

**This circular cancels and replaces staff circular No 2022/12 De\ted 6th December 2022**

LEAVE ENTITLMENTS AND UTILIZATION

ATTENDANCE & ABSENTEEISM

Staff Circular No 2024 /07

26th November 2024

1. Leave Entitlements

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| **Permeant Staff**  **Leave Category** | **Number of days per annum** |
| **.Privilege** | **14 days** |
| **Casual** | **7 days** |
| **Sick** | **7 days** |
| **1st Year of Service** | **½ day for completed service period of one month** |
| **Employees on Contract basis** | **as per agreed terms in the contract of service** |

1. **APPLICATION FOR LEAVE**

**All employees who wish to await themselves of leave are required to make an application for leave in the prescribed form which should be authorized by the approving authority as provided in the format to be treated as authorized leave. Accordingly, prior approval is required**

**Leave should be utilized without disrupting the business operations of the Brnach / Department**

1. **MONITORING DAILY ATTENDANCE**

**Deputy General Manager (IT) should arrange to develop a system to provide daily by 10.00 am to the Manager Human Resources an extract of the daily attendance extracted from the Finger Print attendance recording module. To facilitate the implementation of the paragraph’s Nos 5 to 8 below**

**Accordingly, the report should provide details relating to Late attendance,, those on authorized leave or those where approval of the leaver application is pending.**

1. **ABSENTEEISM**

**When an employee who is scheduled to be on duty does not turn up for work, he is considered as absent. If he has obtained prior leave, then it will not be considered as absenteeism.**

**Where an employee is absent from work and if the absence is not covered by leave, then such absence is considered as unauthorized and will be treated as no-pay.**

**If the period of absence is more than (2) two days due to ill health, then the employee must produce a medical certificate obtained from a registered medical practitioner (MBBS Doctor).**

1. **UNAUTHORIZED ABSENCE**

**Unauthorized absence is considered as an act of misconduct and disciplinary action will be taken lending to termination of employment treating such act as having vacated his/ her post.**

**Accordingly. An employee is deemed to have committed a serious breach of discipline if he/ she is continuously absent from work for more than three (3) days without intimation. Branch Manager/ Head of Departments should report such incidents to the Manager Human Resources Department for necessary disciplinary action in consultation with CEO/ Executive Director**

**Warning letters, Termination letters, extension of probation periods, cancellation of service contracts etc., should be generated by the Manager Human Resources Department as appropriate and copies placed in the respective personal files. with the prior approval of the CEO/ Executive Director**

1. **RECORDING ATTENDANCE**

**All employees should record his/her time of arrival and departure from duty on the electronic finger print attendance recording unit installed at the Branch.**

**If the said unit is inoperative Branch Manger should arrange to have the time of arrival and departure of employees recorded on a register (Manually) and forward the records to the Human Resources Department till the equipment is made operative.**

**Branch Manger is responsible to have the equipment repaired without any delay, by reporting to the IT Department through the Human Resource department via telephone or Email.**

1. **STAFF ATTENDANCE REQUIREMENT**

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| **Working Hours** | **8.30 a m to 5.00 Pm** |
| **Grace period for late attendance** | **15 minutes - Should not exceed 3 occurrences per month. Occurrences exceeding 3 times should be covered by half day leave** |

1. **LATE ATTENDANCE.**

**All employees are expected to report to work at the aforesaid appointed time. Those who report after the said fixed time are considered as latecomers. Such employees should be informed of their late attendance and advised that disciplinary action would be taken against them for their late attendance by the Human Resources department.**

**Those who report after 9.00. a m should apply for half day leave which will be set off from the leave entitlements of an employee.**

**If an employee’s leave entitlements have been exhausted such employee should be placed on No Pay leave.**

1. **ANNUAL PERFORMANCE EVALUATION**

**Late attendance and absenteeism will be considered as minus point, during the annual performance evaluation of employees and will have an adverse impact when considering their / confirmation in service / Extension of service contract / Promotion / Grant of annual increment and payment of annual bonus.**

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**Heads of Departments and Branch Manager should bring the contents of this circular to the notice of their staff members and ensure compliance.**

**Signed Signed**

**Manager Human Resources CEO/Executive Director**