

### **Time & Attendance Policy**

**Eligibility:** The Time and attendance policy is applicable to all full time employees of Sparkline Equipments Pvt Ltd based in India.

#### **Hours of work:**

All office & factory locations: 8:30 am to 5: 30pm

**Lunch break** can be taken half an hour between 12:30 pm to 1:00 pm.

#### **Weekly Off:**

All Office based staff will have weekly off on Sunday unless stated otherwise for a specific location. Chennai factory will also observe weekly off on Sunday unless stated otherwise.

All factory based staff in Pune will have weekly off on Thursday.

#### **Timekeeping:**

In a month it is allowed to have upto 3 late marks, for additional late marks in a month INR 100 per late mark will be deducted from the salary.

Late marks are applicable only when your in time is within 60 minutes of the defined start time as per office or factory location.

If an individual comes later than 60 minutes after the scheduled start time, he/she will be considered as half day leave without pay for each such instance.

Exception to late marks will be done only and only if relevant form (available with HR) is filled and signed by respective HOD

Outdoor register at the gate must be filled in case of leaving office premises for official work during office hours.

**Punching of daily attendance:** For daily attendance thumb machine is placed at the gate. Each employee should Punch In/Out while entering/leaving office premises if relevant records are not available from the machine, then such instances will be treated as leave without pay.

All leave applications shall be done through HRMS. HRMS consist of detailed records of your leave balance, leave dates, and its approvals from respective HODs.

Employee is responsible of filling and taking approvals from the software. If leave details are not present in the software, Leave without Pay (LWP) will be considered for any absentee.

### Leave Types:

- 1) **Privilege leave/Earned leave (PL/EL):** The objective of earned leave/privilege leave is that an employee should have rest or recuperation from time to time for short spells. Privilege leave is calculated for a period of one calendar year (Jan- Dec), 1 day per every 20 physically present days, including weekly-offs and Leaves(CO/CL/PL/SL).

Sample Calculation of PL:

Total days in a year = 365 , Minus – All Sundays = 52, Minus Paid Holidays declared in a year = 9

Total Working Days = 304 Number of LWP in last leave period (January to December) = 10

Total physically present working days = 294

Privilege Leave Credited =  $294 / 20 = 14.7$  Days

- **Leave Encashment:** Leave encashment will be based on Monthly **Basic + DA**. 30 Privilege Leaves can be accumulated, those beyond 30 days can be encashed. (E.g. If you have 45 leaves accumulated you can encash  $45-30 = 15$  leaves only)
- Leave encashment formula:  $(\text{Basic} + \text{DA} / 30) \times \text{No. of accumulated leaves}$  (Eg. If Monthly Basic + DA =Rs.9000; Leave encashment=  $9000/30 \times 15 = \text{Rs.4500/-}$ ).
- Those who join in between the year, PL will be computed on 1.5 leaves per month basis (If someone joins on or before 15<sup>th</sup> of that month, PL will be allotted from the same month, similarly if someone joins after 15<sup>th</sup>, PL will be allotted from the next month& will be credited for consumption during next year)
- A trainee also earns this leave but he can not avail it during his training period.
- Earned leave for half day is not admissible.
- Holidays and weekly off may be prefixed or suffixed to the Earned leaves but weekends and Company declared public holidays falling within the leave period, are to be counted as leave(except for C-off)
- Privilege leave cannot be combined with any other type of leave. If an employee takes Privilege leave and thereafter falls ill requiring sick leave, the entire period shall be converted into Privilege leave.
- Leave application for earned leave for more than 5 days should be made in the prescribed form at least 15 days in advance.

2) **Sick Leave:** The purpose of SL is to provide rest during recovery of staff members from any illness.

- All permanent employees and trainees who are not covered under ESI shall be eligible for sick leave.
- All permanent employees shall be eligible for 8 days sick leave in a calendar year.
- Sick leave shall be prorated in the first and last year of service.
- Sick leave applications for more than 2 days must be supported by certificate from Registered Medical Practitioner.
- Holidays and weekly off days within the period of sick leave shall be counted as part of the leave.
- Employees who are going to remain absent from duty on account of sickness must immediately inform their immediate superior and HOD. Immediately on resuming duty, the staff member must submit the leave application to his HOD for approval.
- Sick leave is a contingency leave and can be availed only when a Staff Member is disabled due to illness from performing his/her day to day duties due to illness.
- The Company reserves the right to obtain a second medical opinion in respect of an employee who is absenting without proper reasons.

Sick leave is non-encashable & cannot be accumulated. NOTE: Leave is a privilege extended by the Company to its staff members, and it shall be the Company's discretion to grant leave to all applicant staff members, considering the exigencies of business and the need of the Staff Member at that time.

The leave rules are subject to change from time to time, in accordance with the Company's business objectives.

3) **Casual Leave:** The purpose of CL is to attend to personal exigencies arising out of unforeseen circumstances. All full time employees of Sparkline Equipments Pvt. Ltd are eligible for Casual leave.

- All permanent employees shall be eligible for 8 days casual leave per calendar year.
- In case of employees joining the Company during the calendar year, the amount of casual leave shall be prorated.
- All trainees are eligible for Casual leave @ 1day Casual Leave for every completed 3 months of employment.
- Casual leave cannot be combined with sick leave.
- Casual leave is non-en cashable & cannot be accumulated.

4) **Maternity leave:** The purpose of ML is to provide for rest / recuperation to the mothers, to 'normalize' child bearing and achieve income replacement for a suitable period.

- All married women who are not covered under ESI and who had been employed, for 40 weeks in Sparkline in the previous 52 weeks.
- Women, who are employed for less than 40 weeks in SEPL, would be considered for maternity leave subject to discretion of leave sanctioning authority.
- 26 weeks of paid Maternity Leave is allotted.
- This benefit could be availed by women for a period extending up to 8 weeks before the expected delivery date and remaining 18 weeks can be availed post childbirth. Before availing this leave, a certificate from the gynaecologist has to be submitted mentioning the expected date of delivery.
- Intervening National / declared / festival / weekly off days will be counted as part of leave.
- If, because of any complication, leave has to be extended, it can be done but will fall under Leave without pay.
- *Work from Home option:* The MB Amendment Act has also introduced an enabling provision relating to "work from home" for women, which may be exercised after the expiry of the 26 weeks' leave period. Depending upon the nature of work, women employees may be able to avail this benefit on terms that are mutually agreed with the employer.

**5) Compensatory off:** All employees, trainees, probationers are eligible for c-offs.

- If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he is eligible for Compensatory off on any other working day.
- Official approval is required from the department head / management to work on such National / Festival / Declared / weekly off days. No compensatory offs will be entertained when worked on these days without proper approval.
- The compensatory off has to be availed within a period of 3 months from the date worked.
- Compensatory off when not availed within the stipulated time period will lapse.
- Only 3 days of compensatory offs can be combined and availed at a stretch.
- Compensatory off can only be availed for dates falling after the actual date of extra working. For example – You worked on Sunday 20<sup>th</sup> November and were on leave Thursday 10<sup>th</sup> November, while filing up your leave card you cannot take Thursday 10<sup>th</sup> November as Compensatory off for the Sunday 20<sup>th</sup> November working.

NOTE: Upon Resignation all leaves will be frozen, any leaves taken during Notice period will be considered as Leave without pay.