**HR Policies: Leave, Attendance, RTO, and Workplace Guidelines**

**1. Purpose**

The purpose of this policy is to provide clear guidance on attendance, leave management, Return to Office (RTO), flexible work arrangements, workplace safety, and employee engagement. It ensures transparency, fairness, and compliance while fostering a productive, safe, and employee-friendly environment.

**2. Scope**

This policy applies to all employees, interns, contractors, and third-party vendors across all company locations and remote work setups. It governs attendance, RTO adherence, leave entitlements, workplace conduct, and HR-related procedures.

**3. Attendance & Timekeeping**

**3.1 Office Hours**

* Standard working hours are [e.g., 9:00 AM – 6:00 PM].
* Flexible start or end times may be allowed with manager approval.

**3.2 Attendance Tracking**

* Employees must record attendance using the official timekeeping system.
* Remote employees must log hours accurately via the approved online portal.

**3.3 Punctuality**

* Employees are expected to arrive on time for meetings, shifts, and RTO days.
* Repeated tardiness may result in verbal warnings, written warnings, or other corrective measures.

**4. Leave Policy**

**4.1 Annual Leave**

* Entitlement: 18–24 days per year depending on tenure and role.
* Accrual: Leave accrues monthly and may be pro-rated for new hires.
* Carryover: Maximum 5 days may be carried forward; excess is forfeited.

**4.2 Sick Leave**

* Entitlement: 12 days per year.
* Medical certificate required for leave exceeding 2 days.
* Sick leave can be used for personal illness or immediate family care.

**4.3 Casual Leave**

* Up to 6 days per year for urgent personal matters.
* Requires advance notice where possible.

**4.4 Maternity & Paternity Leave**

* **Maternity:** 26 weeks fully paid leave for eligible employees.
* **Paternity:** 15 days fully paid leave.

**4.5 Unpaid Leave**

* Granted at management discretion.
* Does not accrue benefits or impact performance evaluations.

**4.6 Special Leave**

* Bereavement, jury duty, and public service leave as per company discretion.

**4.7 Leave Application & Approval Procedure**

1. Submit leave request through HR portal.
2. Manager reviews and approves/rejects.
3. HR updates records and payroll adjustments (if needed).
4. Exceptions require documented approval from senior management.

**5. Return to Office (RTO) Guidelines**

**5.1 Purpose of RTO**

* Encourage collaboration, team engagement, and in-person productivity.

**5.2 Phased Implementation**

* Hybrid work schedules are allowed during transition periods.
* Employees must adhere to approved RTO days.

**5.3 Remote Work Exceptions**

* Exceptions allowed for health, family emergencies, or travel restrictions.
* HR must approve remote work requests formally.

**5.4 Compliance & Monitoring**

* Attendance on RTO days is mandatory unless formally excused.
* Repeated violations may result in corrective action.

**6. Flexible Work Arrangements**

**6.1 Hybrid Work Model**

* Eligible employees may work part-time from home with manager approval.
* Must maintain productivity, availability, and confidentiality.

**6.2 Flexi-Hours**

* Employees may adjust start or end times with team manager consent.
* Core hours (e.g., 11:00 AM – 3:00 PM) must be observed for collaboration.

**6.3 Remote Work Security & Etiquette**

* Use secure connections, company-approved devices, and maintain professional environment.
* Ensure privacy for confidential meetings and calls.

**7. Employee Performance & Engagement**

**7.1 Performance Reviews**

* Conducted annually or semi-annually.
* Evaluation based on KPIs, goal achievement, teamwork, and behavior.

**7.2 Promotion & Career Growth**

* Promotions based on merit, performance, and business requirements.
* Transparent communication of eligibility and timelines.

**7.3 Employee Engagement Programs**

* Surveys, town halls, team-building activities, and recognition awards.
* Feedback collected anonymously for continuous improvement.

**8. Workplace Safety & Health Guidelines**

**8.1 Physical Safety**

* Compliance with building safety, fire drills, and emergency protocols.
* Ergonomic workstation setups recommended for office and home.

**8.2 Health & Wellness**

* Access to wellness programs, mental health counseling, and fitness initiatives.
* Reporting workplace hazards or unsafe conditions promptly to HR or Facilities.

**8.3 COVID-19 & Infectious Disease Protocols**

* Follow guidelines for vaccination, testing, mask-wearing, and social distancing as required.

**9. Grievance & Conflict Resolution Procedures**

**9.1 Reporting Issues**

* Employees encouraged to report conflicts, harassment, or workplace concerns to HR.
* Reports can be confidential or anonymous.

**9.2 Investigation Process**

1. HR receives and documents the complaint.
2. Interviews and evidence collection are conducted.
3. Recommendations made to management for resolution.
4. Follow-up ensures issues are resolved satisfactorily.

**9.3 Escalation**

* Persistent or severe issues escalated to Senior HR or Compliance Officer.

**10. Practical Examples & Case Studies**

**Example 1:**  
An employee requests sudden leave for family emergency. Manager approves, HR updates records. No disruption occurs due to clear leave procedures.

**Example 2:**  
An employee consistently ignores RTO schedules. HR documents warnings, and corrective measures ensure compliance.

**Example 3:**  
A conflict arises between two team members. HR mediates using documented procedures, resolves issue, and provides follow-up support.

**11. FAQs**

**Q1:** Can I carry forward unused casual leave?  
**A:** Casual leave cannot be carried forward; it expires at year-end.

**Q2:** What is the process if I need emergency leave?  
**A:** Contact your manager immediately and submit request via HR portal. HR will process it retroactively if needed.

**Q3:** How many days can I work remotely under hybrid work policy?  
**A:** Typically 2–3 days per week, depending on role and manager approval.

**Q4:** Who do I contact for workplace safety concerns?  
**A:** Report to HR or Facilities immediately using official communication channels.