

Attendance Policy

Objective: To ensure that the processing of salary happens correctly keeping in mind days of presence and absence.

Process Prerequisites: Punching must be done by an employee while entering or leaving the office or during the break time.

The following legends would represent various forms of attendance on the muster.

P - Present **L** - Leave **LOP** – Loss of pay

Attendance is recorded automatically while punching the thumb through the automatic access card reader machine.

In case an employee doing WFH, where there is no availability of access card, attendance must be recorded and informed to manager and HR priorly.

Working Hours

Employees need to mandatorily complete the stipulated 9:00 Hour work a day (Including Break Time) . If less than a particular hour served by an employee then halfday deducted is considered from the employee leave or salary as the case maybe.

The working hours are designed to meet and exceed client requirements. Employees may be required to extend working hours accordingly.

Leave Policy

An employee shall not proceed on leave until unless leave has been approved by the reporting manager or HR.

Leave without approval will be considered as leave without pay. Weekends and any holiday lying between the sanctioned leave periods will be considered and can be counted as leave.

In case of planned leave it is employee responsibility to apply for leave in advance, however in case of unplanned leave employee must regularize leave within 2 days of resuming duty

Fixed leave (FL)

National holidays and 10 festive holidays shall be announced before the beginning of each financial year. The list of proposed public holidays for 2022 is mentioned below :

SR NO	HOLIDAYS	DATE	DAYS
1	Makar Sankranti	14 Jan, 2022	Fridays
2	Republic Days	26 Jan, 2022	Wednesday
3	Dhuleti	18 Mar, 2022	Fridays
4	Independence Day	15 Aug, 2022	Monday
5	Rakshabandhan	11 Aug, 2022	Thursday
6	Janmashtami	18 Aug, 2022	Thursday
7	Samvatsari	1 Sept, 2022	Thursday
8	Dussehra	5 Oct, 2022	Wednesday
9	Diwali	21 Oct, 2022 TO 24 Oct, 2022	Monday and Tuesday
10	New Year	23 Oct, 2022 and 24 Oct, 2022	Wednesday and Thursday

Casual Leave

Casual leaves can be granted at the discretion of the Reporting Manager, HR and CEO. The immediate RM can approve up to 3 days of continuous leave. Any Casual leave beyond 3 days at a stretch has to be approved by the CEO. Such a leave application will have to be supported by adequate proof.

Half-day's CL should be debited from the CL account of the employee.

Bereavement Leave

In case of the death of an immediate family member (Parent , Spouse , children and siblings) of the employee , 4 days of leave are admissible on submission of the death certificate.

Sandwich leave policy

If your week off falls between absenteeism (ABS) or Leave without pay (LWP) then the week off will be counted as an absenteeism (ABS) or leave without pay (LWP)