

Attendance , Vacation and Time Policy

Policy Document: Attendance, Vacation and Time Policy		
Department: Human Resources	Human Resources	Title: Attendance, Vacation and Time Policy
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1. Attendance :

1. In our attendance system, we use a web tracker that requires you to complete 8 hours and 15 minutes daily. It is mandatory to complete this duration in the tracker to maintain your attendance.
2. In case of emergencies or if the tracker is not working, you can manually request to add time. Your salary is calculated based on the hours recorded in this tracker.

2. Vacation :

S.No	Date	Holiday
1	26-01-2024	Republic day
2	25th Mar 2024	Holi
3	15th Aug 2024	Independence Day
4	19th aug 2024	Raksha Bandhan
5	2nd Oct 2024	Gandhi jayanti
6	12th Oct 2024	Dussehra
7	31st Oct 2024	Diwali
8	1st Nov 2024	Next day Diwali
9	15th Nov 2024	Gurpurab
10	25th Dec 2024	Christmas

Time Policies:

WORKING HOURS and OFFICE BREAKS:

- We operate in 2 shifts. 10:30 AM to 7:30 PM, 11:00AM-8:00PM. Your shift will be communicated to you by HR or your Team Lead.
- Team members are allowed to have a maximum of two late comings (till 11:30 AM) in a week. Thereafter every late coming between 11:00 AM -1:00 PM will be marked as "short leave" and after 1:30 PM will be marked as "Half Day" and appropriate deductions will be made.
- Team Members who are late or absent from work in an emergency must inform their reporting manager and HR, prior to shift start time via email and phone. Inability to do so will result in leave being marked as unpaid.
- Lunch break will be of 45 minutes for day shifts
- All Saturdays and Sundays are official off days. However, in-case of client requirement or any pressing task, you are expected to be available

Leave Policies :

Type of Leave	No. of Leaves per Year	Eligibility	Process to Apply	Remarks
Casual Leaves	12	All Team members can take their leaves on a monthly basis that is per month 1 casual leaves will be allotted and leaves will be transferred to the next month if not consumed.	1- You need to pre-plan your casual leave and ensure you have enough time to submit your request. 2. Submit through email and google form: Apply for the leave by sending an email and filling out a Google form. Both these steps are mandatory to initiate the leave request.	-Can be clubbed together if there is enough leave balance, but need to be pre-planned and pre-approved. -Balance leaves would be encashed at the end of the calendar year as per basic salary. -Team members joining of the month will be credited EL for that month. *If leave balance is not sufficient at the time of application, it will result in deduction of pay.
Medical Leaves	6	All Team members can take these leaves only in case of medical emergency.	-Inform HR and reporting manager via email or phone either earlier or same day.	-To avail sick leave, a medical certificate from a Registered medical practitioner is required. -Shall lapse at end of year and cannot be encashed
Compensatory Off	As and when applicable	Specifically, on request of Clients/Reporting Manager on a National Holiday/ Festival / Weekly off day.	- Apply through Google form at least 5 business days in advance AND -Get Approval from Reporting manager/HR.	-It will lapse in case it is not taken within 6 months. -If your leave is pending till dec the leave will be encashed on March
Deductions				If leave balance is not sufficient at the time of application, it will result in deduction of pay.

Leave Process: To request a casual /Sick leave, you must follow this procedure:

- 1. Plan your leave in advance:** You need to pre-plan your casual leave and ensure you have enough time to submit your request.
- 2. Submit through email and google form:** Apply for the leave by sending an email and filling out a Google form. Both these steps are mandatory to initiate the leave request.
- 3. Time requirement:** The leave request should be submitted at least 2 days or more in advance.
- 4. Obtain approval from reporting manager:** Your leave request must gain approval from your reporting manager. Without their approval, your leave will be considered deducted or absent.
- 5. Leave count:** The leave will only be counted towards your leave balance once it has been approved by your reporting manager.
- 6. Sick Leave /Emergency leave :** We are considering emergency leaves in terms of medical only so you need to come in office with the proof of your medical leave on next working day otherwise we will consider it as absent without any notification
- 7. Work from Home :** In the interest of flexibility and support for unforeseen circumstances, we are allowing one day of work from home per month for emergency cases only. Please use it wisely, and for longer durations, use your leave days.

- **Short Leave (SL):**

The maximum duration of a short leave shall be Two (2) hours. Everyone is entitled to one short leave per calendar month. However, excess of this will result in the deduction of the salary.

General Rules for all types of Leaves:

- **Friday (half day) and Monday** Full day Counted as sandwiches It will result in **SAT & SUN** also being counted as leaves. 3 leaves applied in one week are also counted as sandwiches and counted as 5 leaves.
You can't apply leaves with National Holidays like Holi , Diwali
- Team Members can take only approved leaves on day before or after off days, half day/short leave will be marked as Unapproved and Unpaid.
- Approved leave means that no deduction of Salary (if you have leave quota) will be there whereas Unapproved leaves leads to deduction of Salary.
- All Leaves are subject to approval while considering task progress/ project status/ Task completion/ Project Deadlines etc. Team Lead /HR Manager/ Management's decision on leave approval will be considered as final