

	SANJEEV GROUP OF COMPANIES	
Department: HRM Policy No.: SA/SWP/123	Policy for: Staff time office	
Prepared by: HR Signature:  17/5/2022	Approved by: Management Signature: 	Issue Date & Rev: 17/05/2022 R1

Applicability & Tenure: The policy is applicable to all units / divisions of Sanjeev Auto Parts Manufacturers Private Limited (hereinafter referred to as “the company” or “SAPMPL” or “Sanjeev Auto”) with effect from June 01, 2022 till further specific revision is communicated.

Purpose: This policy focuses on giving clarity on the time office policy policy across levels at Sanjeev Auto Parts Manufacturers Private Limited.

Scope: This policy applies to all staff and trainee employees working on the payroll of Sanjeev Auto Parts Manufacturers Private Limited.

Statutory/Regulatory/Organization requirement: Organization Requirement.

Objective:

- To establish reasonable & necessary controls to ensure adequate attendance & timeliness to meet business needs.
- To define employee work timing & to ensure discipline & facilitate payroll process.

References:

Responsibility: Head HR & HR Team.

Note: This policy is in super cession of all previous writing/s and document/s exchanged /executed in respect of policy. This document can be revised by the HR Department and / or Management as per their discretion.

Rules:

- It is mandatory for all the employees to “punch in “at the start of their shift & “punch out” at the end of their shift in the system defined by SAPMPL from time to time. It is the sole responsibility of an individual employee to punch.
- Employee can check their daily punch details in the HRMS software.
- Attendance cycle is from First day of the month to Last day of the month.
- The salary process will completely depend upon the punching details only.

Time office policy (Trainee / Specialist and Team Leader):

- **Shift Timings:** Shift timing means the scheduled timing of the company operations.

Shifts	Starting Time	End Time
I Shift	06:20 AM	03:15 PM
II Shift	03:05 PM	12:00 AM
III Shift	11:55 PM	06:25 AM
General Shift Corporate	08:00 AM	05:30 PM
General Shift Plant	08:00 AM	05:00 PM

Late Coming / Early going for 1st, 2nd & 3rd Shift:

- All employees are expected to report the duty as per their shift schedule.
- The employee must punch as per their shift schedule on time. For example, if duty timing starts on 6.20 am the employee must report on before 6.20 am.
- There will be a grace period which will be considered only 3 times in a month for 10 minutes at the beginning of applicable shift subject to completion of applicable shift hours.
- For late coming after the grace period half day deduction will be made.
- For late coming (every by 1 minute) deduction will be made as per slabs defined in the below table:

1st Grace late Mark (Not Exceeding 10 Minutes and subject to completion of shift hours)	No deduction
2nd Grace Late Mark (Not Exceeding 10 Minutes and subject to completion of shift hours)	No deduction
3rd Grace Late Mark (Not Exceeding 10 Minutes and subject to completion of shift hours)	No deduction
From 4th Late Mark & onwards (even by 1 minute)	½ Day deduction
Late coming (even by 1 minute)	½ Day deduction

- Early going (even by 1 minute) before the defined shift time shall result into half day deduction.

Late Coming / Early going for General Shift:

- All employees are expected to report the duty as per their general shift timings i.e. 8:00am to 5pm
- The employee must punch on time. For example, if duty timing starts on 8.00 am the employees must report on before 8.00 am
- There will be a grace period on all working days for 60 minutes at the beginning of General shift only subject to completion of 9 hours general shift for plant and 9 hours 30 minutes general shift for corporate on the same day. Non- completion of defined hours in general shift will lead to half day deduction.
- All employees are expected to be on duty during critical business working hours i.e. 9:00 AM to 5:00 PM subject to completion of total defined hours for general shift.
- For late coming (even by 1 minute) after the grace period (i.e. 9:00AM) half day deduction will be done.
- For late coming (even by 1 minute) deductions will be made as per following slab:

Grace Late Mark (Not Exceeding 60 Minutes and subject to completion of shift hours)	No deduction
Late coming after the grace period (even by 1 minute)	½ Day deduction

- Early going (even by 1 minute) before completion of defined hours of general shift result into half day deduction.
- **THE POLICY SHALL BE UNIFORMLY IMPLEMENTED. NO SPECIAL SANCTION IN ANY CASE WILL BE ALLOWED.**

Time office policy (Manager and above):

Manager and above cadre employees shall be eligible for free working hour policy. It is mandatory that employees punch in and punch out, however, the timing for in punch and out punch shall have no impact on the payroll to be processed for the month.

