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| **Name of the Policy** | **Attendance & Leave Policy** |
| **Version Number** | HR/Attendance & Leave/2022/01 |
| **Version Date** | 01 April 2022 |
| **Status** | Final |
| **Policy Owner** | Group CFO |
| **Responsibility Matrix** | HR Department: Custodian of Policy, Version Control, Adhoc Compliance Monitoring, Maintaining Leave Register |
| **Approving Authority** | Reporting Manager |

**Purpose:**

The focus of this policy is to properly manage and track the attendance and leaves of all the employees of the Indchem Marketing Agencies .

**Scope:**

This policy applies to all the employees of Indchem Marketing Agencies , across all the departments and regardless of the job position they hold.

**Applicability**

This policy applies to all employees working for Indchem Marketing Agencies

**General Guidelines:**

* Awareness and understanding of the policy shall be the responsibility of each employee.
* Assuring compliance with the policy is the responsibility of the Reporting Manager/ Head of the Business/Function.
* The Financial year system will be followed in all leave categories.
* Any planned leave must be applied in the leave application form. Leave will be treated as Leave without Pay / Loss of Pay (LWP/LOP)/ Unauthorised Absence if it is not subsequently approved by their reporting manager in the application form.
* In case of leave taken without prior approval, as in emergency/sick, an employee can raise their leave request in leave form and the same should be approved by the Reporting Manager.
* All leaves must be planned and intimated in advance (except during exigencies), such that it does not affect day-to-day work.
* If there is neither prior intimation nor any communication for five days the organisation holds the right to treat them as abscond, if more than 7 days of absence, the organization holds the right to terminate service for ‘job abandonment’ and the employee may not be eligible for rehire.
* Salary will also be withheld with immediate effect from the date of absence

**Definition:**

1. **Absenteeism** is referred to as the act of being unable to perform assigned tasks in accordance with a specified schedule without prior information.
2. **Tardiness** is considered when the following circumstances happen:

* When an employee leaves the workplace before the end of the shift without the supervisor’s approval.
* When an employee fails to report to work at the assigned schedule.
* When an employee over breaks and takes extended hours or minutes for meals
* When an employee arrives late or past the time of his/her scheduled shift.

**Eligibility Criteria for Absenteeism & Tardiness:**

* Employees are expected to have one hundred percent attendance as much as possible
* Employees can check their attendance in the HR Team – Calendar on a daily basis.
* Employees can regularize their attendance on their own through the HR Team if there is any leave/permission taken by them.
* **Employees are eligible to avail of two permissions per month of 1.5 hours each per permission. More than 4 permissions in a month will be considered a half-day LOP.**
* **NO CALL NO SHOW** is subject to disciplinary action and grounds for termination
* Attendance will be tracked through the Biometric System, and it is visible to all the employee’s payslips.

**C. Attendance Process in HR Team:**

* Attendance will be calculated based on the effective tossed hours.

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| **Particulars** | **Attendance input** | **Effective Hours** | **Event Type** |
| **Employees** | Bio Matric | 8:00 Hrs/ day | Full-Day Present |

**D. Type of Leaves (Per Financial Year)**

* Sick Leave / Casual Leave – 12 days
* Earned Leave – 12 days
* Maternity Leave – 26 weeks (as per the Maternity Benefits Act)
* Paternity Leave – 5 days (Only For Male)

**E. Core, Centre, and Optional holidays**

Indchem Marketing Agencies will have 11 holidays per annum classified as Core, Centre, or State as per the holiday list.

The list of Core, Centre holidays for a calendar year shall be announced prior to the beginning of the new calendar year.

**F. Sick leave**

* Employees are eligible for one day of SL/CL in the same month on which he/she joins the company, but the only criteria are he/she should join before 15 of the respective months; if not, the leave for that month will not be provided.
* All existing employees of Indchem Marketing Agencies are eligible for 12 (Twelve) days of Sick leave / Casual Leave per annum on the 1st of April every year.
* Employees joining in the middle of the year will be eligible for proportionate leave
* Employees availing more than 2 days of Sick leave / Casual Leave will have to produce a medical certificate to support their sick / Casual leave request
* Sick Leave / Casual Leave cannot be carried forward to next year.
* Sick Leave / Casual Leave of more than 5 days will get prior approval from the HR Department.

**G. Earned leave**

* All employees will be eligible for 12 (twelve) days of Earned leaves per annum.
* All new joiners will be eligible to avail of Earned Leave based on their date of joining.
* Earned Leave will be accrued every month. i.e 1 day per month
* Earned Leave can be carried forward to next year and the maximum accumulation will be 24 days and every 2 years accumulated earned leave will be encashed.
* Earned Leave taken more than 5 days will get the prior approval from the HR Department.

**Leave Accumulation**

* Leave Accumulation: Management
* Earned Leave is subjected to a limit of 12 days per annum and the maximum earned leave accumulation limit for an employee is set as 22 days up to 2 years
* Un-availed Sick leaves/ Casual leaves at the end of the financial year would not be carried forward to the subsequent year.

**Approval Matrix**

The approvals as per the matrix are applicable only for the exceptions to the policy and are permitted only when the requirement for the same can be clearly substantiated

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| **Policy Exceptions** | **Initiated By** | **Recommended By** | **Approved By** |
| **Deviation in Leave**  **Policy** | Employee | Head of Business  /Function | Group CFO |

**Version Control**

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| **Version Number** | **Roll Out Date** | **Changes Made by** | **Approved By** |
| **01** |  |  |  |
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