

Attendance at Parkar

Working hours is important in order to plan the projects and its implementation as per timelines. Parkar has both the general shift as well as rotating shift.

Parkar aims at providing employees with flexibility without hindering the business needs. Parkar expects its employees to manage time effectively and bring in a balance between their professional and personal life.

Working Hours

- Generally, Parkar has 5 days of working. Regular working days would be from Monday to Friday. However the weekly off and the shift timings and working hours may change based on the project / business needs
- The weekly off will depend upon the shift; it may or may not fall on a Saturday and / or Sunday. In case of project requirements and deliverables, change of shift timings would be accepted after L1 approval.
- If you are working at the client's office or at an external location, you are required to strictly follow the working hours applicable to the employees of the client / external location.
- You are expected to complete a minimum of 173 hours of productive work every month and record the same against the projects assigned to them on a daily / weekly basis.
- The timesheets have to be approved by their reporting manager or resource manager. The timesheets discussed above would be managed through a project management tool.
- You would be provided an access card for security and attendance purpose.
- You should swipe your access cards every time you move in and out of the office and the system will calculate the attendance hours based on the swipe in and swipe out data.
- If you spend less than 4 hours in office you will need to regularize your attendance through the HRIS tool.
- If your swipe data is less than 4 hours, you will be marked absent in the system and shall deem to be absent for that day.
- Half day leave shall be part of the policy. For getting half day leave, you will have to productively work for at least four hours on that day.

On-Duty Hours

- On-duty (OD) hours: These are work hours that an employee spends during the course of his employment outside the Parkar premises. The on-duty work should be approved by the L1 Manager. OD hours may be categorized as below:
 - i. Travel hours to meeting (local travel)
 - ii. Work hours at client place (local travel)
 - iii. Extra hours (compensatory off)
 - iv. Training hours

Attendance & Shift Allowance Policy

- Any employee, whose role involves interacting with clients or vendors outside office, must keep the L1 Manager informed of such meetings. It is desirous that prior intimation be served to L1 manager regarding such meetings and their timings, venue and other necessary details.
- L1 Manager's approval shall be mandatory pre-requisite for any regularization of work hours, for weekly offs as well as on-duty hours.
- Regularization of the on-duty hours may be done through the outdoor application in the HRIS tool and the same is required to be done within the next working day of undertaking such meetings and before the 20th day of every month.
- Regularization of on-duty work hour shall be important from an attendance perspective.
- Any conveyance expense incurred by an employee during the on-duty hours will be reimbursed as per the 'Expense Reimbursement Policy'.
- The attendance cycle followed at Parkar is from 26th day of the last working month to 25th day next working month immediately preceding over the last working month .

Benefits of working in Shifts

Parkar may require its employees to work in shifts, including night shifts, based on business need. This policy will define the types and guidelines employee employed with working in night shifts as applicable.

At Parkar, we do generally follow 5 working days week Monday to Friday. However, incumbent may have to work on weekend and holidays based shift schedule. Shift timing may be changed depending on requirement by customers.

General Working hours and shift hours as below:

Shift	Start Time	End Time
General 1	09:00Hrs	18:00Hrs
General 2	11:30Hrs	20:30Hrs
First (A)/Morning	07:00Hrs	16:00Hrs
Second (B)/ Evening	15:00Hrs	00:00Hrs
Third (C)/Night	23:00Hrs	08:00Hrs

You may be assigned work schedules or 'shifts' outside the normal office hours based on business and client needs.

You may be required to work in night shifts in the following scenarios:

1. Permanent Evening/Night Shift (e.g. Service Desk, US IT Recruitment, US Sales, Pre-sales etc.)
This is applicable to employees who are specifically recruited to work in the evening/night shift and the same is explicitly mentioned in their offer letter. Employees whose offer letter specifically

Attendance & Shift Allowance Policy

mentions that they are being hired to work in night shifts would not be eligible for any shift allowance

2. Monthly Night Shift

Based on business need (e.g. project transitions), you may be required to work in night shifts for a period of 1 or more months. In such scenario you would be entitled to a monthly lump sum payout of INR 7500/- per month along with the monthly salary for the full month i.e. minimum of 22 working day. You would not be entitled to additional night shift allowance.

