

LATE COMING POLICY

It has been observed that many employees are coming to work late in the morning. Timely attendance at the workplace should be ensured. Everyone is required to be punctual in the office.

- The office timings are from 9.30 a.m. to 6.30 p.m. daily from Monday to Saturday.
- Lunch Hour shall be 1.30 p.m. to 2.00 p.m.

Set off Against Leave for Late Coming;

- In case of two late coming one-day casual leave should be deducted.
- The company had decided to deduct earned leave of the employees who come late to the office for more than three days in a month.
- For 4th and 5th late markings, quarter-day leave for each late marking shall be deducted.
- For every next late marking, half-day leave shall be deducted.

Late / half-day attendance / full day leave:

- Any employee reaching the office till 10.30 a.m. shall be considered as late.
- An employee reaching the office between 10.30 a.m. and 11.30 a.m. shall be considered as on leave for the first half of the day.
- No employee will be allowed to enter the office after 11.30 a.m without prior permission from the superior. It will be deemed that the employee has taken leave for the day.

Deduction of monthly salary:

- Any leave beyond two days of leave calculated as above in a month will be considered as leave without pay.
- In cases where the total leave has been exhausted by the employee, and there is no leave balance to adjust the late coming, the whole of the extra leave so calculated will be considered as leave without pay.
- Pro-rata salary would be deducted for such leave without pay within the particular month

Reimbursement of extra deduction, if any, at the beginning of the next calendar year:

- At the end of the calendar year account of all such leaves will be set off against the earned leaves, and if the employee is found to have balance leaves after adjustment of leaves so deducted, he /she would be reimbursed the extra amount so collected out of his monthly salary, during the calendar year.
- Such reimbursement would be done along with the salary for the first month of the new calendar year.