



Working Hours

- A. For each employee, working for Full time will have 9 Official working hours from Monday to Friday. For Part time employee it will be 4.5 working hours from Monday to Friday.

Summarizing Working hours

1. 8 hours is for your work and half an hour for lunch and other breaks, totaling to 8.30 hours.
2. Additional Half an hour is kept for your leisure (games, reading etc.) and committee related work. If you are utilizing this half an hour in between your 8 hours of working time, then please adjust it the same day and complete your 8 hours of duty.
3. If you don't want to utilize leisure hour or there is no committee related work you can leave office after completing 8.30 hours. PLEASE NOTE, if there's any incomplete task related to the concern committee and it's not done on time or pending from long then the committee members will be held responsible for it, if they have taken the flexibility of leaving the office without delivering their duties when additional time is kept for it.
4. If you don't take lunch, tea, coffee etc. then that that half hour time will not be adjusted for leaving office early even after completing 8 hours of work.

The new office hours will be applicable from 1st April 2014.

- B. In-out timings are compulsory for all. If you go out for personal work or for official work In/Out timings are to be done. Proper comments to be added in timesheet if you have gone out for official work.
- C. 10 am to 7pm would be general office timings
You can come at any time before 10am and complete 9 hrs. If you are coming late or going early, you need to inform (via email) to PL and admin. Informing via mail is mandatory so that admin can keep a record of it. In case if you do not have access to mail, you can inform in whatever way, but after coming to office you should send a mail that you have come late or left early. Define a subject line for early leaving /reporting.

- D. If you are not informing and coming after 10 am, it will be considered as a late mark. That does not mean that if you are informing and always coming late will be a case to consider. There should be genuine reason for coming late. Late coming of the employees will be observed by the respective PL and will be considered at the time of the appraisals. Necessary actions will be taken if somebody is found coming late frequently.
- E. Working on weekends, for any reason must be informed to admin and PL.
- F. It is mandatory to fill up the leave application in advance if the leave is planned. In case of unexpected leave, employee must fill up the leave application as soon as he/she joins the duties.

Earned Leaves

- A. There will 21 days of leave for all full time employees and 15 days of leave for all part time (working for half day) employees.
- B. If someone is working part time for some period, appropriate percentage of leaves will be allocated to that person.
- C. Employee will get benefit of earned leaves after confirmation. During Probation period, no leaves will be allocated. Salary will be deducted for the leaves taken during probation period.

Example:

Generally 1.75 days of leaves are allocated per month to a full time employee. So if someone is working part time only for one month his leave calculation will be

$(11 \text{ months} \times 1.75) + (1 \text{ month} \times 1.25) = 20.5 \text{ days approximate}$

- D. Balance leaves from previous year may be carried forward to next year. The decision, for how many months the leaves from previous year can be carried forward, will be taken by Director at the end of the financial year. Decision will be declared by 2nd Week of April looking at the leaves pending for the employees. The period shall not exceed six months.
- E. Compensation off shall be given to employee if he/she has to come to work on holidays for extra work. Prior approval must be taken from the respective PL. PL need to mention the reason in the employee's leave application. Compensation off shall not be given if employee is coming to work on holidays because of delay in his/her regular work due to his/her personal reasons.
- F. One should not go out for more than 2 hours/day and not more than 3 hours/week for personal work. He/she must compensate that shortfall hours within a week. If it is more than 2 hours/day, he/she is required to take a half day leave.
- G. If the earned leaves are completed before March then, leaves taken after that shall be deducted from the salary.

Weekly Offs

All Saturdays and Sundays are observed as weekly off.

Training programs may be arranged on any week-day, beyond office-hours / inclusive of Saturday and Sunday, then concerned employees are expected to be present on these days.

Public Holidays

Public holidays will be declared by the company at the beginning of the year. Please refer to the Holiday List.

Work from Home

'Work from home' facility would be given in case of emergency on case to case basis but it would not be maintained as a general practice. The only authorized person to approve this facility will be the Director. One should inform Admin about this.

Maternity Benefits

- A. Female employees who have completed minimum of 1 year of continuous service will be eligible for 12 weeks of Paid Maternity Leave, of which not more than 6 weeks shall precede the expected date of confinement.
- B. The application for this leave should be given in writing 8 weeks in advance.
- C. In case of miscarriage, 6 weeks paid leaves will be granted.
- D. Suitable medical certificates for above benefit should be submitted.
- E. For Maternity benefits Salary will not be continued for the paid leaves when the person goes on leaves. The person will be paid after rejoining.
- F. After the 12 weeks of paid Maternity leave, the person will have to take unpaid leaves, if sanctioned by the Company. Maximum 3 months unpaid leaves can be allotted. (This decision depends from case to case).

Paternity Benefits

- A. 3 days paid leave will be granted as Paternity leave.
- B. The application for this leave should be given in writing 8 weeks in advance.
- C. Suitable medical certificates for above benefit should be submitted.

Picnics

If any event like picnic etc. is arranged by CRG on week days, and if it is decided that all employees should compensate it later, then it will be mandatory for all to compensate on the

decided day irrespective of whether you attend the event or not. (Office will remain close on the day, any picnic or such outdoor events are happening).

Parties

If any parties other than office parties (arranged by CRG) are arranged during office hours, it will be mandatory for all to compensate that time.