

iFlair Leaves & Attendance Policy

- All employees can start their days starting from **10:30 AM** onwards. Log-in time before 10:30 AM cannot be considered without prior approval.
- Employees need to complete 8Hrs 30 Minutes as working Hours per day. Break Hours will be calculated separately.
- All employees need to take a **Minimum 15 Mins of refreshment break** daily which will help them to rest their mind to improve the focus. Considering that per day minimum gross hours would be 8 Hrs 45 Mins.
- All iFlair team members will be eligible for 12 Paid Leaves Per Year, which will be divided and credited in the leave balance account as 1 Leave per Month along with other respective paid leaves as per leave calendar.
- iFlair is using the Bio-Metric system to track and capture the attendance all employees need to do Punch-In / Out when they start or end their day and during the break hours.
- Doing Punch – In / out during the break hours is mandatory. In case of non-following circumstances, the company can take disciplinary actions.
- All attendance and leaves will be managed by Keka HRMS. Upon joining all the employees will receive credentials for the same system in which employees can track their daily work hours.
- In case of miss-punch, employees need to regularize their work hours in Keka based on their actual time. Employees can regularize their **miss punch maximum for 3 times**. In case an employee exceeds the mentioned limit, their work hours will be treated as per the miss punch and half day will be deducted. In such cases employees may consult the HR team member.
- All employees will be eligible to avail the benefit of short working hours, requested two times in a month. In such a case the **minimum 07:00 hrs** should be completed. Such benefits can be used with the **approval of the supervisor** only. If the supervisor has not approved the short hours request and the employee has taken the benefit without the approval, in such an instance that particular day will be considered as a half day. Remaining working hours needs to be compensated before month end.
- In any case if an employee has not completed the minimum working hours on any day, half day will be deducted by the system automatically.
- Employees can avail the leave from their available leave balance. Such leave should be approved by the supervisor. If an employee is taking leave even after un-approval, those leaves will be treated as un-approved leave. In case of un-approval, leave consumption will be 1.5X

- iFlair is promoting flexible working hours but at the same time we are also committed to the clients to provide the on-time output. Keeping that in mind, companies can allow the **late arrival for maximum 2 hrs i.e. 12:30 PM**. If any employee enters after 12:30 PM, in such cases that day will be considered as late coming. In a month we can allow the 2 late comings which are subject to approval. More than 2 late comings will be resulted in the half day.
- Calculation of per day salary will be considered **as per the working days i.e. 22/23 Days**. The same applies for the **Loss of Pay deduction and Leave Encashment** amount as well.
- If any team member who is not in office for **at least 15 working days in a month**, in such case respective team member will not be eligible for the addition of that particular month's paid leave balance.
- In case any team member is planning to take **WFH near to Holiday or Week Off**, such WFH should be **Pre-approved** only. On Spot WFH requests will not be entertained.
- Productivity in WFH will be measured and in case of non-productivity, that particular day will be considered as per the subject to Leave policy.
- We are **removing our previous Sandwich policy** and moving towards the restructured clubbing rule as below: -
 - ✚ If any team member is not present On Friday & Monday than Saturday and Sunday will be clubbed and 1 Combined leave will be deducted for both the days as Paid / Unpaid Leave depending on their Leave Balance.
 - ✚ If Any working day is coming **in between the two Holiday / Week Off**, and team member is taking leave on that working day, in such case Holidays will be clubbed and considered as Paid / Unpaid Leave depending on the leave balance.
 - ✚ If Team Member is taking the leave on the Immediate date before and after the Holiday, in such case Holiday will be clubbed with leaves and considered as Paid / Unpaid Leave depending on the leave balance.
 - ✚ If any team member is not present in office continuously from Monday to Friday, then succeeding Saturday and Sunday will be clubbed and 1 Combined leave will be deducted for both the days as Paid / Unpaid Leave depending on their Leave Balance.
 - ✚ **We are not considering Saturday and Sunday both in clubbing separately.** Instead of that both days will be clubbed as **1 combined day only**.
 - ✚ **No clubbing rule will be applicable from 22nd December 2023 to 31st December 2023 i.e. is Christmas week.** So, team members can plan the long holidays without any clubbing.

- iFlair Leave Cycle Starts with January of Every Year. From the pending leave balance of the previous leave cycle, **Maximum 10 Paid Leaves can be carry forwarded**. Rest of the Leave Balance will be automatically Encashed in January Month Salary if there is any leave balance more than 10.
- All team member will be **eligible for one extra Partial Day** on the occasion of their **Birthday**. On that day, employee can leave after completing the **07:00 Hrs** and remaining hours **need not to be compensated** on any other day. It will be automatically considered as a full day.
- Employee Work Productivity is very important. **Unnecessary activities and idle hours** will not be entertained and will be **equivalent to leave**.
- Company is in favor of approving only those requests which are pre-planned. **Frequent un-planned leave** or attendance requests will not be appreciated as it is affecting the work very badly. In such an occurrence, unplanned leave may be subject to be unapproved.
- Company reserves the rights to change the attendance rules as per the changing circumstances.
- Above mentioned leave policy is in effect from 1st January 2023.