

Creative Vasishtha Company Policy Document

Introduction

This document outlines the policies for attendance, leave, and work from home for employees at Creative Vasishtha. As a private organization governed under Indian company laws, we strive to maintain a professional, efficient, and productive work environment. The following policies aim to clarify the expectations regarding work schedules, leave entitlements, and work-from-home arrangements.

1. Attendance Policy

- **Work Days & Timings:**

The company operates from Monday to Saturday, with Saturdays being a half-day.

- Monday to Friday: Office timings are from 09:30 AM to 07:00 PM, with a flexible 1-hour window for login (either early login or late login), provided a minimum of 9 hours and 30 minutes is completed in the office each day.
- Saturday: Office timings are from 09:00 AM to 03:00 PM.

- **Login/Logout System:**

Employees are required to log in and log out through the automated attendance system for processing payroll and ensuring efficient business operations. Failure to do so may result in discrepancies in attendance and payroll.

- **Late Entries:**

- 3 late entries in a month will be counted as half-day leave or Loss of Pay (LOP).
- 5 late entries in a month will be counted as one full day leave or LOP.
- If an employee fails to adhere to the minimum 9 hours of login for 3 consecutive times, it will be considered a half-day leave or LOP.
- If an employee fails to adhere to the minimum 9 hours of login for 5 consecutive times, it will be considered a full-day leave or LOP.

- **Unauthorised/Unapproved Leaves:**

Any unauthorised or unapproved leave will be considered LOP regardless of the employee's leave balance.

2. Leave Policy

- **Regular Leave Requests:**

- Regular leaves (up to 3 days) should be requested at least 3 days in advance.
- Long leaves (4 to 14 days) must be requested at least 2 weeks in advance for approval.

- **Sandwich Leaves:**

Leaves that combine Saturday, Sunday, and Monday will be considered as sandwich leaves. Sunday will also be counted as paid leave or LOP, depending on the employee's leave balance as per the company's policy.

- **Probationary Employees:**

- Employees on probation are entitled to 1 paid leave per month.
- Leave during probation cannot be carried forward to subsequent months. Unused leaves will lapse at the end of the month.

- **Confirmed Employees:**

- Once confirmed, employees are eligible for 1.5 days of leave credit every month, which includes 1 paid leave and 0.5 sick leave.

- A maximum of 18 paid leaves can be credited in a calendar year (January to December).
- Sick Leave: To avail of paid sick leave, employees must submit a valid medical report or medical prescription with the same date. Failure to provide the necessary documents may result in 0.5 days of leave or LOP.
- **Leave Carry Forward and Encashment:**
 - A maximum of 7 paid leaves can be carried forward or encashed in the following year.
 - Leave encashment is only applicable at the time of exit from the company, after the successful completion of handover and exit formalities.
- **Negative Leave Balance:**

Any negative leave balances will be adjusted once every 6 months from the employee's payroll as LOP. Employees are advised to manage their leave balances effectively to avoid loss of pay.

3. National & International Holidays

Employees are entitled to 8 to 10 days of national and international holidays, which will be communicated in the holiday calendar provided at the beginning of each year.

4. Work from Home Policy

- **Work from Office Only:**

Due to the nature of our business operations, work from home is not generally supported for any employee, including probationary and confirmed staff. Employees are expected to work from the office.
- **Work from Home Approval:**

Work from home may be considered only in emergency situations and must be approved by management. Employees seeking to work from home must submit a written email with a valid reason for the request.
- **Non-Approved Work from Home:**

Any work-from-home request without prior approval will be treated as unauthorized leave or LOP, depending on the situation.
- **No Paid Sabbatical, Paternity, or Maternity Leave:**

At this time, the company does not offer paid sabbatical, paid paternity, or paid maternity leaves. However, we hope to introduce these benefits in the future as we grow together with our employees.

5. Confidentiality & Policy Changes

This policy is a confidential internal document intended for probationary and confirmed employees only. It should not be shared with external networks, contacts, groups, or individuals. The policy is subject to change at the discretion of management. Any updates or amendments will be communicated to employees via email.

Thank you for taking the time to review this policy. We look forward to working together to maintain a productive, professional, and efficient work environment.

**Best Regards,
Creative Vasishtha**