

(Name of the Organization)

ATTENDANCE AND PUNCTUALITY GUIDELINES

The standard workweek schedule for all teams is as follows:

	Monday to Friday	Grace Period	Team name	Team name	Team name
Work Shift					

Working Saturday	1st	2nd	3rd	4th	5th
Team name					
Team name					
Team name					

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The Dedicated Resources/ Employees working out of Client offices at various locations are requested to follow the work timings and schedule as per the client office guidelines. Any changes in the client schedule should be informed to the HR Team.

Workdays and Weekly offs will be as per **client allocation/deployment** (Monday to Friday or Monday to Saturday).

A full workday is considered only when you work for 9 hours starting from your stipulated time, and a half-day will be considered only when you work for 5.5 hours/ less (excluding the lunch/food break) starting from your stipulated time. Saturday's full-day working will be considered on completion of 7 hours.

(the maximum limit of work hours in a day has been increased from 9 to 12 in a day, if the employers provide 3 weekly offs in a week – **New Labour Law Code 2022**)

In the event of absence or tardiness from an assigned work schedule, the employee is required to report the absence to the Company. When reporting an absence, the employee must E-mail / Telephone/ SMS/ WhatsApp his or her supervisor and any HR representative only. The employee must call within two hours of the scheduled start time.

An employee's absence will be deemed unexcused when an employee fails to call in, gives a late notice, fails to give advance notice for an absence which could be anticipated, exceeds the number of length of absences as defined by policy or authorized in advance by the Supervisor or HR. Unexcused/ uninformed absentees are subject to corrective disciplinary action.

Location Heads/ Supervisors / Leads / Clients (wherever applicable) in the respective location are requested to be alert and report us of any absence or tardiness of employees in their respective locations.

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Following are some points and measures that are taken, and we would like every employee to remember them categorically and take a note of this:

➤ **Attendance Entry**

- For any attendance (IN time or OUT time) not registered on a given day, the first work e-mail (IN time) and the last work e-mail (OUT Time) for the day will be considered along with a notification sent to the HR Team. This is applicable for all instances like (**Forgot** to Clock In or Clock out – online or biometric)
- For any biometric registration not happening/ reflecting, there is a backend file which captures your attendance for the day irrespective if it does not get synced with the Online System. The same shall be referred for correction and time reference.
- If still in doubts, accountability, approval from the supervisor keeping _____ on CC will be taken.
- Anyone having any issues or challenges regarding their bio-metric registrations has to be immediately brought to the notice

➤ **Late marks**

- Any extra minute above the stipulated Office timings will be considered to be a '**late mark**'.
- Any late coming, informed or uninformed will be marked under '**late mark**', and deductions will be made wherever applicable as per the rules and guidelines defined.
- If an employee reports working after **12.00 p.m.**, it will be considered as Half Day leave/salary deduction.
- A group of three '**late marks**' will result in a deduction of one-half day from your balance leaves/salary.

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➤ **Working home/ Official Tour**

- If any employee is on ‘official tour’ or on ‘work from home/ outdoor duty’, he/she must have a mail approval from the highest reporting authority of his Department in charge and submit it to the HR department for his attendance registration.
- The absence of any official intimation will be deemed as ‘un-authorized absent’ and would be adjusted from your balance leaves/salary.
- Work from home is **approved only once a month**. More than once will be deemed as Leave taken and will be adjusted from the leave balance/salary.
- Work from home employees should be available online (Email/Hangout/Skype/WhatsApp/SMS) and accessible/ responsive at all times during the 9 hours of duty.

➤ **Leave early**

- In case any employee has to move out of the office for any personal reason except during lunch hours, he/she is required to get prior approval from his/her immediate supervisor and keep HR posted.
- Employees can leave early only once a month for an hour’s time except for Saturdays.
- Early leave requests on working Saturdays will not be approved or accepted.