

QACA Attendance & Leave Policy

Contents

I.	Introduction	2
	Purpose	2
	Scope	2
	Definitions	2
II.	Expectations	2
III.	Attendance Policy	3
IV.	Work Hours	3
V.	Leave Policy	4
VI.	Attendance & Leave Process	5

Introduction

Quality Austria Central Asia is committed to fostering a productive and respectful work environment that promotes employee well-being and work-life balance. This Attendance and Leave Policy outlines guidelines for attendance, punctuality, and various types of leave available to employees.

Purpose

The policy aims to provide clarity to employees so that attendance and leave are understood by every employee and prevents misinterpretation thus avoiding conflicts between the employee and the organization.

Scope

The scope of the Attendance and Leave Policy outlines the boundaries within which the policy will apply. It defines who is covered by the policy, what types of leave is covered and how attendance will be managed. This policy applies to all regular, external resources employees and interns. company

The objectives of the Attendance and Leave Policy outline the purpose and goals of the policy. These objectives guide the policy's development and implementation and serve as benchmarks for evaluating its effectiveness.

Definitions

Employee: Any person who is a probationer, a regular employee, an external resource, or an intern. This will include any person deputized to Quality Austria Central Asia.

Expectations

Employees are expected to arrive at work on time and maintain regular attendance. Punctuality is important for efficient operations. Each employee is responsible for their attendance.

Employees shall notify their supervisor or manager in advance if they anticipate being late or unable to come to work due to unforeseen circumstances.

Employees are expected to plan their leave and inform their manager sufficiently in advance to enable the manager to arrange for a substitute.

If Employee has assignment or business meeting with any client, then it must be endorsed by his Line Manager/Divisional Head and information for the same must be given to Admin department by his controlling Manager.

If an employee needs to leave early due to some exigency, approval shall be sought from their reporting manager, and this shall be communicated to the people function and administrator in writing.

Attendance Policy

1. All attendance shall be registered with the Employee Service Portal and people function shall use these records as input to the payroll.
2. The information is collected from the Employee Service Portal by the 25th of each month. This shall be done to ensure salary disbursement by the 7th of every month.
3. Any shortfall in attendance will result in loss of pay for the employee against shortfall days. Any changes in this shall be treated as arrears in the payroll cycle of the consecutive month.
4. Any changes in the ERP data for attendance shall require approval from the Managing Director.

Work Hours

Working hour's means the time during which the people employed are at the disposal of the employer exclusive of any interval allowed for rest and meals.

1. QACA has a 6-day week (Monday to Saturday). Quality Austria Central Asia Office functions between 0900 hours to 1930 hours. Each employee must work for a minimum of 40~48 hours per week (Two alternate Saturdays being off).
2. Employees are expected to be engaged in company-related activities for 8 hours per day with a lunch break of 30 minutes, thus totaling 8.5 hours.
3. Less than 6 hours of work shall be treated as half day worked and the other half is treated as half day leave. Managers, supervisors, and attendance coordinators shall provide information on half day working to people function. Half day leave may be granted if an employee applies for it.
4. Quality Austria Central Asia maintains flexible timings for its employees at Head Office and regional offices, which are as under:
 - 0900 to 1730 hrs or
 - 0930 to 1800 hrs or
 - 1000 to 1830 hrs or
 - 1030 to 1900 hrs
5. Any request to change your hours of work, either permanently or temporarily, should be discussed with the line manager and the people function and the relevant work time slot is approved. Such slots should be for long periods and frequent change will not be permitted.
6. Employees may be required to work beyond the hours stipulated above, or on weekends and holidays, based on client specific needs, targets, special assignments or during auditing as a part of their normal duties.

7. An employee deputed to a specific project, site, or factory, the work timings along with the rules and regulations of that project, site, or factory will be followed.
8. Sundays, the 2nd, and 4th Saturdays shall be the weekly off days for employees working at Quality Austria Central Asia registered offices.
9. At a specific project site, or factory the weekly off shall be according to the off days of that specific project site, or factory and work timing may depend upon shift duty timing.

Leave Policy

1. Regular employees are eligible to the following leaves:
 - a. **Earned Leaves - [14 earned leaves in a year]** - Bulk usage can be allowed up to a maximum of 7 Earned Leaves in one go. Cannot be clubbed with SL or CL. Unused earned leave balance shall be cleared on the last month of each financial year.
 - b. **Casual Leaves – [7 casual leaves in a year]** - No accrual & No carry forward. Can be clubbed together with CL in emergency cases only.
 - c. **Sick Leaves – [7 sick leaves in a year]** - No accrual & No carry forward. Can be clubbed together with SL in emergency cases.
2. These leaves if accumulated shall not be allowed to collectively utilization towards the last few months of the financial year.
3. These leaves will not be carried forward to the next year. All leave account balances shall be settled by the end of each financial year.
4. Probationary employees are eligible to earn one day each worked month as earned leave.
5. Compensatory Off: Is provided as a special condition for compensating working on off days or holidays. Compensatory off should be availed within 3 months of the date worked. All compensatory off days shall be approved by the manager and should be informed to the people function in writing.
6. Apart from leaves, employee shall be eligible for Public Holidays – 10 holidays in a year
7. Maternity Leave – Female regular employees of Quality Austria Central Asia are eligible for 182 days (26 weeks, which includes off days and holidays) as maternity leave. Any employee opting for Maternity Leave shall have to commit to at least 9 months of regular working schedule, post resuming work. Any deviation from this shall be treated as absconding.
8. Paternity Leave –Male regular employees of Quality Austria Central Asia are eligible for 7 days (excluding week-off days) of paternity leave. These leaves can be used in the first month of a child's birth.
9. Leave on account of ill-health for more than three (3) working days shall be substantiated with a doctor's prescription advising rest.
10. The Line Manager will be the leave sanctioning authority for the employees under his charge.

12. All Leaves for Managers and above must be planned at the beginning of the year and approved by the Line Manager.
13. Leaves for critical functions (People Function, Finance, IT Support etc.) must be planned well in advance so as to not disrupt normal working operations or execution of assignments. All of these leaves must be routed through the Employee Service Portal (ESP).

Attendance & Leave Process

Attendance Process – The attendance process shall be followed to ensure a smooth functioning at the offices of Quality Austria Central Asia.

1. The responsibility to mark attendance shall lie with the following:
Respective Employee – For employees working out of head office and regional offices.
Respective project coordinators – For employees working at project or client site.
2. The employee shall ensure biometric registration upon entry and exit in the head office and regional offices during working days, to log the entry and exit time and mark attendance.
3. The project coordinators shall share daily attendance report through ESP for confirming attendance of all employees on site. In case of any deviation, the report shall be shared with the people function team.

Leave Process – The leave process shall be followed to ensure a smooth functioning of all the offices of Quality Austria Central Asia.

1. The responsibility to mark leave shall lie with the following:
Respective Employee – For employees working out of head office and regional offices.
Respective project coordinators – For employees working out of project or client site.
2. The employee shall apply for leave through ESP and get it approved by their respective manager or supervisor at least 24 hours prior to the date of leave. This must be done to fill the gap in attendance for deployment of daily basic salary against employees. Any violation in this process will lead to loss of pay for the employee.
3. The project coordinators shall share daily leave reports through ESP for all employees on site. The report should mention the reason for absence. Any violation of this process shall lead to loss of pay for the employee.

On behalf of Quality Austria Central Asia Pvt. Ltd.



Pankaj Rai
(Managing Director)

Revision Number	Date	Revised by	Approved by	Summary of changes
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