

ATTENDANCE & WORK TIMINGS:

All employees must punch in & punch out to mark their attendance in the KEKA HR application from the office and the site if reaching directly to the site. If you fail to follow the procedure then you will be marked absent for the day.

The normal working hours for employees shall be 8 hours 45 Minutes & 6 days a week. All employees are expected to be at their workstations at least 5-10 minutes before the beginning of the operational work.

WORK-DAYS & WEEK-OFFS:

Department	Weekdays	Week-off	Office Timings
Sales	Wednesday-Monday	Monday/Tuesday*	09:45 AM to 06:30 PM
Non-Sales	Monday-Saturday	Sunday	09:45 AM to 06:30 PM
Pre-Sales	All days (Rotational)	Rotational	09:45 AM to 06:30 PM

*Subject to branch head's approval

Grace Time:

Login time is 09:45 AM with a grace time of 15 minutes to log in. Hence, anyone coming after 10:00 AM will be considered late.

Login Location:

Employees are advised to log in from the office building premises. If an employee is going directly to the site or the customer's residence they must log in from the site or the customer's place and share the location in the WhatsApp group. HR will reconcile the location data of Keka HR to validate the login reports.

On Duty Marking:

We are deactivating the facility to mark the OD in Keka, with effect from 1-Nov-2023 there will not be an option to mark the OD. It is a must to log in from the site or any location whether you are at work or on an official trip.

Late Coming Regularisations:

All the employees are advised to reach the office on time but just in case due to unexpected traffic or any unavoidable circumstances they miss to reach on time, in such case, they have 5 regularisations in a month which can be regularized by their manager. These regularisations are valid for 30 minutes only and are subject to the manager's approval. Regularisations can be used for late coming, missed punch-ins and punch-outs, and missed attendance.

Late Coming Penalties:

Every 3 late comings in a month including disapproved regularization will attract a penalty to a half-day salary deduction.

Early leaving without approval or intimation:

If an employee leaves the office without any intimation or approval of the manager, disciplinary action will be taken.

Early leaving with intimation (Partial Day):

Employees are entitled to leave early twice a month. They can avail 2 partial days of 2 hours each for leaving early. Employees must apply for a partial day in KEKA HR and get approval from their respective managers.

HALF DAY:

In the case of half a day, an employee has to spend a minimum of 5 hours in the office.

LUNCH BREAK:

Each employee would be provided with 30 minutes every day to consume his/her lunch. All employees are expected to have their Lunch from 1.30 pm to 2.00 pm

LEAVE POLICY:

OBJECTIVE-

Leave is to balance work, health and personal needs, but leave is not a matter of right.

PROCEDURE-

An employee is entitled to 1 casual leave per month for the first year of service. On completion of a year of service, an employee will also be entitled to 1 earned leave every month.

The employees can avail of these leaves as follows:

- Employees would be entitled to avail of paid leaves only once they have completed 1(one) month of the service.
- The employee shall not avail more than 3 monthly leaves unless and until it's a medical or personal emergency. Any leave more than that needs to be approved by the manager and informed to HR. Uninformed absenteeism in KEKA HR would be considered as leave without pay and cannot be sent for regularization or approval and will be rejected if sent later on.
- All unavailing casual leaves would not be carried forward at the end of the financial year i.e. March 31st of each year.
- A maximum of 12 earned leaves will be carried forward to the next financial year.
- Leaves cannot be cashed or claimed instead of the notice period.
- An employee would be entitled to a maximum of 2 long holidays in a year after completing a year of service. But each holiday is limited to a maximum of 5 days, this can only be availed from the employee's earned leaves quota.
- Employees can have a maximum of 2 compensatory offs per month. Compensatory offs would lapse at the end of each quarter and would also be calculated on a pro-rata basis as per joining.
- Compensatory offs would not be carried forward to the next financial year.

LEAVE APPROVAL & REGULARIZATION-

- Employees must apply for leave in KEKA HR well in advance before going on leave.
- In case of an emergency, if the employee fails to apply earlier, they must get it regularized within 24 hours of resuming the office.

PAID LEAVES-

Employees shall apply on KEKA HR (HRMS) and obtain approval from the Managers to avail of Leave. Duly authorized requests for leave shall be sent by Managers to HR for record purposes before the 30th/31st of every month. Any regularization submitted after the 30th/31st of any month will not be entertained.

LEAVE WITHOUT PAY (LWP)-

- Any Leave that is not approved by the Manager is unapproved and will be treated as Leave without pay (LWP).

- In case an employee informs of absence from work to their supervisor and it is unapproved by the supervisor, then it will be considered LWP.
- Any absenteeism not recorded on KEKA HR will be considered LWP irrespective of verbal/written communication with the managers.

NO CALL NO SHOW (NCNS)-

When there is no information of absence from work to the immediate supervisor for 3 consecutive days or a total of 5 days in a month then it will result in Termination of the services without pay or notice pay in lieu. The immediate supervisor needs to inform HR about an employee's 2nd day of NCNS to send out a notice to the concerned employee.

SANDWICH LEAVES

In case there is a weekly off or a holiday during your leave period, it will be treated as a leave. For example, if you are on leave for 2 days i.e. Saturday and Monday, this will be considered 3 leaves since Sunday is sandwiching during your leave period.

HOLIDAYS-

Employees are offered Holidays commemorating national, social and religious significance events. Apart from scheduled weekends and earned leaves, there are declared offs as paid holidays every year. The yearly calendar is available on KEKA HR.