

## **LEAVE & ATTENDANCE POLICY**

### **1. OBJECTIVE**

The purpose of this policy is to regulate the working hours at the company. It provides a formal system for employee to mark their attendance.

### **2. SCOPE**

This policy is applicable to all employees, trainees and contractual.

### **3. WORKING HOURS**

Office Timings: 09:00 a.m. – 17:30 p.m.

Lunch time: 13:00 p.m. – 13:30 p.m.

Working Day : Monday to Saturday

Weekly Off : Sunday

### **4. ABBREVIATIONS:**

<b>Abbreviations</b>	<b>Description</b>
HR	Human Resource
CL	Casual Leave
OT	Over Time

### **5. STATEMENT OF POLICY:**

#### **5.1. Process:**

- Every employee, contractual and trainee need to mark their attendance in the biometric attendance punching machine.
- Marking attendance is compulsory for all. Failure to mark the attendance will be treated as absence and guidelines defined in the Leave Policy will be applicable.
- Attendance has to be signed twice a day, once while entering and once while exiting.
- Forgetting to make an entry/exit on a particular day can be corrected within next one working day, by getting a written approval from your supervisor and submitting the application to the HR Dept.
- Over Time can be allowed only if the employee, trainee or contractual has a written approval from his/her supervisor; which needs to be submitted to the HR Dept.

- OT allowance will be released from HR, only after supervisor/incharge approve the roster for every team member. It will be paid on the basic salary.

## **5.2. Guidelines:**

- Employees (including trainees and contractual) are required to abide by the working hour timelines.
- No flexible hours exist in the policy.
- Half day will be considered after 11:00 a.m.
- Employee's work hours cannot exceed 10.5 hours on any particular stated day. The total work hours for the week cannot extend beyond 60 hours.

## **6. PENALTY:**

In case an employee (including trainee and contractual) reports late to office, violating the attendance norms specified by Company, on an accumulation of such three (3) occasions; half (0.5) CL will be deducted from available CL account balance.

## **7. DISCLAIMER:**

### **Company's Absolute Right to Alter or Abolish the Policy**

The Management has the right to review, modify and rescind this policy at any given point of time.