# Attendance and Leave Policy

Working Hours

- For Support Office – 10 am to 6 pm (Monday to Friday)
- Community – 9.30 am to 4.30 pm (Monday to Saturday)
- Each employee is required to work for a minimum of 9 hours a day and 45 hours in a week. This will include a 30-minute lunch break every day.
- Do keep your line manager inform if you are getting late for office.
- Any leaves the employee takes from work, need to be informed to the immediate supervisor as per the Leave policy.
- Employees are allowed a 30-minute grace period for arrival. However, accumulating three instances of late arrival within a single month will result in a deduction equivalent to half a day's salary.
- You can come 8 time(s) late in a month, beyond which you will be penalized with 1 day(s) of Unpaid Leave (Loss of Pay) for every 1 incident.
- You will be penalized 1 day(s) of Unpaid Leave (Loss of Pay) for every single missing attendance day.
- 1 day(s) of Unpaid Leave (Loss of Pay) deduction if average effective hours in a day, is less than 100 % of shift hours.
- In case you have both Late Arrival and Work Hour penalization for the same day, penalization for only Shortage Of work hours will apply.
- In case of missing swipes exceeding 3 working day(s) in a month, 1 day(s) of Unpaid Leave (Loss of Pay) for every 3 subsequent incident(s) of missing swipe day.
- You have a buffer period of 2 day(s) to regularize your attendance before the penalization happens.
- You are eligible to apply for regularization up to three times per month.

**Leave Policy & Process**

Bright Future provides a total entitlement of 24 days of leave (excluding parental leave, menstrual leave, bereavement leave, Maternity Leave which is over and above). Leave cycle will be April to March every year. Leaves cannot be carried forward after March.

The leaves are divided into the following

**Paid Leave:-**

- Paid Leave cycle start from April to March every year.
- 24 days in a year (entitlement 2 days monthly after probation confirmation)
- The schedule of accrual is once every month on the 1st day of the month.
- You can avail only a maximum of 5 consecutive days of leave in a year.
- Unused leave days will lapse at the end of the leave period (i.e. 31st March).
- Long leave should be applied & approved at least 30 days in advance.
- No leave can be availed If any organization event is pre-scheduled

**Maternity leave**

- 182 calendar days
- Women employees who wish to use their maternity leave can do so if they have worked in the organization for at least 80 days in the past 12 months preceding the date of her expected delivery.
- Maternity leave cannot be clubbed with any other leave type.
- We would like to be informed at least during the second trimester.

**Paternity leave**

- 7 days a year.
- leave will include all weekly offs and holidays that fall within the leave duration.
- You cannot apply for leave while on a resignation/notice period.
- Applicable only after completion of 1 year service.

**Menstrual Leave**

- Menstrual leave for half a day can be availed only once a month, it will be lapsed if not utilized.
- You will be able to apply for menstrual leave on probation period, Resignation/ Notice period
- Menstrual leave cannot be clubbed with any other leave type.

**Special Leave**

- Applicable after completion of 1 year of service for birthday
- Applicable for birthdays falling on working days only

**Bereavement Leave**

- Applicable In the event of the death of a close family member including (parents, in-laws, siblings, children, or spouse).
- 5 days per year.
- You can apply for bereavement leave while on probation.
- You can apply for bereavement leave while on resignation/notice period.
- Bereavement leave cannot be clubbed with any other leave type.

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