WORK TIMING POLICY

1. Standard Working Hours
- Official working hours are from **9:00 AM to 6:00 PM**, Monday to Friday.
- Total working duration per day: **9 hours**, including a **1-hour lunch break**.
- Employees are expected to log at least **8 hours of productive work** each day.

2. Flexi Timing
- A flexible login window is permitted between **8:00 AM to 10:00 AM**.
- Corresponding logout time should ensure 9 total hours of presence.
- Any planned deviation from standard hours must be informed to the reporting manager in advance.

3. Breaks
- Employees may take short breaks (tea/coffee/washroom) not exceeding 15 minutes at a time.
- Lunch break duration should not exceed 1 hour.

4. Remote Work / Hybrid Policy
- Employees on remote/hybrid mode should be available on communication channels (Teams, Slack, Email) during working hours.
- Attendance and daily status updates must still be logged as per team norms.

5. Late Coming / Early Leaving
- Occasional delays (up to 15 minutes) are acceptable if compensated within the same week.
- Frequent late arrivals or early departures without prior notice may attract HR intervention.

6. Overtime
- Overtime should be pre-approved by the reporting manager.
- Compensatory off or overtime pay will be provided as per company policy.

7. Attendance & Logging
- Attendance must be recorded through the official HR or time-tracking system.
- Failure to log attendance for three consecutive days without approval may result in loss of pay (LOP).

8. Public Holidays

– Company holidays are published at the beginning of each calendar year.
– Employees are expected to plan work and leaves around the holiday schedule.

9. Non-Compliance

– Violation of timing norms may lead to a formal warning.
– Repeated violations may impact performance appraisal and salary increments.

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