

Attendance & Leave Policy

Effective Date	01-Feb-2024
Version	2.0
Last review Date	06-Jan-2024

Version Control

Sr.no	Type of Change	Description	Effective Date
1	Revision	Arriving time at the office, total working hours, Break Timings, Comp off not to be encashed	01-Feb-2024
2	New	Maximum 63 leaves can be accumulated	01-Feb-2024
3	New	Instead of Short leave, we will have Half day leave deduction on not completing 8 hours consecutively for 3 days	01-Feb-2024

Attendance & Leave Policy

1.0 Definition

Terms	Definition
Company	The Intellify referred to as “The Company”
Calendar Year	Calendar year means period from Jan 01 to Dec 31
Policy	Attendance/Leave/Comp off/ WFH Policy

2.0 Purpose

The purpose of the policy is to set forth the company’s policy & procedure for handling employees absences and tardiness to promote the efficient operations of the company and minimize unscheduled absences. Also, the objective is to provide information to all the employees about leave and holidays to enable employees to be engaged as well as productive at work ensuring that they are able to attain optimum work-life Balance.

3.0 Scope

This policy covers full time employees.

4.0 Attendance

- Employees are expected to Punch in and out through ESSL Access card and inform “Team Intellify” Skype Group.
- Employees must arrive at the office by 10:00 AM. If you are going to be late, you must notify HR and the respective reporting managers with specified arriving time and the reason.
- Employees not completing 8 hours for consequently 3 days, for them half day leave will be adjusted from the balance.
- Working beyond office timings or during the weekend may be unavoidable at times and an employee is expected to do so whenever required. The final decision lies with the employer.

5.0 Working Days/Hours

- The Intellify observes five working days in a week i.e Monday to Friday.
- The standard working day starts from 10:00 AM till 7:00 PM, and you are expected to put in at least 45 hours (Monday to Friday) each week including break timings, plus extra hours if

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needed based on your responsibilities.

- You can avail 30 minutes for Lunch break between 1:00 PM to 2:00 PM and 15 minutes of Tea Break between 4:30 PM to 5:00 PM.

6.0 Leaves

The Leave eligibility shall be computed and operated on a Calendar Year basis. Leave should be planned well in advance (excepting in emergencies) such that it does not affect day to day work. However, prior verbal approval/E-Mail approval from the superior is required before proceeding on leave.

Leaves as given below shall be paid leaves and no portion of the employee's compensation will be deducted upon the employee availing such leave. Such leaves can be availed in full day or half day mode on a case to case basis, subject to approval by the Company

- Employees are entitled to 12 Days of Leaves a year. There is no distinction between various types of leaves, so the leaves can be utilized in any shape and form and there is no limit on individual leave type till the time it is within the accrued leave balance.
- All employees are entitled for Leave from their DOJ on a prorated basis. The leave will be credited after completion of your probation period in Greythr.
- During the Probation Period, employee cannot avail leaves, Comp off or Work from Home. He/She has to apply "Loss of Pay" while availing leave during their probation.
- Employee has to apply for Leaves 7 days prior in GreytHR with the valid reason. He can avail only when it is accepted by the manager in prior. Unapproved & Uninformed leaves will be considered as Loss of Pay. Leaves cannot be clubbed with Comp-off.
- Employee can only take 5 consecutive Leaves in a calendar year. It must be notified at least one month (30 days) before. In the case of your Wedding, you must intimate 3 months prior with the number of leaves you require.
- Balanced leave at the year end will be carried forward to the next year. A maximum of Sixty Three (63) Leaves can be accumulated and encased at the time of separation.
- Every month, 1 leave will be credited to GreytHR.

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7.0 Compensatory Off

Compensatory off are provisioned to compensate for additional working done by Employees on Saturdays and prescribed Holidays as per the requirements of the company. Based on work exigencies, an employee may be expected to work on a Saturday and a prescribed Holiday

- Everyone is eligible for the Comp - off except Sales, Business Analysts, Project Managers and Coordinators.
- When assigning work to employees on weekends or holidays, they should be communicated verbally or through email at least one day prior. Also, Manager/Leaders have to send an email to HR/Stakeholder keeping employees in Loop for granting Comp-off in Greythr.
- One compensatory off will be provided to an eligible employee for working of at least 9 hours on such additional Saturday or a Holiday.
- Compensatory off can be taken any day with Manager's approval. Employee can only take 2 consecutive comp off at a time
- There will be no encashment for compensatory offs. The remaining balance at the year end will be lapsed.

8.0 Work from Home

In the interest of maintaining a healthy balance between work and home, the Company may, on a case to case basis, allow an employee to work from home, subject to obtaining prior approval of his/her immediate manager. WFH balance will be 15 days yearly.

- Employee need to make a prior request to his reporting manager seeking approval for working from home in Greythr. Only verbal communication will not be entertained.
- Reporting manager will review the employee request and can approve/ reject the request. Supervisor's decision will be final.
- Unapproved Work from Home requests will be considered as a Leave and will be deducted from your Leave Balance or will be considered as LWP in case of no leave balance.

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- Employees on Probation, Internship or Notice period cannot avail Work from Home.
- The amount of time the employee is expected to work shall not change in this scenario and the employee should ensure her/his availability during her/his respective work timings for official purposes on calls and emails.
- WFH can be taken any day with Manager's approval. Employee can only take 5 consecutive WFH at a time.
- It shall be the responsibility of the employee as well as the Reporting Person to ensure that the deliverables of the employee are not impacted due to this work arrangement.
- The employer reserves the right to withdraw the approval for working from home if it is found to be mis-used by the employee or for any other reasonable needs of the employer to carry out the business

9.0 Uninformed Absenteeism

Employees are expected to seek approval from the Head prior to taking any leave/Comp off/Work from home. Despite denial of the approval, if the employee takes the leave/comp off/Work from home it will be considered absence from the duty and Loss of pay will be applied.

In case an employee is absent without any prior intimation consecutively for 3 days, it would be considered as a case of absconding and further process will be initiated accordingly.