

Office Timing and Attendance Policy

Objective

This policy will serve as a guideline to regulate and manage official business working hours in PeopleLogic Business Solutions Private Limited.

Purpose

The purpose of this policy is to define attendance rules for the employees of the company. Punctuality and regular attendance are essential to ensure optimal productivity and customer service. In order to achieve these goals, employees are required to maintain a satisfactory record of attendance.

Scope

This policy is applicable to all the employees of PeopleLogic Business Solutions Private Limited.

Working Hours

Office hours : 9:00/9:30 am - 6:00/6:30 pm

Weekly off : Saturday & Sunday

Employees need to be present in the office for a minimum of **9 hours** (8 hours working with 1 hour of cumulative break time) every day.

There is a grace period of **30 minutes**, by **9:59** all employees need to be present in the office.

The hours logged in, from first 'swipe-in' to the last 'swipe-out', shall be considered as working hours.

Break time :

- Half an hour lunch break, anytime in between 12:30 PM and 2 PM.
- Two 15 minutes tea / coffee breaks

Time change Request/ Regularization

Employees can request a maximum of **4 time change** requests in a month.

Time change requests are meant to be used for delays/or early leaving of up to a maximum of 1 hour (logging in till 10/10: 30AM /logging out by 5/5:30PM only). Any additional delay/early leaving has to be covered by applying relevant leaves.

Employees working remotely will not be eligible for the time change request or regularization.

Late coming

Any employee coming beyond 9:45am for more than 4 times in a month would have to apply for a half day leave.

Client Visit

Employees who are on client visits, need to apply for On-Duty Requests in the HRMS. In case such periods are not applied in HRMS, the same may be treated as “Leave or Loss of Pay”.

Applying Regularisation or Leaves on Keka

The time frame to apply for a regularization or leave request on Keka.

Regularization : To be raised within the month

Half day Leave : To be raised within 2 days of the occurrence.

Full day Leave : To be raised within 15 days of the occurrence

Revision History

Amendment Date	Policy Version	Author	Approved By	Nature of Changes
July 2022	Version 2.0	People Team	Management	
June 2023	Version 2.1	People Team	Management	Timeframe to apply on keka