

TESLATECH

NEW ATTENDANCE AND LEAVE POLICY

As we aspire to become a productive company, we have identified areas where we can refine our operations and further nurture our company culture. To foster professionalism and streamline efficiency, we are introducing new policies. These changes are geared towards enhancing our workplace environment and promoting a culture of excellence.

Kindly note that “Winter Timetable” has 3 months of office hours (working hours + recess) of 8 hours and 15 minutes each day, and “Summer Timetable” has 9 months of office hours of 8 hours 30 minutes each day. Every quarter the total office hours should be met through attendance beyond office hours as compensation for lost time if any.

Attendance

- To better accommodate unexpected situations, we're introducing a flexibility period for later arrival up to 9:30 am.
- Any flexibility within a quarter will not carry over to the next quarter.
- Should the main gate be closed, please request entry from the Guard and proceed with the attendance check-in process.
- Once you're at the office, kindly begin work promptly. Breakfast is scheduled from 9:40 to 9:55 am.
- If someone arrives late or takes a mini break, they can make up the lost time until 7 pm. But if anyone stays after 6:00 pm, they need to inform HR of their extension time. The latest checkout time allowed is 7:00 PM, unless there are special cases. Similarly early check-in for making up the lost time is 8 am.
- Recreational activities, such as table tennis, are permitted during lunch breaks or after 5:30 pm during winter and 5:45 pm during summer. They are not allowed during work hours, breakfast, or snack times.
- In case of negative attendance, late arrival and early check out, paid leave will be deducted first. In case of exceeding paid leave, salary will be deducted from basic salary on number of working days i.e. $[\text{basis salary}/\text{no of working days} * \text{no of leave}]$
- For the purpose of deducting the leave, attendance is calculated based on an 8-hour workday.
- If anyone is working from home as extra hours then same to be informed to HR in order to be accounted in the attendance sheet. Same will be done after the supervisor signs off extra hours form.
- In exceptional cases, an individual may request late arrival time beyond the allocated limit.

However, such requests must be submitted in writing and approved by HR before implementation.

- In order to appreciate hard working employees, anyone having positive attendance will be appreciated with reward.
- At least 4 hours of attendance is required to be considered as 'Present' on any given day.

Mini Breaks

- We encourage taking mini breaks during emergencies, with the approval of your Team Lead and registration in the HR outgoing register. Checking-out and checking-in should also be done through the biometric, ensuring smooth record-keeping. Also official communication to the team should be via discord.
- To balance productivity, any time lost during mini breaks should be compensated by working equivalent hours daily/quarterly time.
- Break within lunch time and snack time is not considered a mini break [12:45 to 1:15 pm and 4:30 pm - 4:45 pm].
- Mini breaks will be dealt on the case to case basis.

Leave

1. Leave will be treated separately
2. 18 days paid leave + Special leaves
3. After 18 days, for next 12 days, gross salary cut per day i.e. $[\text{Salary} / 30 \times \text{number of leaves}]$
4. After $18+12 = 30$ days, gross salary cut on working day basis i.e. $[\text{Salary} / 22 \times \text{number of leaves}]$
5. 11-22 rule: One can take regular leave for 11 days, but once it is 12th day - even if paid leave is remaining, then salary will be deducted from current gross salary i.e. $[\text{Salary} / 30 \times \text{Number of leave}]$. Rule 4 still applies. Leave will remain after deduction.
6. Unless it's an emergency or a special situation, all planned leave must be approved at least 7 days before it begins.
7. If you are planning to take leave for more than 3 days, you must request approval at least 10 days in advance from Management. Supervisor can't approve leave for more than 3 days.
8. Once your leave is approved, it is mandatory to post the announcement of your leave on the Discord channel within the same day and a reminder two days before the leave.
9. Teej holiday is applicable for all female staff.
10. International Women's Day will be celebrated at the office.

Special Leave Provision

SN	Particulars	Paid leave (days)
1	Covid leave	4
2	Wedding leave (Self)	5
3	Wedding leave (Siblings)	2
4	Maternity leave (Paid)	30
5	Maternity leave (Unpaid)	30, After paid leave
6	Paternity leave	15
7	Mourning leave (Self parents/Spouse)	13
8	Mourning leave (Spouse's parents)	7
9	Mourning leave (Self grandparents)	5
10	Mourning leave (Spouse's grandparents)	3
12	Self/Spouse/Kid hospitalised	Number of days hospitalised
Special case provision		
13	Special case leave (Case to case basis) (Life threatening diseases) (Need approval from management)	12 days (in pro rata basis)
14	Exam leave (it includes academic exams only) with supporting documents <ul style="list-style-type: none"> • Back exam (proof) • Exam routine • Admit card 	5 days
15	Training leave (Pre approved with supporting documents)	Number of training days.

Work from home policy

1. With the aim of providing better healthcare, all female staff have facility of work from home once a month, in accordance with our work from home policy.

2. In any special circumstances necessitating work from home, approval must be taken from the management, respective team manager, and HR. Following approval, it is mandatory to submit google form for work from home.

Kindly note that HR reserves the right to amend, modify, or dissolve any policies outlined herein in special cases. Such changes will be made in accordance with the company policy review and approval process. Further, any scenario not covered herein may be decided by the HR on as and when basis.

Thank you for following these rules. Your dedication to nurturing a growth-oriented company culture is remarkable. Your commitment directly contributes to creating a better workplace for all of us.