

ESSJAY ERICSSON LIMITED

ATTENDANCE & LEAVE POLICY

INTERNAL/EEL/ EEL/HR-16:03929

ATTENDANCE & LEAVE POLICY

ABSTRACT

This document describes the procedures and rules for Attendance and Leave recording system in EEL. For clarity purpose, it is to be noted that Attendance tool and Leave tool are two different online tools to manage attendance and leave recording system in EEL.

PURPOSE & SCOPE

The purpose of this policy is to define:

- Process of attendance
- Process of applying and maintaining leaves
- Role of individual, Manager, Circle / Function Head, EEL HR

The Policy is applicable to all EEL employees including Trainees (excluding Project or Summer Trainees)

RESPONSIBILITIES

- Process Owner - Respective Circle / Function Head
- Process Team – Individual, Circle Coordinator, Manager and EEL HR Team

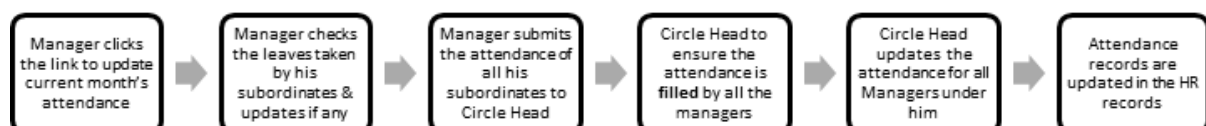
DESCRIPTION

The office timings are 0900 HRS to 1800 HRS, with half an hour's lunch break between 1300 HRS to 1330 HRS. All employees are expected to maintain punctuality. The lunch timing can be flexible depending on business needs.

ATTENDANCE THROUGH ONLINE TOOL

It is to be noted that employees do not have direct access to attendance tool. It is owned by the Manager and the Circle Head. Employees have to ensure timely application of leaves through Leave tool and get it approved by their managers.

Attendance would be processed through Online EEL Attendance Portal (link available in Manager/ Circle Head Panel) as per the figure given below.



MANAGER RESPONSIBILITY

- The attendance cycle in EEL is 18th of last month to 17th of current month. Managers to ensure that all the employees have applied leaves in online Leave tool and managers have approved / rejected the same as the case may be.
- The leave details are automatically fetched in Attendance tool. Managers can view the leave details of all his subordinates in the attendance tool. They have to check the same and approve by 18th of current month to ensure timely salary release.

- The attendance for all the subordinates has to be filled and approved in **ONE GO** (Not in Batches) by the managers. Tool does not support the same.
- In case employee has not yet applied the leave through leave tool, update in Additional Leaves / Leaves without Pay in the attendance records as the case may be.
- In case employee has resigned / absconding and not filled the exit check list as yet, managers are advised to mark the resignation status as Resigned (put remarks in case of absconding in the remarks column).
- Managers to raise flag with EEL HR responsible in case all his sub-ordinates are not shown in the list.

CIRCLE / FUNCTION HEAD RESPONSIBILITY

- Please ensure that all the managers have filled the attendance sheet as per the monthly attendance cycle (i.e. 18th of last month to 17th of current month) for all the EEL employees under them. Once all the managers have updated the attendance under the Circle / Function Head, then only he will be able to approve the attendance for all EEL employees at **ONE GO** (Not in batches). Otherwise the attendance will not be marked as updated for the Circle Head in the HR records.
- Circle / Function head will not be able to approve and submit the attendance in case even a single manager under him has not yet updated the attendance in the tool.
- Please ensure to timely update the attendance (by 20th of current month) to ensure timely salary release of all the EEL employees.

COORDINATOR RESPONSIBILITY

- A provision has been made in the tool (**Viewable form only**) for Attendance Coordinator – Circle wise to facilitate the coordination on behalf of the Circle / Function Head with the Managers for timely update of the attendance.
- To keep track of employees who are on business trip / Short-term assignment etc.
- Habitual Late coming/unauthorized absence should be reported to EEL HR.

EEL HR RESPONSIBILITY

- EEL HR will process the salaries of the employees on the basis of the approved "Attendance Reports" on the portal.
- For all the employees for whom the attendance is approved by the Manager and Circle/Function head, the salary is processed on 25th of the month. For the rest employees it is processed on last day of the month (subject to Manager and Circle/Function head approval)

LEAVE

For any leave, employees must apply the request through the leave tool in and leave must be approved by the Immediate Manager in advance, unless the circumstances are beyond an employee's control. In such a situation, leave application must be applied, immediately on resuming work. Any absence from work unless applied and approved in leave tool shall be treated as leave without pay.

