

Company Policy

- **Hours of Work:**

With effect from January 01, 2019, office timings for employees will be from 10:15 am to 7.30 pm with 15 min lunch break and 15 min tea break.

- **Annual leaves** : All employees are entitled to the following leaves during the course of the year from 1st January to 31st December.

1. Casual Leaves 12 Per Year (Pro rata basis)
2. Sick leave 06 Per Year (Pro rata basis)

Employees would not get any leave during the first month of their probation period.

Only half (0.5) paid leave(Sick Leave) is allowed after one month of joining till an employee completes their probation period.

- **Casuals leaves** need to be applied in advance at least 10 days prior to the day of leave and then approved by respective manager.

If number of leave is more than 2 days , then it must be applied(via mail) at least one month prior.

- **Sick Leave** : In the event an employee avails of sick leave for more than 2 days, doctor's certificate, prescription along with all reports is required to be shared via email to the immediate line manager and then, submitted in hard copy when the person reports back to office.

If an employee take more than two sick leaves on different dates in any given month, then third leave would not be approved and will be marked as leave without pay. Also, their Sick Leave for subsequent month will be cancelled. If any employee is found to follow this practice frequently, then strict action may be taken against him which may include termination of their employment with us.

Instant Leave is a leave which can be availed by the employees on urgent basis, but it needs to be applied before 11 am via mail, and this leave would be considered as LWP(Leave without pay)

- **Restricted Holiday** is a leave which has been notified by The Govt. of India (Restricted Holidays) but is not included in the list of fixed holidays that are being observed by the company, for instance, Maha Shivratri, Guru Nanak Jayanti, and Eid etc. Each employee is allowed to take only 1 RH from the list. Again, this is a planned leave, need to communicate 10 days prior to day of leave and **if not availed shall lapse at the end of that year.**

- **Carry Forward of leaves:** All un-availed leaves, be it Sick Leave or Casual Leave, will be carried forward to next year.

Employee Wedding Leave Entitlement: All full time permanent engineers can avail 1 week leave before or after their wedding. Any employee who has completed 1 year with the company would be eligible to avail 2 days paid leaves (over and above one week leave) on their wedding.

Wedding in family member like cousin , real brother/sister:

1. If marriage takes place **in** the same city- Employees can take leave of two days only.
2. If marriage takes place **out** of city- Employees can take leave up to 4 working days but they are required to inform/apply to their reporting manager (via mail) at least 30 days in advance.

Taking into consideration company's strength, only two employees can take leave on any given day. This would also be approved by your direct reporting manager only.

Attending first half on Mondays is mandatory:

No employee can take full day leave on any Monday. In case of emergency, if an employee is not able to attend office whole day, they need to come for half day.

If any employee has to work on any public holiday due to urgent project requirement, they need to intimate HR and their immediate reporting manager about the same via email within next two working days.

Probation Period: Employees joining after March 31, 2019 will be on probation for the duration of four months.

Notice period: Employees joining after March 31, 2019 will be required to serve notice period of minimum 45 days. However, company reserves right to terminate employment with immediate effect by paying salary in lieu of notice period.

Birthday leave: Employees can utilize Restricted Holiday on their birthday that too need to be applied 10 days prior to the day of leave.
If they have already used it up and want to apply another leave type, they can. Leave need to be applied before 10 days of the day of leave.

Sandwich leave:

If an employee takes

- leaves on Friday and Monday, intervening weekend will be sandwiched.
- a leave for a week beginning from Monday to the next Monday and reports to work on Tuesday, then 8 days of salary will be deducted from his/ her salary.

- **Injury leaves:** In case of any injury, when an employee is not in a condition to attend office, the injured or their any relative or friend need to drop an email to direct manager of injured describing their clear state of health and number of leaves required along with medical reports, prescription and certificate etc.

- **Study/Exam Holiday :** If an employee is taking any exam and need leaves for the same, then they are required to inform in written before 2 months of date of exam.

- **Bereavement Leave:**

All employees will be entitled to a max of 5 days (in a year) of bereavement leave in a year (this is only applicable for immediate family i.e. Father, Mother, Siblings, Grandparents (Maternal & Paternal), Spouse, In-Laws (Father- in law and Mother- in- law) and Children.

Outright Systems requests that you notify your POC/ Manager and HR team, as early as possible, about taking the bereavement leave.

Manager/ HR Department reserves the right to seek documentary evidence (if required) to verify the validity of the applied leave.

- **Clubbing Holi/Deewali Holidays:**

Employees can only club these holidays with weekends if they inform their manager one month in advance regarding the same. Else, all the leaves/holidays/day off will be counted as Leave Without Pay.

- **Appraisal:**

Appraisal will be done on yearly basis (from 01 April to 31 March) depending on your work performance for the same.

- **Increment:**

None of the employee can resign till four months after his/her increment is done during a year.

- **Long Term Association Bonus:**

1. Employees who have successfully completed 1 year/ 2 years/ 3 years of employment with the company will be provided with LTA bonus worth Rs. 1000, 1500-2000 and 2000-2500 respectively.

2. The bonus may be in cash or in kind.

3. For the purpose of calculating duration of employment, Training duration/probation period will not be counted.

Notice Period:

A Retrospective Amendment: The employees who have completed one year of employment with us will be required to serve 3 months of notice period effective from the date they resign from their respective position.

Half Day Leave:

You will be required to spend 5 hours at work in order to avail half day leave on any given day.

Conversation with HR Department:

Any conversation with HR Department :

- is required to be made over email first.
- Will be kept confidential.
- Needs to be closed as early as possible.

Allotting machine to an employee: Only one machine can be allotted to an employee, be it laptop or desktop.