



Corporate Policy

Attendance & Leave Management

Number: CP/HR/04

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ATTENDANCE AND LEAVE MANAGEMENT POLICY

I. OBJECTIVE:

To communicate the attendance procedures and different types of leaves available to the employees and the process of availing them at Almelo UNIT-II

II. SCOPE:

This policy shall be applicable for all permanent employees of Almelo Unit II including those who are on probation.

III. RESPONSIBILITY:

1.0 Human Resources Department:

1.1 **Executive:** It is the responsibility of Executive of Human Resources to:

- 1.1.1 Conduct training on this policy on site.
- 1.1.2 Implementation of this policy on site.

1.2 **Site / Plant Head:** It is the responsibility of Site/ Plant Head to:

- 2.1 Ensure effective implementation of this POLICY.

IV. ATTENDANCE PROCEDURES:

1.0. Working hours:

- 1.1 The offices, factories functions as per the timings lay down by the management from time to time. All employees are required to record their attendance as per muster roll, which will be kept at the time office or at the security main gate.
- 1.2 All employees shall be issued identification cards which can be shown at the gate for getting permission in to the premises.
- 1.3 It is compulsory to carry ID card during the working hours.
- 1.4 In case any employee loses the ID card, employee is required to inform the HR department for getting a new ID card. The cost of the replaced card will be deducted from employee's salary.
- 1.5 When employee leaves the organization in view of separation / retirement, employee has to submit back the Identity card along with the exit formalities.

2.0. The current timings of the Almelo Unit II (as on date of implementation) are as follows:

General Shift	:	9:30 am to 6:00 pm with half an hour lunch break.
A Shift	:	6:00 am to 14:00 hrs with half an hour lunch break.
B Shift	:	14:00 to 22:00 hrs with half an hour lunch break.
C Shift	:	22:00 to 6:00 am with half an hour Snacks/Tea break.

The timings are subject to change depending on various factors. The same will be intimated to all the employees by the HR Executive from time to time. These must strictly be followed.

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3.0. Late coming / On duty

- 3.1 All employees are expected to reach their workplace at least five minutes before the commencement of the working hours.
- 3.2 However, employees are allowed a grace time of 10 minutes from the commencement of official timing, two times in a month. Thereafter, employee stands to lose half day salary for every late coming.
- 3.3 Employees reporting late to office on account of external activities related to company, special permission from HOD must inform HR either through email or in a format. If the special permission is not intimated to HR, the employee stands to lose one day salary.
- 3.4 All employees should take prior approval on Employee Out Pass (Annexure-I) from their head of the department before leaving on duty/ others units of the company/ Head Office. If the Employee Out Pass is not submitted to HR, the employee stands to lose one day salary.

V. LEAVE MANAGEMENT PROCEDURES:

- 1.0 Given below are the procedures and classification of leave provided for employees. All queries at variance with this policy are to be addressed to the HOD- HR and his / her decision is final.
- 2.0 The Leave has to be applied in **Leave Application Card** (As per SOP No. HR/007/00, Format No. HR/007/00/F/02/00) in advance or within 2 days after joining the duty. If there is any delay in following the said procedure LOP will be marked without any further information.
- 3.0 Leave application card will be available with HR department and which has to be returned after applying of leave with authorized signatures of their respective Head of Department.
- 4.0 All leave calculation is calculated on a calendar year basis i.e. 1st January to 31st December.
- 5.0 Leave can be suffixed or prefixed with weekly holidays or other holidays.
- 6.0 Leave year and applicability:
 - 6.1 **Leave is not a matter of right:** Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case. Leave year is from 1st January to 31st December. Eligible leave is credited to the employees on the 1st of January every year.
- 7.0 **The different types of leaves given under the policy are:**
 - a. Casual Leave (CL)

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- b. Sick Leave (SL)
- c. Privilege Leave (PL)
- d. Maternity Leave (ML)
- e. Compensatory Off (C-OFF)

7.1 Casual Leave (CL): Employees are given 1-day casual leave for every completed two months, to attend to their personal and urgent requirements. These leaves cannot be clubbed with earned leave or other leaves, without the permission of the HOD HR. Employees including trainees are eligible for this leave. Employees who are serving their notice period are not eligible for this leave. Employees will have to apply in advance in the Leave application card to have their casual leave granted.

7.1.1 Entitlement:

- 7.1.1.1 6 days of Casual Leave in a calendar year.
- 7.1.1.2 If CL extends beyond 3 consecutive days, then the excess days taken will be treated under LOP.
- 7.1.1.3 It is up to the Management's discretion to sanction more than 3 days of CL at a stretch.
- 7.1.1.4 Half – day leave is allowed either pre-lunch or post lunch with the prior approval of the reporting head.
- 7.1.1.5 National / Festival / Declared / weekly off days can be prefixed and / or suffixed to CL.
- 7.1.1.6 Intervening National / Festival / Declared holidays will NOT be counted as part of the leave.
- 7.1.1.7 Unutilized CLs as on 31st December will lapse.
- 7.1.1.8 When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective HOD and HR Executive on the same day through phone.
- 7.1.1.9 Approved leave application card should reach the HR department within 2 working days of rejoining.

7.2 Sick Leave: Employees are given 1-day sick leave for every completed two months. Employees including trainees are eligible for sick leave as above. Employees serving their notice period are eligible for this leave.

7.2.1 Entitlement:

- 7.2.1.1 6 days of Sick Leave (SL) in a calendar year.

