



ATTENDANCE & WORKING POLICY	TOTAL PAGES - 3
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### 3. ATTENDANCE POLICY & WORKING HOURS POLICY

#### 3.1 Objective & Guidelines:

CHEMEXCIL expects employees to be ready to work at the beginning of assigned dailywork hours, and to complete their task by the end of assigned work hours. All employees of all grades are required to register their attendance daily at the scheduledreporting time. Salary will not be paid for the day if attendance has not been registered in person.

Employee's regular attendance is essential for the efficient flow of work and is considered as a measure of his desire to perform the job. CHEMEXCIL cannot tolerate repeated absenteeism or late coming, which results in low productivity and indiscipline.

Employees must report to duty on a fixed / notified time and it is the responsibility of all employeesto meet the standards of attendance.

Director General will sign / approve the monthly attendance of staff and will send the report to Payroll on 25<sup>th</sup> of every month.

Regular office timings at all locations:

Option 1: 09.30 a.m. to 6.00 p.m. (with half an hour lunch break).

#### 3.2 Applicability: To all employees of CHEMEXCIL

#### 3.3 Late Coming and Early Going:

Owing to certain personal exigencies, on specific occasions/days, employees may bepermitted to report late to work or leave early with permission of the HoD and intimation to the HR Department

#### 3.4 Special Cases:

If an employee works late till 01:00 am or beyond, next day they are allowed to come late to the office by 13:00 hrs. Half day's salary will not be deducted for such instance. The employees exceeding the specified time limit will have to apply for a half - day leaves for every such instance. The employee has to submit leave application.

#### 3.5 General Cases:

Whenever there is a need of leave of absence in case of emergency situations or for ill health, the employee must inform their superior over phone. In addition, the employee must submit the leave application to their immediate reporting manager as soon as he/she returns to duty. All Casual Leave & Privilege Leave should be sanctioned in advance, as per Council's leave procedure, except those casual leaves in cases of emergency cases and about which employees have informed the HoD & HR Department over phone, subject to post approval on return on duty at the sole discretion of the HoD.



### **3.6 The procedure for the permissions is as follows:**

The employee needs to write an application for late coming / early leaving and get the approval of reporting superior. The approved application is to be submitted to the HR Department and an acknowledgement received.

In case of regions, the Regional Director to approve late coming / early going or leave. A duplicate copy of the form (application) is to be retained by the employee for further reference. In case of any discrepancy, the same to be brought to the notice of Director General. Employees are expected to be regular & punctual at work.

An employee in case of emergency will be allowed to come late to the office for leave early twice in a month with approval from HoD and intimation to HR Department.

### **3.7 Late Sitting:**

The following facilities can be availed by individual employees working beyond **20:00 hrs.** working hours.

<b>GRADE</b>	<b>Conveyance Allowance after 2000 hrs. (if not using office vehicle)</b>
M1-M5	Cab/Taxi Fare as Actual on submission of the Bill
M6-M13	Cab/Taxi Fare as Actual on submission of the Bill with approval from the HOD (possibly on sharing basis with other employees)
E1-E3	Cab/Taxi Fare as Actual upto Rs. 800/- with approval from the HOD (possibly on sharing basis with other employees)

Late sitting is allowed only with the prior permission from superiors depending on exigencies of work and is at sole discretion of the Management

### **3.8 Procedure:**

Employees must fill in the Expense claim form / voucher, get it signed by the reporting superior and submit the approved Claim Forms along with the supporting bills/receipts to the accounts department. However, the claims will be reimbursed once in a week.

### **3.9 Working Hours Policy:**

The employee will be required to adhere to timings as may be notified from time to time. Heads of Departments (HODs) and Regional Director/ Manager to schedule employees to work in order to meet quality and operational requirements.

An employee's absence from work habitually reporting late to work and/or excessive absenteeism will be treated as indiscipline and appropriate disciplinary action (including termination) can be initiated against erring employees. An employee's late-coming/ unpunctuality and absenteeism record may be a significant factor in evaluating performance, promotions, increments and transfers.

If an employee is absent continuously for ten working days without informing the reporting HOD, disciplinary action will be initiated against the employee remaining absent for more than ten consecutive days without prior approval of leave.



**3.10 General Guidelines for Working Hours:**

**a. Working Hours** – 09.30 a.m. to 6:00 p.m. (Mon to Fri)

**b. Weekly offs** – Every Saturday and Sunday would be a weekly off.

\*In case of Business Exigencies, any employee would be required to work on Saturday, compensatory off will be applicable to such employees. No employee can refuse to attend office duty on Saturday, if required. Compensatory off must be utilized in the next five days else the same will laps automatically.

**c. Grace period** – Grace period of 10 mins from 0930 hrs. i.e., upto 0940 hrs. will be permitted. Any employee coming late for not more than 5 minutes after the grace period will have to report to the Director General for approval. Late coming will be marked from 0946 hrs. One day Casual Leave (CL) or one day salary (only in case where CL is exhausted) will be debited after three late marks in a month and for a block of three late marks subsequently. This is however allowed after approval by HoD and not as a right.

**d. Lunch Period** – All employees are provided with lunch time of 30 minutes in length on each work day. Lunch time will be from 1.00 p.m. to 1.30 p.m. The lunch hour is not extendable.

**e. Hours of Work at Regional Offices:**

- Regional offices observe all Sundays, and all Saturdays as weekly off.
- All Regional Office's will also work between 09: 30 a.m. and 6: 00 p.m. with 30 minutes lunch break 1 p.m. to 1:30p.m.

**f. In case of work exigencies, the Council can declare Saturdays as an official working day or even call off any official holiday.**