CASUAL LEAVE

All employees including probationers and trainees will be entitled to 12 days Casual Leave during a calendar year. These leaves will be credited to individual's account at the beginning of the year. An employee can avail CL, subject to the following:

- A maximum of 3 day's CL can be availed in a month. Also not more than 3 casual leaves can be availed at one time, unless absence is due to illness. In such a situation a certificate must accompany the leave application from a Medical Practitioner.
- CL cannot be clubbed with any other leave.
- In case CL is availed because of medical reasons it can be clubbed with PL if the duration of leave is more than the CL balance in an individual's account.
- A holiday or a weekly off can either be prefixed or suffixed with casual leave. Any holiday / weekly off falling during CL period shall be counted as leave.

PRIVILEGE / EARNED LEAVES (PL)

All regular local employees earn Privilege leave @ 25 working days per annum credited in two tranches (January and July).

PL can be availed only after putting in at least 4 month of work with the Company. A new employee can earn PL for the month during which he/she has joined, only if the joining is by 15th. (As a practice, PL will be credited twice a year (January and July). Prorated leave entitlement from 1st Jan to 30th June will be credited on 1st Jan i.e. beginning of the year. Likewise, prorated entitlement from 1st July to 31st Dec will be credited, on 1st July. In case of new entrants, prorated entitlements for the period above will be credited, on the date of joining).

PL can be accumulated maximum up to 30 days of entitlement. An employee can have the option of encashing PL in case of an emergency. The encashment is limited to the condition that he/she should have a balance of at least 50 days of PL, even after encashment. (Encashment will be based on leave balance, before credit of PL as explained above). The company shall do automatic encashment of PL once the balance exceeds 30 days for the days as on 31st Dec every year. Encashment of PL shall be at the rate of the last drawn Basic Salary. The excess PL over and above 30 days as on 31st Dec - 50% of the PL will get lapsed as on 31st Dec and rest will be paid to the employee with Jan Salary. The employee is encouraged to avail of privilege leave. The intervening weekly off / holidays, during the leave period shall not be counted as leave.

MATERNITY LEAVE

Effective 1st July, 2016, all eligible female employees can avail Maternity Leave up to **26 weeks**, out of which maximum **6 weeks** of leave can precede the expected date of delivery.

In a situation where the employee still needs more time, the company can consider request for up to 2 months of extended maternity leave. The employee has the possibility to first avail earned leave in their credit and then avail leave without pay for the remaining period. This will be at the sole discretion of respective manager's following the circle head/functional head principle.

Extended Maternity leave cannot be carried forward and need to be availed in continuity of the Maternity leave. The intervening weekly off / holiday, during the extended maternity leave shall be counted as a part of the leave.

Leave for Miscarriage: In case of miscarriage or medical termination of pregnancy, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit, for a period of **6 weeks** immediately following the day of her miscarriage or, as the case may be, her medical termination of pregnancy.

The eligible female employees can avail maternity leave by providing supporting documents to EEL HR team. The leave quota is added in their leave balance on the portal on the production supporting documents. Eligible female employees must apply for maternity leave through portal to avail the benefit.

PATERNITY LEAVE

Effective 1st July, 2016, all male employees would be eligible for Paternity leave of 10 working days subject to below stated terms & conditions.

- These leaves have to be taken in one block. Can start on any day of the week after the birth of child. Cannot be carried forward & is to be availed within 6 months of child birth.
- The intervening weekly off / holidays, during the leave period shall not be counted as leave.
- Paternity leave is also available in case of adoption of a child and is to be availed within 6 months of adoption
- Paternity leave is not en-cashable.

The eligible employees can avail paternity leave by providing supporting documents to EEL HR team. The leave quota is added in their leave balance on the portal on the production supporting documents. Eligible employees must apply for paternity leave through portal to avail the benefit.

PUBLIC HOLIDAYS

The Company shall observe 12 holidays in a year on account of Festival and National holidays. The list of holidays every year is available on the Employee Web Portal.

LEAVE THROUGH ONLINE TOOL

Online Leave Tool utility is available for all the EEL resources on Employee Web Portal. It is mandatory for all EEL employees to apply for leaves using this Tool only. The leaves will be automatically updated in the leave balance of the employee once it is approved by his/her reporting manager.



EMPLOYEE RESPONSIBILITY

- Employees to follow up with their manager for leave approval (intimation mail is sent automatically by the leave tool to the concerned Manager - as defined in the HRMIS).
- Employees have to provide supporting documents and approvals to avail special leaves such as Maternity Leave / Paternity Leave / Encashable Compensatory Off etc. through EEL HR responsible.
- Prior discussion with your manager is always appreciable before applying for any leave.
- To check leave balance, employees may click on 'Show Leave Balance' on the leave tool (On EEL Web portal).

MANAGER RESPONSIBILITY

- Intimation mail along with the URL is sent automatically by the leave tool to the concerned Manager (As defined in the HRMIS)
- Please ensure that employees avail the leaves within the purview of the EEL Leave policy.

- Please approve / reject the applied leaves on regular basis for automatic updation of the leave records
- Managers need to ensure that all EEL employees get the leaves approved through the leave tool