

Working Hours

'Name of the Company' believes in providing healthy working hours to the employees. We comply with the legal provisions of working 48 hours a week, 8 hours a day. It is a two-way effort and hence the employees are required to reach the workplace on time. This policy covers all the responsibilities of the employee and their reporting times.

Purpose

This policy establishes guidelines for governing the hours of work and attendance for all employees of the Company.

As a general condition of the employment, employees are required to adhere to the work schedule designated by the Organization.

This is to provide basic duty hours for each employee who is part of the Company

Scope

The policy is applicable to all employees of the Company

Standard Work Hours

The conventions of the ILO (International Labour Organization) have set 48 hours a week as the standard working time for employees, and anything over that is considered 'excess'. The Factories Act, 1948 of India also caps work hours per week at 48 hours, and the employer has to provide overtime wages if this is exceeded.

Office Timing

The following are the office hours:

Head Office	
<u>'Days of the week'</u>	<u>'Punch In Time' to 'Punch Out Time'</u>
<u>'Days of the week'</u>	<u>'Punch In Time' to 'Punch Out Time'</u>
Branch/Site/Plant Office	
<u>'Days of the week'</u>	<u>'Punch In Time' to 'Punch Out Time'</u>
<u>'Days of the week'</u>	<u>'Punch In Time' to 'Punch Out Time'</u>

The employees will be allowed a week off on every [‘Day of the week’](#).

Responsibilities of Employees

The employee is required to report at the work at [‘Time’](#) sharp. Employee shall not be late than [‘Number of minutes’](#) minutes from the reporting time.

On approval of the [‘Job Title’](#), the employees are allowed to leave early or arrive late in special cases.

On being late for more than [‘Number of times’](#) times, the employee will be notified about the same. If the behaviour keeps being repeated, any day that the employee arrives late would be considered as an unpaid leave.

A promotional banner for factoHR. On the left, the text "Simplify your HR and Payroll with factoHR Solution" is displayed in white on a dark blue background, with a yellow "Schedule Demo" button below it. On the right, there is a collection of white icons on a light blue background: a calendar with an 'x', a round clock, a shelf with books, a desk lamp, a computer monitor showing a document and a chart, and a white mug.

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