

## **IN AND OUT TIME POLICY**

1. 15 minutes grace time will be allowed for 3 times only in a month above this will be treated as half day.
2. All employees Coming to Noida Office their timing will be 9:30am morning
3. If any employees traveling move there 10km for **Delhi NCR** client site, he/she will have to reach at 10:00am at client in any their late from 10am will be treated half day.
4. All employees stationed at outside client of Delhi NCR their timing will be 9:30am only and same late coming rule be applied Noida office.
5. New employees will be provided only two leaves during their probation period.

## **LEAVE POLICY**

### **PURPOSE OF LEAVE:**

Leave is granted to employees with the good intention of providing rest, recuperation of Health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company,

### **LEAVE YEAR AND APPLICABILITY:**

**Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.**

1. **As following The different type of leave given under the policy below :**
  - Casual Leave (CL) Decided to management W.e.f 01.01.2019
  - Privilege Leave (PL) Decided to management W.e.f 01.01.2019
  - Leave Without pay (LWP) Decided to management W.e.f. 01.01.2019
  - Emergency Leave (EGL) Decided to management W.e.f.01.01.2019
1. **Leave year is from 1<sup>st</sup> January to 31<sup>st</sup> December:**
2. Eligible leave is credited to the employees on the 1<sup>st</sup> January onwards on quarterly bases in advance will be credited for their **(PL) privilege leave** count.
3. The Leave policy is applicable for all permanent staff of the company.
4. Employees whose date of joining service falls between 1<sup>st</sup> to the 15<sup>th</sup> of a month are entitled to get the leave credit for that month.
5. Employees whose date of joining service falls between 16<sup>th</sup> to the end of the month are not entitled for the leave credit for the month.
6. If an employee is relieved on any between 1<sup>st</sup> to 15<sup>th</sup> of a month then he/she is not entitled for leaves due for that month.

## **CASUAL LEAVE**

### **ELIGIBILITY:**

All permanent staff

### **ENTITLEMENT:**

1. 7 days of Casual Leave in a calendar year.
2. A minimum of half CL can be availed & a maximum of 2 days in a row can be taken.
3. If CL extends beyond 2 days, then the excess days taken will be treated under LWP.
4. Balance CL remaining unutilized as on 31<sup>st</sup> December will lapse.
5. Approved leave application should reach the HR department within a days.

## **EMERGENCY LEAVE**

### **ELIGIBILITY:**

All permanent staff

### **ENTITLEMENT:**

1. All employees will be allowed 5 Days of Emergency Leave in a calendar year then the excess days taken will be treated under LWP.
2. In case of emergency leave this must be applied by employees their portal or mobile app.

## **PRIVILEGE LEAVE**

### **ELIGIBILITY:**

All permanent staff

### **ENTITLEMENT:**

1. 1 PL for will be added in employees PL count every 20 working days.
2. Half day of PL cannot be taken.
3. Balanced PL remaining unutilized as on 31<sup>st</sup> December can be carried forward.
4. Any absence of more than the number of PL sanctioned will be treated as leave without pay,
5. Employee need to apply leave their portal minimum 10 days before taking leave.
6. Approval must be taken by employees be going on leave.

## **Saturday off**

### **ELIGIBILITY:**

All permanent staff

### **ENTITLEMENT:**

1. **For 1<sup>st</sup> January on word there will be only one Saturday off for following department.**
2. **ADMIN, NAVISION, HARDWEAR, TERMS/TERMS ADF, HR, ACCOUNTS SAP ASSOCIATE** will be Second Saturday off in a Month.
3. **SR.SAP Consultant** will be allowed to take two Saturday (**second and third Saturday**)
4. Sanctioning of Saturday is at Management discretion based on exigencies of Business or seriousness of the case.

## **SHORT LEAVE**

### **ELIGIBILITY:**

All permanent staff

### **ENTITLEMENT:**

1. Only Two short leave in a month which you can take morning or evening According to your convenience. This short leave will be valid up to 2 Hours after 9:30am and before 18:15pm if there is any delay
2. in short leave it will be counted as half day or can manage from casual leave balance otherwise it will be a leave without pay.