TIME OFFICE - ATTENDANCE

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1. OBJECTIVE

The objective of the Time Office – Attendance Policy is to provide a uniform policy for all employees of RV Educational Institutions to record attendance and provide clarity to employees regarding the systems and processes of attendance marking and recording.

2. SCOPE

The Policy is applicable to all categories of employees such as Trainee, Contract, Fixed Term Contract, Probation and Regular employees of RV Educational Institutions.

3. WORKING HOURS

a. Working hours are defined and allotted based on the Institution / Office.

b. The scheduled working days for all the employees shall be Monday to Saturday.

c. For some of the Institutions Saturdays are given as additional weekly off either alternative or all Saturdays based on respective Institutional guidelines.

d. The working hours are defined in the work schedule (Includes half an hour lunch break) employees have to adhere to their work schedule.

e. All institutions have to work for a minimum of 42 hours in a week.

4. SHORTFALL IN NORMAL WORKING HOURS

Cumulative shortfall of working hours is calculated monthly basis against allotted work schedule, any shortage in hours will be treated as Loss of Pay (LOP) as mentioned below.

- If the cumulative shortage of working hours is less than ½ day of the allotted work schedule in a month, then it will be ignored from Loss of Pay (LOP).

- If the cumulative shortfall of working hours is greater than ½ day and less than 1 day of the allotted work schedule in a month, Loss of Pay (LOP) of ½ day will be deducted from the salary.

- If the cumulative shortfall of working hours is greater than 1 day of the allotted work schedule, then it will be calculated accordingly.

Example 1: For an employee, if work schedule allotted is from 9:00 am to 4:00 pm (7 hrs per day), if cumulative shortage in working hours is less than or equal to 3½ hours the same will be ignored from Loss of Pay (LOP) in monthly salary processing.

Example 2: For an employee, if work schedule allotted is from 9:00 am to 4:00 pm (7 hrs per day), if cumulative shortage in working hours is 11 hours, then 1½ days Loss of Pay (LOP) will be considered for deduction in monthly salary processing.

Example 3: For an employee, if work schedule allotted is from 9:00 am to 4:00 pm (7 hrs per day), if cumulative shortage in working hours is 15 hours, then 2 days Loss of Pay (LOP will be considered for deduction in monthly salary processing.

5. LATE COMING

Employees are given flexibility for late coming based on Institution specific work schedule allotted.

6. HALF DAY WORKING

Half day working shall be considered as follows:

1st Half / 2nd Half : Employees to complete the ½ day working hours as per the assigned work schedule.

7. ATTENDANCE

Employees are required to mark their attendance in biometric machine installed at the respective institution/office. Marking proxy attendance for any other individual is strictly prohibited and will be treated as indiscipline and will be dealt with as per Service Rules.

Any absence from work will be treated as Loss of Pay (LOP), unless regularised or applied leave through Success Factor application before running payroll of the month.

Loss of pay (LOP) is calculated from second week of previous month up to first week of current month.

8. ATTENDANCE REGULARIZATION

Employees are allowed to Regularize Attendance within 2 weeks.

If any Attendance Regularization to be done beyond 2 weeks request to be sent manually to Institutional HR with approval from reporting manager, the same will be updated by Institutional HR in Success Factor (SF).

9. SALARY DEDUCTION (DUE TO SHORTAGE OF WORKING HOURS)

Any absence in timesheet (Biometric Data/ Leave/ OOD/ Attendance Regularization) for the period considered will automatically be treated as Loss of Pay (LOP). The salary for those days will be automatically deducted.

Salary will be deducted based on shortage of hours and the same will be effective from 1st April 2022.

However, if the employee regularize/apply leave after payroll processing with proper justification and approval by the Reporting Manager / HOI the deducted amount will be paid in the subsequent month payroll.

10. INTERPRETATION

RSST-HR Team are sole responsible for interpretation of the policy.