



## ATTENDANCE AND TIME MANAGEMENT

All Employees are expected to be regular and punctual in attendance. This means being in the office, ready to work at their starting time each day. Absenteeism and tardiness places a burden on other Employees and on the Company. An Employee must notify his manager as soon as possible if the employee will be absent from work for any reason, preferably within 1 hour of normal reporting time. If the Manager is not available, the Employee must notify one of their teammates. Leaving a message at front office or sending an SMS is not acceptable. Failure to properly notify a manager of an absence may result in disciplinary action

## WORKING HOURS

### Scope

This policy is applicable to all staff, contractor, consultants and Interns.

### Policy

Our regular work hours are:

Entire Organization	
Monday-Saturday	9:30 AM to 6:00 PM
Saturdays	1 <sup>st</sup> , 3 <sup>rd</sup> and 5 <sup>th</sup> Saturdays are considered as working Saturdays, while the 2 <sup>nd</sup> and 4 <sup>th</sup> Saturdays are considered as non-working Saturdays
Lunch Break	30 minutes between 1.00 pm – 3.00 pm

However, on certain requirements due to the nature of the job, employees may be required to work more than the normal working hours.

- Every employee needs to mark their attendance while entering and exiting the office.
- Late Coming
  - An employee coming later than 09.40 AM shall be late marked for that day, provided he comes to the office before 11.00 AM, after which it would be considered as a half-day leave.
  - Any employee having more than two late marks per month shall be considered to have taken a half-day for all subsequent late marks.
  - In special situations, the employee may come later than 09.40 AM but before 11.00 AM, after taking permission of the supervisor. Such situations shall not exceed 1 instance per month.



- Employees attending meetings outside or traveling out of station shall take permissions of their supervisors.
- Women Employees are not supposed to stay for long working hours i.e. beyond permissible hours of 7.00 pm. In any case of emergency work to be completed, women staff are required to seek permission to stay beyond permissible hours and inform HR and Admin team for necessary arrangements to be made.
- The HRMS will circulate the weekly attendance record of each employee. Any absence/late marks must to be regularized with approval from the reporting manager before the attendance close for the month, failing which such late marks shall be treated as leaves taken by the employee

## LEAVE POLICY

### Objective

VBHC strive to strike the right balance by providing employees with time for everything and everyone that's important to them.

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company. At the same time, no leave can be claimed by any employee as a matter of right.

This policy outlines on what employees must do before taking a Leave of Absence, what employees can expect regarding a length of leave, any documentation that requires completion, reporting during the leave, pay and benefits while on leave and extending a leave period.

### Scope

All permanent employees and employees on probation of VBHC

### Policy

- Leaves are credited every financial year - 1st April to 31st March.
- Employees will be granted leave as per the leave policy and keeping in mind the exigencies of work. Sanctioning of leave is the sole discretion of the immediate superior. The superior is authorized to reduce the tenure of leave depending on the exigencies of work.
- Full discretion shall rest with the Management to grant leave, to refuse or revoke such leave at any time according to the exigencies of service of the Company. This shall not, however, be interpreted in such a way as to abridge the leave entitlements of the employee and employees should, as far as possible, be encouraged to take leave at regular intervals.



- Leave shall not be granted to a leaving employee who is serving notice-period or is under suspension or against whom disciplinary proceedings are pending unless approved by the Approving officer.
- Leave application can be applied online through the HRMS Portal by providing proper justifications. Every leave applied must be authorized by the Reporting Manager.
- Reporting Manager at his discretion may grant leave to an Employee who is serving his / her notice period.
- In case an employee plans to take an absence from work, he/she is required to keep their co-workers or reporting managers informed, so that necessary arrangements can be made to not disrupt the work.

## TYPES AND NUMBER OF LEAVE

The several types of leaves given under the policy are:

<u>TYPE OF LEAVE</u>	<u>NO OF DAYS OF LEAVES</u>
Earned Leave	18
Sick Leave / Casual Leave	12
Maternity Leave	182
Paternity Leave	3
Public Holidays	12
Loss of Pay	For each day after the eligible leaves are exhausted

### Earned Leave

- An employee shall be entitled to Earned Leave up to a maximum of 18 days in a year on a prorated basis beginning 1<sup>st</sup> of April to 31<sup>st</sup> of March.
- For new joiners who have not completed one year of service, leave can be taken provided it is accrued. The leave will be credited to the account of the employee at the end of each month @ 1.5 Days Leave per month.
- Employee is entitled for Earned leave only on confirmation of services.
- At any given time, an employee will not be allowed to take more than 18 days of leave at a single stretch even if he has more than 18 days of leave to his credit, until and unless sanctioned by the HoD.

### *Earned leave carry forward*

The leave policy makes it compulsory for employees to avail maximum Earned leaves in a year out of the total 18 days entitled leave.



- A maximum of 25 days leave per year can be carried forward to the next financial year.
- Employees will be eligible for encashment of leave as per actual leave balance only in case of resignation / separation and retirement from the services of the company. Those resigning / separating / retiring from the services, leave encashment will be subject to a maximum of 43 days only.
- Encashment will be on Gross Salary.
- Employees must ensure that they avail sufficient number of leaves during the year to ensure that their leave balance at the end of the financial year is not more than 25 days.
- The accumulated leave more than 25 days will lapse automatically on 31<sup>st</sup> March every year.

#### *Procedure*

- In case of Resignations, employees are not allowed to use their outstanding earned leave to offset the notice period, unless approved by their reporting manager. If the employees have taken earned leave more than available leave balance, they will have to reimburse the Company for the excess leave/s taken.
- If the employees fall sick while on earned leave, they may defer or extend their earned leave by the equivalent period of medical leave, provided they are eligible for medical leave.
- Employees will need to inform their Manager/supervisor accordingly.

