

OFFICE LEAVE & ATTENDANCE POLICY

1. Leave Request Process:

- All staff must request leave before **9:00 AM** in the official group.
- The leave request should be in the form of a **request**:
 - "Kya mein leave le sakta/sakti hu?"
 - **Not** a confirmation statement like: "Mein aaj nahi aaunga/aaungi."
- **On-the-spot leave requests will not be accepted.** If taken, it will be counted as a **leave deduction** instead of a **casual leave**.
- Only requests made **before 9:00 AM** will be considered for **casual leave approval**.

2. Leave Approval Process:

- **Juniors** must tag their **seniors** and **Admin (Me)** while requesting leave.
- If senior do not respond due to some works, juniors must call senior for approval.
- If senior do not pick up, the staff must call **Admin (Me)** before considering leave confirmed.
Direct leave without approval is not allowed.

3. Senior Staff Leave Process:

- **Seniors** must also request leave before **9:00 AM** in the group.
- Seniors must tag **Admin (Me)** while applying for leave.
- If Admin is busy, seniors must call Admin for approval.
- Juniors must inform their **senior & Admin**, and seniors must inform **Admin** about leave.

4. Leave Rules for Festival Celebrations & Activities:

- Any staff member planning to take leave during festival celebrations or company activities must obtain approval from **all seniors**.
- The senior of that department will share the **reason** for the leave and relevant updates in the **seniors' group**.
- **The same rule applies to all seniors.**
- Attendance is **compulsory** on **Diwali, Christmas, and Annual Day celebrations**.
- If any staff member takes **leave** during a celebration day, **2 days of salary will be deducted**. If a staff member takes a **half-day leave** during the celebration, **1 day of salary will be deducted**.

5. Work from Home (WFH) Policy:

- Staff must inform their **seniors and Admin 1 day in advance** for WFH.
- If applying for **on-the-spot WFH**, **only half-day will be considered**.
- Each employee can apply for a maximum of **2 WFH days per month**.
- **WFH work updates** must be sent to seniors by end of the evening.
- Seniors must inform Admin for their WFH & must update their work to **Admin**.

6. Office Items:

- If any staff member takes any office item (especially laptops) home for office work or personal work, they must inform in the office group before taking it.

7. Meetings (Every 15 Days on Friday):

- Meetings will be held once every 15 days, on **Fridays** – no activities.
- The meetings will focus on:
 - Work-related discussions
 - Challenges faced in work
 - Finding solutions

8. Seniors' Meeting (First Week of Every Month):

- In the **first week of every month**, all seniors will conduct a meeting.
- The meeting will focus on:
 - Reviewing completed tasks
 - Discussing pending tasks
 - Addressing any work-related issues

9. Company Promotions Instead of Activities:

- Instead of regular activities, employees will work on **company and service promotions** through **video creation**.
- All employees **must participate** in video creation for company branding.

10. Time Tracker & Attendance Rules:

- If any staff member has the scanner on their mobile, they must delete it.
- The **official scanner at reception must be used** for attendance:
 - **IN** – Upon arrival at the office
 - **OUT** – When leaving the office in the evening
- Lunch break duration is **1 hour for all staff**.

11. 95% Attendance Rule for Saturday Leave:

- **Staff will be eligible for this rule only if they maintain 95% attendance in a month, which means:**
 - Maximum 1 leave (**Medical, Casual, or Unpaid**) OR
 - 2 half-days (**Approved or Unapproved**) OR
 - 6 late marks (equal to 2 half-days)
- If a staff member has **1 leave + any half-day**, they will **not be eligible**.
- Eligible staff can avail **1 Saturday leave in the following month**.
- They must inform the group **2 days in advance** before taking this leave.

12. Attendance & Salary Deductions:

- At the **end of the month**, if an employee has missing punches, **Admin will tag them and their senior in the group**.
- The employee and their senior **must ensure proper time punching**.
- If an employee **fails to punch attendance for the entire month**, their **salary will not be processed**.
- The salary will only be processed **once the time tracking issue is resolved**.

13. Leave Quota & Monthly Leave Limit:

- Each staff member gets **12 Casual Leaves per year**.
- A maximum of **3 Casual Leaves can be approved per month**.
- Employees must **apply for leave through the app** when taking leave.
- Once **12 Casual Leaves are exhausted**, employees must apply for **Leave without Pay (LWP)** in the app.
- Any staff member requesting **leave, half-day, coming late, or leaving early** must provide a **proper and clear reason**.
- **“Personal work” or “Personal reason”** will **NOT** be accepted as a valid reason.
- If staff provide vague reasons such as *“Personal work”* or *“Personal reason”*, the leave request will be **automatically rejected**.
- In such cases:
 - The leave will be counted as **Unpaid Leave**.
 - The salary for that day will be **deducted**.
 - It **will not** be counted as a paid casual leave.

14. Late Marks & Salary Deductions:

- A **15-minute grace period** will be given for all staff based on their designated reporting time.
- If an employee arrives within the **next 15 minutes after the grace period**, it will be counted as a **late mark**.
- **3 late marks in a month = Half-Day Deduction**
- **6 late marks in a month = Full-Day Deduction (Absent Counted)**
- If any staff forgets to punch time, they must inform **Admin** personally for corrections.

15. Work-Related Discussions:

- For work-related issues, staff must first approach their **seniors** before contacting **Ashu Sir**.
- For **leave, half-day, or early exit**, staff must **inform their seniors and Admin, not Ashu Sir**.
- **Only in exceptional cases**, Ashu Sir may be contacted, but this should not become a regular practice.

16. Sunday Work Rule:

- If any staff member works on a **Sunday**:
 - **Working from home**: Apply it as **WFH**.
 - **Working from office**: Use the **scanner** to mark attendance.
- **Inform the office group** about the Sunday work.
- Staff must complete a minimum of **5 working hours** on that Sunday.
- For this Sunday work, the staff member can avail **1 leave on any other day**, but must inform the **office group 2 days in advance**.

17. Client Visit Rule (New):

- If any staff member is going to visit a client — whether going from office or directly from home — they must send a message in the official group mentioning:
 - That they are going for a client visit
 - The client's name

Authorized Signatory



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