

This circular cancel and replaces staff circular No 03 / 2018 on the subject regularizing the attendance procedure and its amendments**.**

**STAFF ATTENDANCE & ABSENTEEISM**

Staff Circular No 2022/12

6th December 2022

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. **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.

Leave entitlements of employees are stipulated in the respective letters of appointment

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.

1. **ATTENDENCE REPORTING REQUIREMENTS**

Heads of Departments and Branch Mangers should submit a statement of leave utilized by employees covering the period from 21st of a Month to 20th of the succeeding month, to reach the Human resources department by the 21st of the reporting month to facilitate timely computing of the monthly salaries

1. **CANCELLATIONS OF EXISTING CIRCULARS**

Staff Circular No 03/2018 dated 29. 06. 2018 amendments dated 16.08 2018 and 20.2.2019 are cancelled with immediate effect, and 3rd Addendum to the said circular dated 25th November 2022 is cancelled with effect from the said date.

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

**Head of Human Resources CEO/Executive Director**