#### *Sick/Casual Leave*

Sick/Casual leaves are allowed on account of an employee's temporary inability to perform duties because of sickness or injury or to meet any personal requirements. (Sick or Casual leave can be used interchangeably)

An employee shall be entitled to Sick/Casual Leave up to a maximum of 12 days in each financial year, or on pro-rata basis depending upon the employee's date of joining the services of the Company.

The below conditions are applicable in case of sick leave

- Sick/Casual Leaves if not consumed in the same year, will lapse as at 31<sup>st</sup> March.
- The employee availing sick/casual leave should take appropriate measures to inform the Reporting Manager regarding the probable duration of her/his absence immediately on commencement of leave
- In case of leaves taken due to sickness, and If the number of days on SL exceeds 3 days, then the employee shall produce a medical certificate by a registered Medical Practitioner to the HR Department within three days after resumption of duty.



### Maternity Leave

Subject to the provisions of the Maternity Benefit Act, 1961, female Employees in continuous employment of the organization for not less than 80 days prior to the expected date of delivery will be allowed maternity leave on full pay for up to 26 weeks (182 days including weekends & holidays) of which a maximum of 8 weeks can be availed before delivery for the first two children. Maternity leave for the children beyond the first two shall be allowed for 12 weeks (90 days including weekends and Holidays).

An approved medical practitioner will have to certify the confinement and the Employee must not take up any employment, temporary or part-time, or otherwise, during these 26 weeks.

An applicant for maternity leave will be required to give notice to the organization supported by a medical certificate not less than 8 weeks prior to the start of the leave period.

- Maternity leave will be in addition to other leave entitlements.
- No pay will be due or payable in lieu of un-availed maternity leave.
- Leave for Miscarriage - In case of miscarriage, female employees shall, on production of such proof as may be prescribed, be entitled to leave for a period of six weeks immediately following the day of her miscarriage

### Paternity Leave

Paternity leaves of 3 consecutive days (2 occasions) will also be allowed to a male employee during the confinement of spouse.

### Compensatory Leave

VBHC does not encourage its employees to work on a public holiday or a non-working day, and hence the option of Compensatory leave is not given to employees.

In any scenario, where the employee must work on a non-working day, (with prior approval from the reporting manager) the employee may take leave on another day and regularize the absence providing proper reason.

### Sabbatical Leave

This leave allows employees to take time off to focus on self-development for a specified period. Employees eligible for sabbatical leave will be held accountable for the activities or materials they choose to conduct or create during this leave. All intellectual property created during an employee's sabbatical leave will be deemed property of VBHC.

The below are applicable in case of sabbatical leaves;



- Any regular employee who has completed 2 years of continuous full-time service can apply for sabbatical leave.
- The maximum duration of a sabbatical leave is three months.
- After an employee has completed sabbatical leave, he or she is not permitted to reapply for sabbatical leave for a period of two years following completion of an employee's last sabbatical.
- Employees on approved sabbatical leave will receive medical benefits during the period of leave.

#### *Procedure*

- Eligible employees who wish to apply for sabbatical leave are required to submit a letter to their reporting manager, describing the reason for the sabbatical and anticipated activities during sabbatical.
- The submitted proposal will be reviewed by the employee's reporting manager and the HR. Grant of Sabbatical will be at the management's discretion
- Employees on sabbatical leave will not be required to use any accrued leave during this period and are permitted to carry over all leave in the instance that the sabbatical leave crosses from one calendar year into the next. Employees will not accrue any additional leave during their sabbatical.

#### **Half Day Leaves**

The below kinds of leaves are eligible to be availed as half days.

- Sick Leave / Casual Leave
- Earned Leave

The below time slots are considered for half day

- Forenoon (FN): 09:30 AM to 01:30 PM
- Afternoon (AN): 01:30 PM to 06:00 PM
- Working Saturday is considered for full day.

#### **Public Holidays**

The Company observes maximum of 12 National / State and Religious holidays annually. A list of holidays for each year will be published before the beginning of the year, and the same will be available on HRMS for employee reference.



### Loss of Pay

Any leave availed by the employees over and above their eligible leave balances; will be considered for Loss of Pay. Loss of Pay for each day of leave will be charged over the gross salary of the employee.

### Leave Encashment

Encashment of leave can be availed only against unutilized Earned Leaves during separation.

- For calculation of Earned Leave encashment amount, only Gross pay will be taken into consideration.
- The formula applied for calculating the leave encashment amount will be:
  - $(\text{Gross pay} \div 30) \times \text{No. of Earned Leave}$
- Earned Leave can be encashed only at the time of separation.
- Employees under probation will not be entitled for Leave Encashment.

### Absence without Notice

Employees are highly encouraged to notify their Reporting Manager when they are unable to work owing to illness or any unfortunate events or emergencies. This will allow the Company to arrange for temporary coverage of the Employee's duties, and to help other Employees to continue work in his/her absence.

If an Employee does not report for work and the Company is not notified of his/her status, it will be assumed after seven consecutive days of absence that the Employee has breached the contract of employment. The reporting manager shall try to contact the employee during these seven days, and if no response has been received from the employee, he/she will be considered as having abandoned the job. The company will process the employee's work separation as voluntary resignation.

### Attendance Regularization

Every Monday, the weekly report of attendance of previous week is being shared with all the employees, hence the attendance regularization shall not be entertained for the previous week later than the subsequent week's Monday EOD and Zinghr window for attendance regularization shall be locked accordingly.