

# 9. Attendance and Leaves

Consistent attendance is crucial to the smooth operation of our business and the achievement of our company objectives. Here's a closer look at our attendance and leave policies.

## Attendance Policy:

- All employees are expected to be present during their designated working hours. The attendance policy is designed to ensure fairness and consistency, and to encourage punctual and regular attendance.
- **Factory Timings:** For employees working at the factory, the work timing is from 9 AM to 5 PM, from Monday to Saturday.
- **Office Timings:** For office employees, the work hours are 10 AM to 6 PM, from Monday to Saturday.
- **Fields Timings:** Employees working in the field are expected to follow the timings communicated by their respective managers.
- **Hybrid Timings:** For employees working in a hybrid model (a combination of onsite and remote work), the work hours will be determined based on the nature of the work and the team's requirements. However, it is crucial to ensure availability during the core working hours for collaboration and meetings.
- **Attendance Recording:** Employees are required to clock in and out using the Attendance Recording Software in the factory and through the HR when asked. This helps keep an accurate record of each employee's working hours.

## Leave Policy:

- **Probation Period:** During the probation period, each employee is entitled to one leave per month.
- **Post-Probation:** After the probation period, each employee is entitled to twelve days of casual or sick leave per year.
- **Leave Approval:** Leave should be applied for and approved before being availed, except in emergencies. The request should be submitted via our HR platform or sent directly to your line manager for approval.
- **Leave Accrual:** Unused leave can be carried forward to the next year, up to a maximum limit specified in our HR policies.
- **Other Leaves:** Apart from the casual and sick leaves, our company also provides other types of leaves such as maternity/paternity leave, bereavement leave, and sabbatical leave, all as per the company policies and legal requirements.
- **Leave during Notice Period:** As per company policy, employees serving their notice period may not be allowed to take leaves, except under exceptional circumstances and

with explicit approval from the management.

Remember, regular attendance is important for the smooth functioning of our operations, and while we understand the need for leaves, they should be planned well in advance, except in the case of emergencies. In case of any questions, you can reach out to your line manager or the HR department.