

CubeTen technologies: Attendance and Leave Policy 2025

This Policy will come into effect from the 14th Jan of 2025 until any further changes.

The purpose of this policy is to set forth CubeTen technologies Private Limited's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Punctual and regular attendance is an essential responsibility of each employee at CubeTen technologies Private Limited. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. Employees who must leave work before the end of their scheduled shift must notify their respective supervisor immediately.

All Employees must follow the Work schedule as below

General Day Shift: for (IT Division and IHM)

- i. Nov to Feb: Mon-Sat 10:00 AM till 4:30 PM, 30 min Break
- ii. Mar to Oct: Mon-Sat 10:00 AM till 5:00 PM, 30 Min Break

NOTE: Any employee who comes 30 min late or departs 30 min early is liable to deduct half-day wages.

Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work.

- Every employee must provide sufficient notice to his or her supervisor in advance of the absence.
- Every employee must submit leave application/request on ***oa.cubeten.com***
- An employee must apply in ***writing*** to HR and online at ***oa.cubeten.com*** if they are absent for more than one day in a row.

Disciplinary Action

Excessive absenteeism is defined as two or more occurrences of unauthorised or uninformed absent in a month. Eight occurrences of such absence in 12 months are considered grounds for termination.

1. NCNS (No Call No Show): If any employee fails to call or notify their supervisor of their absence before the scheduled starting time, they will be considered an NCNS and two days' worth of salary will be deducted for a single NCNS day from their salary.
2. Any employee fails to notify their supervisor of their absence must submit their application in written, addressing the HR mentioning the reason behind.
3. **If an employee doesn't meet the two aforementioned, their pay will be delayed until they provide HR with a written justification.**

Job Abandonment

Any employee who fails to report to work for three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Leave Policy

· **Sick Leave:** Employees are entitled to **8 days** of sick leave per year. This leave can be used in case of illness or injury. If an employee exhausts all their sick leave, they can take unpaid leave. An employee cannot take more than **Three** days of consecutive sick leave in any instance. An employee who wishes to take more than Three days must accompany a medical certificate to avail of leave. Maximum number of leave applicable per month is three days, beyond that, it will be considered as unpaid leave. An employee must apply in writing to HR and online at oa.cubeten.com if they are absent for more than one day in a row.

- *Notice Period: One day prior/ Same day before schedule working time*

- *Paid/Unpaid Leave: **Paid***

- *Must Submit application on oa.cubeten.com portal, failing to do so will be considered as NCNS*

1. Casual Leave: Employees are entitled to **12 days** of casual leave per year. This leave can be used for unforeseen circumstances such as personal emergencies or family events. The maximum number of permissible leave days is only **Two** days per instance. Maximum number of leave applicable is **two days per month**, beyond that, it will be considered as unpaid leave. An employee must apply in writing to HR and online at oa.cubeten.com if they are absent for more than one day in a row.

-*Notice Period: One day prior/ Same day before schedule working time*

-*Paid/Unpaid Leave: **Paid***

-*Must Submit application on oa.cubeten.com portal, failing to do so will be considered as NCNS*

2. Period Leave: Female employees are entitled to **12 days** of period leave per year. This leave can be used for menstrual-related issues. If an employee exhausts all their period leave, they can take unpaid leave.

-*Notice Period: One day prior/ Same day before schedule working time*

-*Paid/Unpaid Leave: **Paid***

-*Must Submit application on oa.cubeten.com portal, failing to do so will be considered as NCNS*

3. Unpaid Leave: Any leave beyond the above applicable leave is considered as unpaid Leave.

- *Notice Period: One day prior*
- *Encashment or Carry Over of remaining leave: **NO***
- *Paid/Unpaid Leave: **Unpaid***
- *Must Submit application on oa.cubeten.com portal, failing to do so will be considered as NCNS*

4. Maternity Leave:

Female employees pregnant with their first three children are eligible for maternity leave for up to 60 days. Out of these 60 days, up to 14 days can be taken before the expected delivery date. The first 30 Days of the leave will be paid full wages while the next 30 days will be paid half wages.

- *Notice Period: Three days prior*
- *Must Submit application on oa.cubeten.com portal, failing to do so will be considered as NCNS*

5. Paternity Leave:

Male employees can avail paternity leave of up to paid **Seven days** for first three children.

- *Notice Period: Three days prior*
- *Must Submit application on oa.cubeten.com portal, failing to do so will be considered as NCNS*

6. Marriage/Wedding Leave:

Employees who are legally getting married for the first time are eligible for marriage leave of up to **Seven days** of paid leave.

Leave Matrix

Every employee is advised to maintain a leave matrix to ease tracking of their leave.

Emp Name: _____ Emp Code: _____

Applicable Leave per Year						
	12	8	12	60	7	-
Month	Casual Leave	Sick Leave	Period Leave	Maternity Leave	Paternity Leave	Unpaid Leave
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December						