# Attendance

Attendance and punctuality are very important parts of the employee job performance. The lack of punctuality forces the employee to go through a huge stress and that brings the organization's reputation at stake. For these reasons, excessive absenteeism will not be tolerated and it impacts on employee rating/points.

The below rules and regulations will be strictly followed by the organization and request all the employees to abide by the rules.

The leave system is categorized in 4 ways.

1. **Casual Leave (CL)**
2. **Sick Leave (SL)**
3. **Saturday Casual Leave / Sick Leave (SCL/SSL)**
4. **Special Leave (SPL)**

## Casual Leave

An employee can take one casual leave in a month. Leave cannot be carried forward to another month, but employee casual leaves history will impact on special leave consideration.

If an employee takes more than one casual leave within a month, that will be treated as "loss of pay".

An employee should put the leave request 2 working days in advance for the casual leave. Or else that will be treated as "loss of pay".

If an employee wants to take more than 1 day leave he/she should put the leave request at least 4 working days before. This approach creates workability and improves organization reputation.

## Sick Leave (SL)

An employee can take 1 sick leave in a month (2 SL for a woman employee). Leave cannot be carried forward to another month, but employee sick leaves history will impact on special leave consideration.

If an employee takes more than one sick leave within a month (2 SL in case of a woman employee), that will be treated as "loss of pay". The reason for the sick leave should be ethical. Sick Leave should be taken at least 30 mins before the login time.

**Note:** An employee cannot take a casual leave and sick leave in succession.

## Saturday Casual Leave / Sick Leave (SCL/SSL)

Saturday's are not holidays and employees are requested to be available on all Saturday's for any emergency work. If an employee is not available on a particular Saturday, an employee should request 2 working days in advance for the casual leave (SCL), in an emergency case, the employee can avail the Sick Leave (SSL) on the same day (at least 30 mins before the login time.) One SCL or SSL per month allowed, further leave requests considered as Loss Of Pay (LOP)

## Special Leave

Employees will be permitted to take 8 days leave continuously as a special leave (This includes Sundays and holidays). Employees should intimate at least 10 days before to avail the special leave. Allowing special leave is completely the company's decision.

Amendment 1: No half day leaves are permitted. If an employee is off from the work for more than 2.5 hrs in a day, that day is considered as SL (If SL's are not available for the month, it is considered as Loss of Pay). Please note, less working hrs in a day impacts severely on the employee rating/points.

Amendment 2: Time to Time or In an emergency cases, The Company requests an employee to work on Sunday's / Holidays. It's completely the employee's choice to take this opportunity. In case of emergency work, If an employee chooses to work on Sunday / Holiday, the employee receives a one day salary as compensation. There won't be any negative rating/points if the employee declines the requests. It's a privilege to support the organization in an emergency case and it creates a positive impact and good listening on the employee.

# Working days, Working hours and Billing hours

From January 1st, 2021, iGreen employees continue to work from home (except emergency service staff) and continue to work 6 days per a week (Saturdays are working holidays) and 9 hrs per a day including 40 minutes lunch break and 20 minutes tea break.(Hyderabad: 10AM to 7PM, Kakinada 9:30AM to 6:30PM)

All employees requested to login your attendance into PagarBook (Hyderabad), PMS Portal (Kakinada). It's always a good practice to login well before your login time (at least 5 mins before), for example if your login time for the day is 10AM, it's a good practice to login at 9:55AM.  All your assigned tasks have to be logged into your assgined teams excel sheets Update your excel sheet **before you start the task.** In that, the Estimated hours column is mandatory. Please note: The employee points/rating purely depends on your login/logout time, SL, CL, SCL/SSL, SPL and Your teams excel sheets billing.