

## Attendance Policy

### Policy brief and purpose:

Employee Attendance Policy is an expectation of office commencement time & working hours. Punctuality helps us to maintain the efficiency and productivity of the workplace.

### Scope:

This policy is applicable to all employees regardless of any position or employment type. Except a few exceptional cases if any agreed with the employee.

### The Policy:

- ◆ **Shift Timings:** Day Shift - **09:45 am to 19:15 pm.**  
  
Though we have flexi timings, it is mandatory to complete 09:30 hours in a day.
- ◆ **Full Day :** Employee needs to work for minimum 09.30 hours in a day to be considered as **Present**.
- ◆ **Half Day :** Employee needs to work more than 05:00 hours in a day to be considered as Present for **Half Day**.
- ◆ **Absent / ALWP:** Employee not showing up for the day, or worked for less than 05:00 hours, they shall be considered as **Absent** for the day.
- ◆ **Late Arrival:** Maximum **15 mints** will be allowed to come late from shift time for 3 times in a month. Post that deduction will be their for Half day.
- ◆ **Lunch Break:** Every employee will be allowed for 45 mints food break.
- ◆ **Tea / Coffee Break:** Every employee will be allowed for 15 mints break for refreshment.

Employees needs to accommodate in their overall 01:00 hour break timings.

- ◆ **Weekly Off:** All **Saturday and Sunday is Weekoff.**
- ◆ **Time-sheet:** Each and every employee has to fill time-sheet on weekly basis. If any one fails to fill time-sheet flat **5000/-** will be deduct from your Salary. Last day to fill time-sheet is on or before **03<sup>rd</sup>** of every month.
- ◆ **Attendance:** Each and every employee has to update their attendance on weekly basis.  
  
Last day to update attendance is on or before **03<sup>rd</sup>** of every month.

#### Guidelines / Norms:

1. All employees are requested to mark /record their attendance on daily basis to be eligible for pay.
2. In a month employees are allowed to regularize their attendance maximum 5 times. If any employee fails to mark their attendance within 5 days, it would be treated as absence from work. Post the required time given for regularization.
3. Any employee going for Outdoor meetings should apply for Outdoor Request through system.
4. All employees need to work minimum 05:00 hours for Half day working and minimum 09:00 hours for full day working including all Breaks.
5. Employees are requested to self-regulate their breaks, keeping in mind that it doesn't exceed an expected length.
6. Any absenteeism from work should be informed to management or the direct supervisor.

**NOTE:**

- a. Case to case basis, request by an employee will be reviewed for any relaxation of the above mention policy, for a specific instance / frequency / based on the logical reasoning & commitment of completion of work.
- b. The management reserves the right in all the fairness to update document / policy time to time with a prior intimation to employees.