



HEXAGON

Work Hours Regularization Policy

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1. Introduction

The purpose of this policy is to monitor and provide a standard system of regularization of absence from work. Further, this is also aimed at assessing the availability of the workforce and directly linking the compensation system with the employee's absence.

2. Scope & Eligibility

This policy is applicable to all full-time employees of HCCI.

3. Definitions

The standard workweek is Monday to Friday and the standard workday is 8 AM to 5 PM, totaling 45 hours a workweek. All employees are expected to be completing the working hours within the work week spanning Monday to Friday. The flexible-working hours shall allow the employee to manage personal and work activities without lost work time.

4. Guidelines

4.1 Access Cards

Access cards are issued to an employee to get accessibility to the office premises. It is the responsibility of the employee to secure the access card for recording the attendance daily.

4.1.1.1 Usage & Reissue of the Access Card

- If the access card is lost or misplaced, the employee should immediately inform the Administration department.
- A temporary access card will be issued to the employee by the security department to enter the premises. The employee should collect the access card from the security at the 10th floor - B Wing only.
- The access card should be returned to the security at the end of business hours or while the employee is leaving the premises.
- The security department shall share the employee card information with the MIS team to get the attendance mapped for the day.
- In case, the employee is not availing the temporary access card leave of absence shall be recorded for the day.

4.2 Regularization of Period of Absence

- Employees shall be encouraged to plan their leave in advance and submit their leave calendar accordingly. However, they are required to be highly responsible to ensure that their absence from duty does not hamper the normal workflow.

- It shall be the responsibility of the employee to regularize the period of absence on regular basis. Such period of absence shall be regularized with the appropriate marking in the Online Leave System
- In case any employee takes leave for any exigencies and could not obtain the online approval well in advance, the same should be intimated to the Manager and a verbal approval should be taken at the earliest. Such out-of-the-system leave sanctions should be regularized immediately on the rejoining of the employee within 02 (two) working days, failing which it will be considered as Privilege Leave or Leave Without Pay in case no leave is due to the employee.
- In order to facilitate timely salary processing, all such regularization of leave should be complete before the 16th of every month, so that the salary is generated for the actual days of attendance based on such regularizations.
- Any regularization done after the 16th shall have its impact only on the next salary cycle.

5. Policy Administration & Exceptions

Human Resources Department shall administer the attendance/absence records. Non-compliance with leave policies or any tampering with the Attendance and Leave Record shall attract disciplinary action.

6. Revision History

Rev.	Rev. Date	Reason for Revision	Revised By	Approved By
1.0	24 Apr 2023	Updating to new policy format	Anant Gupta	Nousheen Khan