

HiQuSystems (Pvt) Ltd.	Attendance Policy
	Page 1 of 3

Attendance Policy

HiQuSystems (Pvt) Ltd.	Attendance Policy
	Page 2 of 3

1. Objective

The purpose of this policy is to lay down rules and regulations for punctuality in attendance.

2. Scope:

This policy is applicable to all employees of HiQuSystems (Pvt) Ltd.

3. Administration:

This policy shall be administered by Manager Human Resources.

4. Effective Date:

The policy will be effective from December 01, 2016.

5. Amendments:

All or any part of this policy may be withdrawn or changed at any time by the Management (Approving Authority) at its sole discretion.

6. Revision

In case of a material or significant change, the policy will be revised as early as possible. Subsequent versions are planned to be reviewed / issued with a frequency of three years.

7. Punctuality in Attendance

It has been observed that some employees are reporting late on their duties. This amounts to indiscipline. All of us have to understand and accept that 09:30 a.m. is not just the time to arrive but it is the time to start work. Any arrival after 10:15 a.m. will be treated as late coming. Likewise for second shift, office timings are from 01:30 p.m. to 10:30 p.m. and any arrival after 02:15 p.m. will be treated as late coming.

Note: Scrum meeting will start at 10:15 AM sharp.

7.1 If any employee comes late 3 times or more in a month his/her leave will be deducted, without any prior intimation to the employee, as per the examples given below:

Late Comings Example	Deduction of leaves
-----------------------------	----------------------------

3 days or more	1 day
----------------	-------

6 days or more	2 days
----------------	--------

9 days or more	3 days and so on
----------------	------------------

(However, in case if there is no balance available same shall be considered as “Leave Without Pay”).

7.2 Once in a month, late coming, for a valid reason, up to 10:30AM will be accommodated and this will not be included in the count of 3 or more late comings during a month.

7.3 If no improvement is observed in a particular employee despite punitive actions management will take other disciplinary action.

7.4 Likewise it is equally important to follow the lunch break timings in letter and spirit. Employees should resume their offices on time after lunch break hours and the same goes for Juma prayers. Late arrivals are being monitored and will be disciplined appropriately.

7.5 Except on Fridays, 60 minutes Lunch / Prayer break daily, 1:30 p.m. to 2:30 p.m. after which all employees will resume work immediately.

7.6 On Fridays, 120 minutes Lunch / Prayer / break, from 1:00 p.m. to 03:00 p.m. Resumption of duties will take place immediately after Friday prayer and lunch break.

7.7 Namaz (Asar & Maghrib) breaks are for 20 minutes.

7.8 Apply for short leave if you are coming after 12PM in the morning and 4PM in evening shift. Two short leaves are allowed in a month.

7.9 Employees coming after 2PM apply for half day leave.

7.10 If anyone is sitting late, can get flexi for next morning. Details of flexi are

Late Sitings Example	Flexi Timings
2 Hours	Till 10:30
3 Hours	Till 11:00
4 Hours	Till 11:30

Note: In case of exigencies of work, late sitting exceeds 4 hours, employee can get flexi approval from Dev. Manager for next morning, while keeping in loop HR and respective Managers.