

## Attendance & Holidays Policy

### 1. Work Hours

- Standard working hours: 9:30 AM to 6:30 PM, Monday to Friday.
- Core hours: 11:00 AM to 4:00 PM.

### 2. Attendance Tracking

- Employees must register login and logout on the attendance system daily.
- Late arrival and early departures are recorded; three late occurrences in a month may count as one day of casual leave.

### 3. Holidays

- Company observes national public holidays and 5 floating holidays per year.
- Holiday list is published annually by HR.

### 4. Short Leaves and Breaks

- Up to 2 short leaves (2 hours each) per month with manager approval.

### 5. Policy Violations

- Repeated unexplained absences may result in disciplinary action as per HR guidelines.