



Company Policy Handbook

Attendance, Working Hours, & Leave Policy

1. Attendance

Employees are required to maintain regular attendance. They are supposed to enter their attendance regularly through the office Biometric Attendance System. It is mandatory for all the employees to Punch in (when they come to work) and Punch out (before they leave) to ensure that their attendance is getting marked in the Biometric Attendance System. If no attendance is recorded, or cannot be tracked electronically, then the employee will be considered 'Absent' and deduction of their daily pay and leaves will be done.

2. Standard Working Hours & Break Timings

2.1 Working Days

Employees are expected to work on weekdays from Monday to Saturday, with the exception that the last Saturday of each month, which will be a day off.

2.2 Working Hours

2.2.1 The company places great emphasis on punctuality and productivity. Thus, it has strict office timings of 10:00 AM to 6:45 PM.

It is mandatory to complete 8 hours and 45 minutes. Strict disciplinary action will be taken against employees who fail to complete their required time regularly.

2.2.2 To complete a half day, employees are expected to complete 4 hours and 45 minutes.

2.2.3 To complete the three-quarter day, employees are expected to complete 6 hours and 45 minutes.

W.e.f 01.07.2025, No more than one half day and two quarter leaves are allowed in a month. Third quarter leave onwards subsequent quarter leaves will automatically be considered a half day off.

2.3 Break Timings

a) All employees are entitled to a 45-minute lunch break.

b) Employees must punch in at the start and punch out at the end of their lunch break using the Biometric System of the office premises.

c) Punch in and Punch out during the break timings is essential for accurate tracking of work hours and compliance with company policies.

3. Leave Policy

3.1 Leave eligibility of the employees will be calculated and applied based on the calendar year, which runs from January to December.

3.2 The number of leave entitlements (all types of leave) will be calculated on a pro-rata basis depending on the employee's joining date within the current calendar year.

3.3 The leave balance of the employee will either be carried forward to the next calendar year, or it will be encashed at the end of the calendar year.

3.4 Each employee will be entitled to every leave, except for the case of Special Leaves which will be offered on terms of eligibility.

3.5 Paid Leave: Employees are entitled to 1 paid leave for each month, i.e. 12 paid leaves in a year. The paid leave can be used as is, or can be utilised as two quarters and a half day.

3.6 Public Holiday: Employees will receive an annual calendar at the beginning of every year specifying 8-10 designated public holidays.

3.7 Unpaid Leave: Before taking any unpaid leave, employees are expected to inform the management in 7 days advance. The leave approval entirely depends upon the management's assessment looking upon the situation and its decision will be final and binding. In case of emergencies, employees need to inform the management specifying the reason at the earliest.

3.8 Marriage Leave- Employees are entitled to 2 days of paid leave and a benefit of 5,000 INR on their marriage.

3.9 Special Leaves:

3.9.1 Maternity Leave- We are committed to supporting our employees during their significant life events. Therefore, we offer a fully paid maternity leave period of six months, which includes pre-partum and post-partum leaves.

3.9.2 Paternity Leave- We grant our employees 3 fully paid days of paternity leave to spend quality time with their families.

3.10 Compensatory-Off

To appreciate employee dedication and hard work, the company offers the following:

3.10.1 Unused Leaves

Employees may carry over their unused leaves to the next year. Alternatively, employees can choose to receive monetary compensation for unused leaves, subject to company policy.

3.10.2 Weekend Work

We recognize that working on weekends can be challenging. Therefore, employees who work on weekends are entitled to get a compensatory-off or can get monetary compensation of their daily salary. This compensation will be driven on an annual basis.

3.10.3 Holiday Work

Employees who work on declared company holidays, such as festivals, will receive double their daily pay. This policy highlights our gratitude for employees who make the extra effort to contribute during significant holidays, ensuring that they are adequately compensated for their dedication and sacrifice.

3.11 Leave Request Procedure

3.11.1 Employees must plan their leaves 7 days in advance.

3.11.2 All leave applications must be submitted through the company's attendance portal.

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