# **17- Attendance**

**17-1 Purpose**

The aim of this policy is to set the rules governing daily work schedules in the companies of Alkhorayef group of companies, the beginning and end of daily work and follow-up the attendance registration of staff, as well as related procedures and sanctions as defined by the Saudi Labor Law.

**17-2 Scope**

This policy applies to all the members of Alkhorayef Companies.

**17-3 Policy Details**

**17-3-1 Attendance Policy**

1 - The Group is committed to providing an integrated electronic system to document the log in, log out of its employees and linking this system to the monthly salary program.

2. All employees are required to register their daily attendance (log in, log out) according to the working hours specified in their area of work.

3. The daily attendance record of the employee is the approved proof of his official working time.

4 - Employee who does not prove log in, log out or both will be considered as absent.

5. The system allows the employee to record his daily work in any other area of Alkhorayef group of companies, if he has been sent to it on a work mission or has been transferred to it permanently or temporarily.

**17-3-2 Regulations**

1- The general management of HR in the Group shall follow up the progress of this system and develop it in coordination with the HR business partners and HR business representatives in the companies of the Group, according to the interest of each them.

2- A system administrator shall be assigned in each company to register the main schedules of the various departments and follow up the proper functioning of the system.

3. The system administrator will be responsible for modifying the attendance records in the month of Ramadan, Eids and official holidays, and implementing any amendments that may arise in the schedules.

4 - The policy allows the employee to take advantage of the flexible time announced in each company. The employee may come late in morning time in case of emergency but he has to compensate the time of delay at the end of the same day, as long as the delay does not exceed the available flexible time.

* + 1. **Application Mechanism**

1. All employees to register their log in, log out through the machines allocated for that at their workplaces.
2. The attendance officer should be notified if the employee has any problem that impedes the documentation of log in, log out on the same day.
3. In case that the employee is unable to record his log in, log out on time, he must submit the request for this through the system (Finger print request), so that the sanctions regulation is not implemented.
4. No log in, log out or both is considered as an absence.
5. The daily record of log in, log out will be the only approve for the payment of monthly salary, and the proof of implementing of the approved overtime work
6. The employee will receive on a daily basis a notification on his email about any deficiencies in his attendance data for the previous day, including delays or absences.
7. The system enables the line manager for direct and continuous access to attendance data for his staff.
8. The system allows the employee to submit the request for permission to absent from part of the working day and to approve this from his direct manager.
9. Maximum attempts for leave permissions are 4 times per month, four hours for each.
   * 1. **Sanctions**
10. In case of delays in coming to work or early exit before the end of the official working hours as well as absence, the sanctions regulations issued in the Saudi labor system and declared in human resources policies will be applied.

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| Violation | The penalty, in addition to deduct the hours of delay and absence | | | |
| First Time  (First Month) | Second Time  (Second Month) | Third Time  (Third Month) | Fourth Time  (Fourth Month) |
| Absence | Two Days | Three Days | Four Days | Deprivation of one-time promotion or salary increments |
| Delays  (More than one Hour) | Warning Letter | One Day | Two Days | Three Days |

2. All amounts of financial sanctions shall be deposited in a special account in accordance with the Saudi Labor Law.

3. A notification will be sent to the employee about the procedure to be applied against him.

**Version Monitoring**

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| Version Number | 1.0 |
| Review date | October, 2016 |
| Reviewed by |  |