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Process Documents

Leave Policy Support

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what is the process of WFH?

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Work-From-Home (WFH) Process

The process of working from home (WFH) involves several steps that employees must follow to be eligible for the arrangement. The context outlines the key aspects of the WFH policy.

Eligibility and Approval

Before applying for WFH, employees must ensure that their role is conducive to remote work and obtain managerial approval. This means that not all roles are suitable for WFH, and approval is based on job requirements and performance. Employees who wish to work from home must formally request it with their manager.

Equipment and Data Security

Once approved, company-provided equipment will be issued to the employee. It is essential for employees to ensure data security while working remotely, as this is a requirement of the WFH policy.

Regular Communication

While working from home, regular communication with managers and teams is still required. This ensures that employees stay connected with their colleagues and manager, even when not physically present in the office.

Here are the steps involved in the WFH process:

1. **Check eligibility:** Ensure your role is conducive to remote work.
2. **Request approval:** Submit a formal request for WFH to your manager.
3. **Obtain approval:** Receive approval from your manager based on job requirements and performance.
4. **Receive equipment:** Company-provided equipment will be issued.
5. **Ensure data security:** Protect company data while working remotely.
6. **Maintain regular communication:** Stay connected with managers and teams through regular check-ins.

By following these steps, employees can successfully work from home and maintain the productivity and efficiency expected of them.

Source Documents

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Special Leave:

- **Bereavement Leave:** Employees may be granted up to 3 days of paid bereavement leave in the event of the death of an immediate family member (spouse, child, parent, or sibling).
- **Marriage Leave:** Employees may be granted up to 5 days of paid marriage leave upon getting married.
- **Maternity/Paternity Leave:** Maternity leave is provided for up to 24 weeks (i.e. 6 months) for birth mothers, and paternity leave is provided for up to 3 days for fathers or non-birth parents.
- **Adoption Leave:** Employees who are adopting a child may be granted up to 5 days of paid adoption leave to support the adoption process.
- **Other Special Circumstances:** Special leave for other circumstances (e.g., jury duty, military service, personal emergencies) will be granted based on individual situations, with approval from HR and/or management.

Work From Home Policy:

- **Eligibility:** WFH is available for roles conducive to remote work, subject to manager approval.
- **Approval:** Employees must request WFH formally, with approval based on job requirements and performance.
- **Equipment:** Company-provided equipment is issued for WFH, and employees must ensure data security.
- **Communication:** Regular communication with managers and teams is required using company-provided tools.