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- 7.2.1.2 A minimum of half SL can be availed & a maximum of whatever is required or whatever is available, whichever is lesser
- 7.2.1.3 If SL extends beyond 3 days, it has to be accompanied with a Doctor's Fitness certificate
- 7.2.1.4 In case adequate number of SL is not available with an employee, he can club PL with it. If PL is also not available, then it will be treated as LOP.
- 7.2.1.5 Intervening National / Festival / Declared holidays will be counted as part of the leave.
- 7.2.1.6 Unutilized as on 31st December will lapse.
- 7.2.1.7 Inability to attend office because of any sickness should be notified to the respective HOD and HR on the same day through phone.
- 7.2.1.8 Approved leave application card should reach the HR department within 2 working days of rejoining.

7.3 Privilege Leave (PL): Privilege leave entitlement is for an eligible employee. Any employee who has worked for a minimum of 240 days falling during the previous year is eligible for this leave. Every year the PLs are credited to the employee on 1st January of every year. Employees who are serving their notice period are not eligible to avail this leave. Employees will have to apply in advance in the Leave application card to have their privileged leave granted.

7.3.1 Entitlement:

- 7.3.1.1 One PL for every 20 working days.
- 7.3.1.2 PL will be credited to Almelo employees only on completion of 240 Working days with the company.
- 7.3.1.3 PL can be availed only on prior approval.
- 7.3.1.4 National / declared / festival / weekly off days can be prefixed and / or suffixed to PL.
- 7.3.1.5 Intervening National / declared / festival / weekly off days will NOT BE counted as part of the leave.
- 7.3.1.6 Unutilized PL as on 31st December can be carried forward.
- 7.3.1.7 PL can be accumulated for a maximum of 90 days.

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7.3.1.8 Accumulated PL over and above 90 days can be encashed at the rate of last basic pay drawn on the 31st of March or during final settlement in case of resignation / retirement.

7.3.1.9 At the time of resignation / retirement the balance PL will be encashed at the basic pay rate as on the day of resignation / retirement.

7.3.1.10 Any absence of more than the number of PL sanctioned will be treated as leave without pay (LOP), unless given valid reasons to the management.

7.4 Maternity Leave (ML):

7.5.1 Maternity leave Benefits (as per the Maternity Act, 1961):

7.4.1.1 Every Permanent woman employee of the company is entitled to Maternity leave.

7.4.1.2 Maternity leave with full salary will be allowed up to a maximum of 26 weeks. (Eight weeks up to and including the day of delivery and eighteen weeks immediately following the day of delivery).

7.4.1.3 To avail maternity leave the employee should apply at least eight weeks before the expected date of delivery along with a certificate from the registered gynecologist stating the expected date of delivery. The female employee shall not take up any employment during the period of maternity leave.

7.4.1.4 All other terms and conditions of this leave will be applicable as per the provisions of the Maternity benefit act 1961.

7.4.1.5 An employee on Probation/training is entitled for maternity leave. However the probation /training period will stand extended by the same period.

7.4.1.6 Maternity leave can be claimed up to two confinements only.

7.5 Compensatory Off:

7.5.1 If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he is eligible for Compensatory off on any other working day within 1 week of taking leave.

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7.5.2 Official approval is required from the department head / management to work on such National / Festival / Declared / weekly off days. No compensatory offs will be entertained when worked on these days without proper approval.

7.5.3 The C-off is only eligible for the below the Assistant Manager level.

7.5.4 Senior members of the team (Senior executive and above) will have no fixed duty hours or shifts, straight or broken, timings will depend entirely upon the exigencies of business requirements, at the sole discretion of the Management. The weekly off / C-offs will also be liable to be staggered by the Management in the interest of business exigencies and whether with or without any remuneration or consideration.

7.6 Leave Availing Procedure:

7.6.1 Employee has to request his/her Head of Department (HOD) with a leave request stating reason and the duration of leave wither through mail or leave card

7.6.2 If leave request is approved, the Respective Head of Department (HOD) should inform the same to HR Executive and Site Head, by email.

7.6.3 In case of leave request by email, the leave card must be filled within the above stipulated timelines

7.7 Absence from duty: If the absence of any employee is not covered by any of the types of leave or if the employee proceeds on leave without approval or fails to report for duty either on expiry of leave or otherwise the employee will be deemed to be absent without leave. LOP will be done for absence without leave. If such absence exceeds eight consecutive days, the management may at its sole discretion, strike off his/her name from the rolls of the company on the grounds of abandonment of employment and advice him/her accordingly.

7.8 Recall from leave: The company in the interest of the work, may recall the employee while he is on leave.

7.9 Leave Sanctioning Authority: The recommending authority and sanctioning authority of any employee leaves are immediate superior and the head of department respectively.

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7.10 Special Disability Leave: Employees who become disabled and temporarily unfit to work on account of injuries due to accidents arising out of and in the course of employment shall be allowed special disability leave with salary / allowances / benefits subjected to production of the medical certificate and group personal accident policy rules.

Application for special disability leave supported by medical certificate duly recommended by plant head to the management for approval.

7.11 National & Festival holidays: These holidays will be announced by the management every year by considering the statutory and the festival holidays, which may vary each year.

7.12 Power to Amend: The Company reserves the right to amend the policy at any time without assigning any reason whatsoever. The utility and interpretation of the policy will be at the sole discretion of the Management.

VI. CHANGE HISTORY:

Version	Supersedes	Changes made
00	NA	Newly Prepared
01	00	Maternity Leave (ML) leave frequency has been changed from 18 weeks to 26 weeks

VII. ATTACHMENTS:


1. Attachment-I: Employee Out Pass



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Attachment-I



ALMELO PRIVATE LIMITED, UNIT II

EMPLOYEE OUT PASS

Date: / /

Name: _____ Employee No. : _____

Designation: _____ Department: _____

Time Out: _____ Time In: _____ Shift: _____

Purpose: Personal / Official

Reason: _____

_____	_____	_____	_____
(Employee Sign)	(Dept. HOD Sign)	(Site Head Sign)	(Security Sign)