A close-up of a logo

Description automatically generated with low confidence

|  |  |
| --- | --- |
| **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 Priti Sales Corporation .

**Scope:**

This policy applies to all the employees of Priti Sales Corporation , across all the departments and regardless of the job position they hold.

**Applicability**

This policy applies to all employees working for Priti Sales Corporation

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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**

Priti Sales Corporation 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 Priti Sales Corporation 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

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

**Version Control**

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

|  |
| --- |
| Printed copies of this document may not be the latest version and should not be relied upon. Also, please contact your manager or Human Resources if you require any further information |
|  |

\*\*\*