In case of missing punch records, employee shall be deemed to be absent and payroll for the month shall be processed accordingly.

It is expected that all Manager & above cadre employees to be available to be on duty during critical business working hours i.e., 09:30 AM to 5:30 PM along with average working hours for the day to be 9 hours.

Outdoor Duty:

It is expected that every employee shall apply for OD through system well in advance & it is the responsibility of HOD to sanction/reject the OD application in advance. In case the OD application is not done in advance, employees are expected to apply the same through system immediately after resuming the duty of HOD shall approve the same. OD Application is required to be applied in the system within 1 week from date of outdoor duty.

Weekly off:

- All staff employees working at corporate will be having weekly off on all Sundays along with 1st, 3rd, and 5th Saturday of the month.
- All Employees in DGM and above cadre employees working at plant will be having weekly off on all Sunday's and defined alternate Saturday. (To ensure adequate senior level bandwidth availability at plant)
- All employees in Sr. Manager and below cadre working at plant will be having weekly off on all Sundays of the month.

Compensatory Off:

- **Applicability:** Compensatory off will be applicable to staff only in trainee, specialist and team leader category.
- **Duty hours for C-off eligibility:** Any eligible employee working for extra 4 hours continuous other than his/her regular shift duty shall be entitled for C-off (Compensatory Off).
- **Validity –** Validity of any C-off shall be for a period of 90 days with immediate effect and shall get lapsed after the expiry of 90 days.
- C-off shall be permitted to prefixed or suffixed with any level or paid holiday or weekly off.

Working on weekly offs / paid holiday:

- In case of working on weekly offs, weekly off shall be changed and availed within next 3 days for all staff employees

Food Allowance:

- Every Staff employee working extra for 4 Hours or more after end of the shift shall be eligible for food allowance of Rs.100/- per day.
- Employee shall raise claim for food allowance voucher through system only based as per SOP.

Short Leave:

- Short leave will be applicable to all specialist and team leader cadre employees.
- Employees are eligible for 2 hours short leave once in a period of one month.
- Short leave will be taken at the beginning or end of the shift only. Short leave cannot be clubbed with half day leave.

Half Day Leave:

Employees can avail half day leave i.e., leave for 4 hours 30 minutes for plant and 4 hours 45 minutes for corporate in the first half or second half as may be required. HOD / reporting manager must approve the leave in the system.

Case study wise annexure attached herewith for any clarifications. In case of further query, please feel free to contact HR Team members. We would be glad to help you.

Annexure 1

Cases	Scenario		Staff		Remarks
			Trainee / Specialist / TL	Manager and above	
Case 1	Early in	Early out	½ day Deduction	No deduction	
Case2	Early in	late out	No deduction	No deduction	
Case3	Early in	On time out	No deduction	No deduction	
Case4	Late in	Early out	1 day Deduction	No deduction	
Case5	Late in	late out	½ day Deduction	No deduction	Late in has to be within 4.5 hours of scheduled in time, else 1 day deduction
Case6	Late in	On time out	½ day Deduction	No deduction	subject to completion of 4.5 hours, else 1 day deduction
Case7	Half Day in	Early out	1 day Deduction	No deduction	
Case8	Miss punch	Miss punch	1 day deduction	1 day deduction	
Case9	OD in	OD out	No deduction	No deduction	Subject to completion of 9 hrs including OD time application
Case 10	Sunday working at client location		Weekly off change	Weekly off change	Subject to completion of 4.5 or 9 hrs
Case 11	Late in / early go at Night shift		1 day deduction	No deduction	

Note - In case of inter plant travel, employee is expected to punch in and out at the respective location.