



## LEAVE POLICY

### OFFICE TIMINGS

Office Timings are **10:00 AM to 7:00 PM**, however, relaxation is extended to employees for 30 minutes. Office Timings are as mentioned in the table below:

	IN		OUT	
	From	To	From	To
Office Time	10:00 AM	10:30 AM	7:00 PM	7:30 PM
First Half day off	3:00 PM	3:30 PM	7:00 PM	7:30 PM
Second Half day off	10:00 AM	10:30 AM	2:00 PM	2:30 PM

1. Employees need to complete **8 working hours** in the office and it does not include the time spent for lunch.
2. In case you want to avail a half-day, you will have to take a prior approval, same day approval is not permitted unless it is an emergency.
3. In case of a medical emergency, a certificate needs to be submitted.
4. Employees working on 2nd & 4th Saturday can claim a compensatory off.
5. Employees entering after **10:30 AM** will be marked Late. Three late turns will be calculated as a day's leave.

### LEAVES

Leaves can be availed by marking them on the HRMS App.

1. Every employee will be entitled to **15 Leaves** per calendar year.
2. If anyone takes a half-day, then it will be counted as a "**0.5 day**" leave for the day. Suppose, if anyone takes 10 Half-days, then the full 5 days will be deducted from the annual quota.
3. Anyone working on a holiday will have a compensatory leave added to their account.
4. One can avail leaves only which are in their leave account as on date. Employees cannot avail of leaves in advance (which are due in next month).
5. Leave without approval/intimation to your supervisor can also result in termination of the employment.
6. Any intimation via Skype, WhatsApp, or any other means will not be considered as an application.
7. For any further clarification, please contact HR.

### WORK FROM HOME

1. Upper limit for work from home requests is 14 days.
2. Employees need to be present during office timings and work on the respective task assigned. They should respond to us whenever asked for, on Skype, Mail or via call.
3. In case, when anyone is not available during working hours, a valid reason should be given to the department.