# Attendance & Time Tracking Policy (India)

## 1. Purpose

To define the standards for employee attendance, punctuality, and the use of time tracking systems for fair payroll and operational efficiency.

## 2. Scope

This policy applies to all employees of [Company Name], including permanent, probationary, contractual, part-time staff, and interns.

## 3. Working Hours & Schedule

- Standard work week: Monday to Friday / Monday to Saturday (as per company policy)
- Work hours: 9 hours per day (including breaks) or 48 hours per week, in compliance with the Shops and Establishments Act
- Flexible or hybrid work schedules only if pre-approved by the reporting manager

## 4. Attendance Recording

- Attendance methods: Biometric device, swipe card, or online attendance portal
- Employees must record attendance at the start and end of each workday
- Work-from-home staff must log in and log out via approved time tracking software (e.g., Replicon, Zoho People)

## 5. Late Arrival & Early Departure

- Up to 3 late marks per month permitted without penalty (company may adjust as needed)
- Beyond the limit, leave adjustments or salary deductions will apply
- Habitual late arrivals or early departures may result in disciplinary action

## 6. Overtime (OT)

- Overtime allowed only with prior written approval from the manager
- OT paid as per statutory rates under the Factories Act or Shops and Establishments Act
- All OT hours must be accurately recorded in the attendance system

## 7. Leave & Absence Marking

- All absences must be requested via the leave management system
- Unapproved absences will be treated as Leave Without Pay (LWP)
- Half-day leave will be applied if work hours fall below the defined threshold

## 8. Exceptions & Special Cases

- Public holidays and weekends are excluded from attendance requirements
- Employees on official business travel must mark attendance as “On Duty”

## 9. Non-Compliance

Failure to comply with attendance protocols may result in:
- Adjustments to leave balance or salary deductions
- Written warning
- Formal disciplinary action for repeated violations

## 10. Policy Review & Amendments

This policy will be reviewed annually and updated based on business requirements and any changes to Indian labor laws.

## Acknowledgement Form

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read, understood, and agree to comply with the Attendance & Time Tracking Policy of [Company Name].

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_