



Attendance and Leave Policy

1. Objective

This policy defines the guidelines for attendance, leaves, and related incentives and deductions to ensure discipline, transparency, and consistency across the organization. Regular and punctual attendance is essential to maintain seamless operations and client commitments.

2. Applicability

This policy applies to all employees of the organization, including those on probation and confirmed employees, across all departments and shifts.

3. Attendance Guidelines

- All employees are expected to adhere to their assigned shift schedules and maintain regular attendance.
- Attendance will be tracked through the company's time and attendance system.
- Employees must ensure they **log in and log out** accurately every working day.

4. Attendance Bonus

- Employees who **maintain 100% attendance** in a given month with **no approved or unapproved leave** will be eligible for a **₹1,500 attendance bonus**.
- Any form of leave (approved or unapproved) will make the employee ineligible for this monthly bonus.

5. Leave Policy

a) Approved Leave

- Approved leaves will be granted based on the employee's available **Privilege Leave (PL)**, **Casual Leave (CL)**, or **Sick Leave (SL)** balance, as per company guidelines.
- Only **confirmed employees** are eligible to avail PL, CL, and SL.
- Leave requests must be submitted and approved in advance through the official email to the Team Leader, Operations Manager, copying it to BHR and Payroll.

Effective Date: Nov 1st, 2025

Policy Owner: Human Resources Department

Approved By: Jyotsana Bora (CHRO) & Vishal Bora (CEO)

b) Probationary Employees

- All absences, regardless of reason, will be treated as **Leave Without Pay (LWP)** during the probation period.

c) Unapproved Leave

- Any unapproved absence from work, whether for confirmed or probationary employees, will be treated as **Leave Without Pay (LWP)**.

6. NCNS (No Call, No Show)

- Failure to inform the reporting manager or team leader about an absence prior to the shift start will be considered a **No Call, No Show (NCNS)**.
- Repeated NCNS instances may lead to disciplinary action.

7. Attendance Calculation for Payroll

Attendance Status	Description	Pay Impact
Full Day Present	Worked more than 7.5 hours (excluding breaks)	Full-day pay
Half Day	Worked less than 5.5 hours (excluding breaks)	Half-day pay
Absent / LWP	Not logged in, or unapproved leave	No pay

Note: Breaks will not be included in the total working hours for attendance calculation.

8. Updated Leave Policy

- There would be double day pay cut if anyone takes leave on first day (Monday) and Last day (Friday/Saturday) of the week.
- Late reporting to work will lead to half day marking – solely Ops discretion.

9. General Conditions

- All attendance and leave records are subject to review and approval by HR and Operations.
- Any falsification or misuse of attendance data will result in disciplinary action.
- The company reserves the right to modify or update this policy as per operational requirements.

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