR team directly. All such mails & queries are to be handled by the attendance or HR OPS team.

Weekly roster/s for the week will be forwarded to HR team on or before 5.30 pm on every Thursday, so that they can upload the same in HRMS system before end of day Friday to make the said time effective for the next week i.e. Monday. Roasters received after deadlines i.e. Thursday will not be accepted, so please instruct your team members & RM accordingly.

OD, Comp off, leave application etc. will remain unchanged / altered.

Any disconnect on attendance / timing to be verified & corrected by or before 24th of every month. Request received post 24th will not be considered as payroll cycle commences from 25th & amendments will not be entertained during payroll cycle.

Piggy Backing / Anti-Pass back System is not allowed, if found, any employee observed doing the same will be penalized

Attendance and Punctuality

To maintain a productive work environment, NAAPTOL expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees

and on NAAPTOL. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their HOD as soon as possible in advance of the anticipated absence. ***Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment***