

Policy on Time, Attendance and Leave Management.

Purpose:

VivaJiva Private Limited (hereinafter referred to as “Company”) aims to establish a culture of transparency and flexibility. While focusing on and creating a culture of punctuality Company also promotes work life balance.

The policy encourages the employees to take a break from work as this provides healthy, stress free work environment.

1. Time and Attendance

Applicability:

All the employees of the Company are covered and governed by these rules for time and attendance.

Timings:

All employees are expected to work for a minimum of 8.5 hours a day on any working day including a half an hour break for lunch/ meals.

Regular working hours (except for the employees required to work in shifts) shall be from 10 AM to 6:30 PM.

For the employees required to work in shifts, the shift timings shall be informed to them as per requirement. Working hours in the shift shall also be the same as mentioned above.

Saturdays and Sundays shall be off.

Attendance Recording:

Record of the Attendance shall be maintained by the Human Resource Department All employees are required to get their leaves approved and recorded by the HR Team.

The attendance recording shall be done through VivaJiva Attendance Application (“Attendance App”). Employee shall be required to apply and get approvals of the leaves on the Attendance App and also maintain the record of the leaves on the Attendance App

Attendance Shortfall:

Shortfall is defined as an inability of the employee to meet the required timeline/ attendance requirements. Shortfall may even lead to being absent and accordingly deduction in salary as enumerated in this policy or as communicated to the employee from time to time.

No Show: No recording of attendance due to any reason whatsoever shall be treated as Absent.

Short Day Leave: Attendance after 10 minutes of the scheduled shift timings and early leaving/ log out shall be treated/ considered as Short Day Leave. Each short day leave shall be equivalent to 0.25 (a quarter) leave and be deducted from the leave balance. After the leave balance is exhausted salary equivalent to the quarter of a day’s salary shall be deducted.

2. Leave and Leave Management

Purpose:

To enable employee to take time off from work for personal reasons, sickness or maintain work life balance.

Applicability:

All existing regular and full time permanent employees of the Company. Shall not be applicable to the Contractual employees and employees on probation.

Leave and Leave Types:

A total number of 14 leaves shall be available to a full time permanent employee and be credited to the leave balance as mentioned below:

Leave Available		
January to April (Period 1)	May to August (Period 2)	September to December (Period 3)
5 leaves to be credited on 1 st January for period from January to April of a calendar year	5 leaves to be credited on 1 st May for the period from May to August of a calendar year plus any pending leaves from Period 1.	4 leaves to be credited on 1 st September for the period from September to December of a calendar year plus any pending leaves from Period 2.

Leaves can be availed with prior approval and subject to the terms and conditions as mentioned in this policy document.

Effective 1st January, 2025, any unused leaves at the end of Period 3 as mentioned above shall lapse and a fresh leave balance will be credited to the employees leave account as per the table above.

*Maximum 2 leaves can be availed in a month. If an employee wants to avail more than 2 leaves, subject to leave availability, the leave application is to be submitted and approved from the Immediate Lead/ Manager at least 15 days prior to availing such leaves. Further, in case an employee wants to avail more than 5 leaves, subject to leave availability, the leave application is to be submitted and approved from the Immediate Lead/ Manager at least 30 days prior to availing such leaves. Please note that, due to nature of work and staffing related necessities, leaves cannot be availed for more than 10 days at a stretch.

*For Contractual employees, the leave will be in accordance to the individual contract signed with the company.

*During the probation period (3 months) an employee shall be entitled for one leave per month. Unused leaves accumulated during the probation period shall be lapse at the end of the probation period.

Upon successful completion of the probation period the confirmed employee shall be entitled to leaves as per this Policy on pro rata basis.

*All leaves should be approved by the manager on mail and HR should be copied in every leave application/approval mail.

3. Unauthorized Absence:

An employees absence from work for a continuous period of 3 days without any approval/ sanction of leaves or when employee does not report for work for 3 days after the expiry of the sanctioned leave shall be termed as unauthorized absence from work. Company shall be entitled to terminate the employment of such employees with immediate notice to the employee and without any recourse, incurring any liability in such case of terminations. Company shall not be obligated to pay for any notice period or any compensation/ severance pay etc in case of termination due to unauthorized absence.

4. Flexible Working Arrangement/ Work From Home:

Please refer to the respective policy on remote work and requirements/ conditions associated with it.

5. Maternity Leaves

Eligible employees are entitled to a total of 3 months (90 days) of paid maternity leave. 3 months are inclusive of any rest days, weekends, off days, shutdown days and public holidays etc.

Maternity leave would begin on the date requested by you and must be taken in one continuous block.

Eligibility:

VivaJiva's permanent female employee who:

- (1) delivers a baby (i.e. birth mother) or
- (2) legally adopts a child (i.e. adoptive mother)

Notice and Documentation

Employees are required to provide the following notice and documentation to the HR department:

- Written notice of their intention to take maternity leave at least 12 weeks before the expected start date of the leave.
- A medical certificate confirming the pregnancy and the expected date of childbirth.

Return to Work

Employees are expected to return to work at the end of their maternity leave period. They should inform their manager and the HR department of their intended return date at least 4 weeks in advance.

Management reserves the right to change, amend or completely alter the policy with or without prior notice to the employees. In such case amended policy shall be notified to the employees.

Date	Version	Drafted by	Approved by
	1	Employee name	HR Head/ Deepak Sahdev (Director of Operations)