

## Company Leave Policy (Remarkinfo Software Solutions)

### 1. Annual Leave

- All full-time employees are entitled to **18 days of paid annual leave** per calendar year.
- Leave must be applied at least **7 days in advance** via the HR portal.
- Unused leave cannot be carried over to the next year unless approved by management.

### 2. Sick Leave

- Employees are entitled to **12 days of paid sick leave** per year.
- A **medical certificate** must be submitted if sick leave exceeds 2 consecutive days.
- Sick leave can't be clubbed with annual leave.

### 3. Casual Leave

- Employees may avail **6 days of casual leave** annually for personal matters.
- Casual leave cannot exceed **2 consecutive days**.

### 4. Emergency Leave

- Emergency leave may be granted for sudden unforeseen events (e.g., family emergencies).
- Approval is subject to HR and reporting manager discretion.

### 5. Leave Without Pay (LWP)

- If an employee has exhausted all leave types, additional leave will be marked as **Leave Without Pay**.
- Salary deduction will be applied for the number of LWP days taken.

### 6. Public Holidays

- The company observes **10 public holidays** per year as per the official HR calendar.

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☐ **Sample HR Policy** — `attendance_policy.pdf`

## Company Attendance & Working Hours Policy (Remarkinfo Software Solutions)

### 1. Working Hours

- Regular working hours are **9:00 AM to 6:00 PM** with a **1-hour lunch break**.

- Employees are expected to **clock in by 9:15 AM**; late arrivals beyond this time will be marked as **Late Attendance**.

## **2. Attendance Marking**

- Attendance is tracked through the **biometric system or online attendance portal**.
- Failure to mark attendance for 3 consecutive days without notice may result in disciplinary action.

## **3. Work From Home (WFH)**

- WFH is allowed **only with prior approval** from the reporting manager.
- Employees must be available online during working hours and maintain work productivity.

## **4. Half-Day Policy**

- Employees arriving after **12:00 PM** without prior intimation will be marked as **half-day**.
- Two half-days equal **one full day of leave**.

## **5. Overtime**

- Overtime work must be **pre-approved by the manager** and will be compensated either monetarily or through compensatory leave.