

## **Attendance Policy**

### **1. Attendance Cycle:**

- a. 21st of a month to 20th of next month.

### **2. Work Day-Defined:**

- a. Employees are expected to be in office for a period of 9 Hours in a day with a half an hour lunch break. The general shift timings are from 9:00 am to 6:00 pm on all working days. For purposes of leave computation (for half days)- 9:00 am to 1:30 pm will be considered to be the first half of the day and 1:30 pm to 6:00 pm will be considered to be the second half of the day.
- b. It is mandatory, for every employee, to record “in time” and “out time” using the biometrics machine, for the working day to be considered and also for leave and salary computation.

### **3. Flexibility for Late Coming:**

- a. Employees based out of A-22 & B-28 offices are expected to come to work anytime between 9:00 am to 10:30 am. They will not be marked late if they are present in office during the day totally for a period of 9 hours. However, if they are not present for 9 hours, they will accordingly be marked as late for that day.
- b. Between 10:30 am and 11:00 am an employee, for personal reasons, may be allowed to come in late on two occasions in a month if he/she likewise is present for 9 hours. However, if an employee is not present for 9 Hours, he/she will be marked late for that day. For every third occasion of late coming, Half day leave/pay will be deducted.
- c. If an employee reports to duty after 11:00 am on a day, unless regularized, he/she will be marked as being on a Half day leave.

### **4. Permission to go home early for personal reasons:**

- a. An employee can go home early on a maximum of three occasions in a month for genuine reasons, after seeking permission from his/her reporting manager up to a maximum of 2 hours before the official closing time of the day. An early going request has to be duly approved by the manager.
- b. However, late coming and early going on the same day will not be allowed.

### **5. Applying for Half Day Leave:**

- a. For First Half:
  - i. An employee will be expected to fill in half day leave for late coming occasions as explained in point 2 (a) & 2 (b) i.e. late coming occasions when he/she was not in office for 9 hours.
  - ii. An employee, not able to attend office for personal reasons in the first half of the day i.e. 9:00 am to 1:30 pm, will be expected to fill in half day leave form.

b. For second half:

i. Employees who would like to take half day leave after 1:30 pm for personal reasons will be expected to fill in a half day leave form for the second half of the day.

**6. Regularizing Official Outdoor Duties:**

a. Employees who need to go on “outdoor duty” i.e. official duty outside the office premises, upon returning to office should apply for “Outdoor Duty”.

b. Employees going out for outdoor duty after reporting into work should likewise apply for outdoor duty.

**7. Leave Entitlements:**

a. Casual Leave (CL): All employees are entitled for 1 CL per month on prorated basis. The CL balance at the end of a calendar year can be carried forward to next calendar year and accumulated. However, the leave accumulated balance cannot exceed 20. All leaves above 20 will be encashed on a formula decided by HR and approved by management.

b. Casual leave requires a prior approval from the reporting manager.

c. Medical Leave: Any employee who is medically unfit (Admitted in hospital/Bed Rest) to work can avail 3 paid medical leaves per calendar year subject to Management approval and submission of Medical documentation.

d. Maternity Leave: As per Maternity Act.

**8. Compensatory Off:**

a. If an employee chooses to work on a weekly off or Public Holiday, he/she is entitled to a compensatory off with the following conditions:

i. If the employee has worked on a 2nd/4th Saturday, he/she can avail a compensatory off only on a Saturday in any given working week.

ii. Compensatory Off cannot be availed on Tuesday/Wednesday & Thursday of any given working week.

iii. Compensatory off can be accumulated but cannot be carried forward to the next year.

iv. Compensatory off will require a due approval from the reporting manager.

**9. Intimation of Monthly Attendance Record:**

a. The monthly attendance record will be shared with every employee by HR 5 days after the attendance cycle is complete.

b. Employees are expected to review the same and wherever regularization is necessary, will be expected to fill up the leave form and get necessary approvals for “Outdoor Duty” from his/her reporting manager.

c. If regularizations are not initiated and closed, proportionate leave/salary adjustments will be affected.