3. Intermittent Night Shift Working

If you are required to work in the night shift on an irregular basis due to business need, you would be paid night shift allowance on the basis of the belowtable

Shift Timing	Shift Allowance Amount
1500 hrs. to 0000hrs	INR 375/- per shift
2300 hrs. To 0800 hrs.	INR 750/- per shift

4.On Call Support

You may be rostered to be available to provide On Call support to any issues/tickets post working hours or on weekends/holidays. If you are rostered for on Call Support, you should be available over phone as well as able to connect to the office network as required to attend to issues/tickets. You will be eligible for Hardship Allowance of Rs.300/- per day

PlannedCallSupportAllowance Matrix

Duration	Eligibility	Allowance (inRs)	Compensatory Off
<4hours	Off Office Hours (Any Day)	NIL	No Compensatory Off
>=4hours	Off Office Hours (Any Day)	375 per shift (Three hundred and seventy five rupees)	Compensatory Off on RM/L1 Manager's discretion

Procedure to apply for Shift and Planned Call Support Allowance

1. This policy is applicable to all projects working in 24*7 project formats
2. L1 Manager is required to periodically update the shift roster in GreytHR providing the details of Employees who would be working in rotation in all three shifts/planned call support projects
3. Shift allowance on a pro-rata basis will be given to those Employees who are required to log in early in the morning for minimum three hours before the night shift ends- for e.g. log in 4 am or 5 am before the night shift ends at 8:00 AM. This is being done as these Employees cover a part of Third (C) shift.

Attendance & Shift Allowance Policy

Note: Employees working in C shift from home (not applicable to Employees working from home in B shift), can claim night shift allowance post approval from their L1 Manager. Employees providing support on the weekly offs will be eligible for shift allowance based on the duration of work and shift timings post the approval of their L1 Manager.

Reimbursement of Food Expenses on account of late sitting

PARKAR, as an organization, wants all Employees to try and finish their work within the stipulated work hours to be able to maintain a healthy work life balance. In the event that Employees covered under this policy have to stay late during working days or be in office on Saturday/Sunday or on a National holiday due to project requirements (as intimated by the L1 Manager), PARKAR shall reimburse food related expenses incurred by such Employees in accordance with the terms contained below. If an employee works on a National Holiday he/she will be eligible for Shift /on call allowance + Comp Off + 1 day extra pay (National Holiday – 2nd Oct, 15th Aug, 26th Jan, 1st May)

Process for claiming reimbursement

1. The Employees expecting to be sitting late should have a written pre-approval for working beyond their stipulated shift timings from their L1 Manager
2. In the unforeseen event that the employee needs to be in the office on Saturday/Sunday or on a holiday, he/she should have a written pre-approval for working on a weekend or a holiday from their
3. Subject to compliance with above two clauses as applicable, food expenses on actuals for 1 (one) meal up to a maximum limit of Rs. 150/- (Rupees One Hundred and fifty) may be claimed by the Employee and each such claim must be accompanied by an original bill evidencing incurrence of the expenditure being claimed for reimbursement.

Work from Home Policy (WFH)

We are committed to provide a convenient working environment to our Employees. WFH request can be considered post necessary pre-approvals.

Procedure to Apply for WFH benefit

1. The Employee needs to apply in advance through HRMS tool (GreytHR)
2. A work log needs to be submitted to the L1 Manager along with the WFH request
3. The L1 Manager can approve/reject the request at his/her discretion

Guidelines:

1. The approval will be accorded on a case to case basis with primary focus on an employee's job role and the ability of PARKAR to attain a balance between the businesses needs vis-à-vis the employee's needs

Attendance & Shift Allowance Policy

2. In case of an inter department transfer or change in business unit of a WFH Status employee, the new L1Manager should be informed and fresh approval should be taken for the WFH Status Cancellation/Extension of the WFH status needs to be applied in GreytHR by the Employee well in advance
3. The working hours for WFH Employees will depend on project requirements and shift schedule, and this schedule will be managed by the RM/L1 Manager
4. The Employee would be required to adhere to the same. Employees need to ensure that they are fully equipped with the required infrastructure to execute the projects or deliverables E.g. Internet Connectivity, while availing WFH benefit

HR department of Parkar reserves all the rights to make necessary changes in above policy matters as and when required and it shall be accordingly be communicated to employees at the earliest possible time.

Policy shall be consider as Guidelines for working hours and other related matters

The RM/L1 Manager is empowered to withdraw the WFH facility if there is any impact on the project deliverables because of infrastructure or any other issues.

Any allowance covered under this policy would be paid out in the monthly salary and only if the employees has been rostered for the same by the L1 Manager

Version Control

Date	Prepared by	Reviewed by	Action
1 st March, 2016	Kiran Satpute	Gaurav Singh	Created Policy