



## Office Policy

- Office duty hours are 01:00pm to 10:30pm, which includes one and half hour break, from 5:00pm to 6:30pm
- Staff has to follow the duty hours strictly. Attending office late either for duty or after break considered late present. However, company gives 15 grace minutes to staff in check-in for duty, to let them park their vehicles and to mark attendance in the biometric machine. Any attendance marked after 01:15pm considered late present. All such instances of late coming noted at the end of the month and three late presents will mean a salary deduction of 1 day and onwards.
- Company demands an average 40 working hours weekly from a staff.
- The working hours logged into the attendance machine are meant for the officially working only. Having marked time-in in the attendance machine and surfing time in non-official task is strictly not allowed.
- Similarly, long phone calls, texting or use of social media in working hours strictly not allowed.
- Irrelevant access to online content, which leads to heavy consumption of internet bandwidth, is strictly not allowed.
- Leaving office early before a holiday is strictly not allowed.
- Attending office late more than TWO hours on Monday, will be marked absent.

## Leave Policy

Total 36 paid leaves are allowed to an employee in a calendar year, which are defined in the matrix given below.

#	Leave Type	Days
1	Casual	10
2	Medical	16
3	Annual	10

The following set of rules apply to a leave and its utilization:

- No leave is allowed during the probation period.
- Weekends or public holidays falling in between the leaves will also be considered as leave.
- Except in the case of emergency leave, an advance notice for availing leave needs to be approved by the concerned superior.
- Annual Leave authorization has to be approved at least two weeks before commencement.
- If the casual or annual leave is not authorized by the immediate superior prior to commencement, it will be deducted from the employee's salary.

- In case of sick leave, the application form is to be filled in upon return to work.
- **Sandwich absent;** any additional absent linked with the weekend, gazette holidays or the prior approved leaves, will not be approved and all the absent days would be considered as Leave without pay.
- Any leave of a certain type beyond the prescribed limit shall be deemed as leave without pay and a deduction shall be made from your salary
- No leave is cashable either during the course of your service or upon termination.
- The same leave policy applies on the intern staff.
- All leaves are calculated on pro-rata basis.
- The leave counter resets on 31<sup>st</sup> of December every year.
- None of the un-utilized leave can be carried over to the next year

### 1. Casual Leave

This includes any short or half leave taken for part of a day. An employee earns one casual leave every month against their service. Maximum casual leave allowable in a year is 10 days. It can be availed for up to 2 days at a time's

**Short Leave:** This can be taken for maximum 2 hours. A prior approval must be required.

**Half Leave:** This can be taken for maximum 4 hours. A prior approval must be required. Leave longer than 4 hours will be considered as absent.

Leaving office during your duty timing WITHOUT APPROVAL from your Manager/Supervisor will be treated as ABSENT and salary will be deducted. No application will be accepted for this case.

### 2. Medical Leave

This leave can be availed for medical purpose only. A doctor's certificate shall be required to be submitted right after attending the office. Maximum sick leave allowable in a year is 16 days.

### 3. Annual Leave

Total annual leaves are 10, an employee earns this leave after the completion of one year service. A maximum of 5 leaves can be taken at a time.