

## ATTENDANCE AND LEAVE POLICY

### Working hours

Full Day	09.00 AM to 05.00 PM
Half Day     -    Morning -    Evening	09.00 AM to 01.00 PM
	01.00 PM to 05.00 PM

### **Late Arrivals**

(Monthly basis)

- **A grace Period of 30 minutes will be permitted.**  
(However this will negatively impact your performance evaluation and benefits)
- 1<sup>st</sup> two subsequent Late-arrivals (after the grace period) will be considered as short leaves, if available. If no short leaves available, they will be considered as half day leave.
- Any subsequent late arrivals will be considered as half day leave.

### **Early Departures**

(Monthly basis)

- 1<sup>st</sup> two early departures will be considered as short leaves, if available. If no short leaves available, they will be considered as half day leave.
- Any subsequent early departures will be considered as half day leave.

***Prior approval must be obtained for working on holidays or for working after office hours.***

### Leave

Employees under probation period are entitled for only half a day's leave per month.

All permanent employees are entitled for 14 days Annual and 7 days of casual leave after completing the first year of employment.

## **Annual Leave**

No entitlement in the first year of recruitment (as per the labor law).

In the second year, the number of entitled leave will be according to the **date of recruitment** and as follows.

- From 1st January to 31st March - 14 days
- From 1st April to 30th June - 10 days
- From 1st July to 30th September - 07 days
- After the 1st October - 04 days

The annual leave entitlement for each succeeding year is 14 days.

## **Maternity Leave**

(Applicable only for confirmed staff)

- 84 working days for the first and second child births.
- 42 working days for the third and succeeding child births.

## **Paternity Leave**

3 days

## **Casual Leave**

Casual leave taken at a time should not exceed three consecutive days. If more than three (3) days leave required in circumstances like weddings, family bereavements, etc. should get the special approval by the Department Head.

## **Leave Applications**

Application for leave should be made through the HR and approved by the Immediate **Line Manager/Department Head** in advance with at least **24 hours'** notice. All leaves should be discussed with the Department Head and consent should be obtained prior to submitting the application on the system. Mentioning suitable acting arrangement in the form or the portal is a must before seeking the approval.

## **Short Leave**

- All staff can enjoy **two (2) short leave of 1½ hours per month** in emergencies. Approval is necessary by the head of the **Line Manager/Department Head**. You cannot take either both morning short leave and early departure or both late arrival and evening short leave
- Short Leave applications should be submitted through the web portal through the prescribed Short Leave Application Form and prior approval to be obtained.
- Short leave exceeding 1½ hours will be treated as half a day leave.

## **No-Pay Leave**

Any leave taken in excess of the leave entitlement (for a particular staff) shall be considered as no-pay and deducted from the salary.

- Un-authorized, un-informed leave will also be considered as no-pay leave.

## **Staff Movement**

All staff moving out for any purpose to other locations and/or during lunch break is required to enter the required details in the staff movement register in addition to finger scan.

**Staff Movements Register** is made available at the **Reception/Front Office** of each branch.

The immediate supervisor/Centre Manager also has to be kept informed about the movement during office hours.

## **Company ID**

All staff Academic and Non Academic are requested to wear the **company ID** during office hours at office premises. Staff when visiting branches for official purposes should also make sure that they wear the office ID during office hours.