

CubeTen technologies: Attendance and Leave Policy

This Policy will come into effect from the **1st Jan 2024** until any further order/changes. The purpose of this policy is to set forth CubeTen technologies Private Limited's leave 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

BPO Day Shift:

Mon-Fri 8:30 AM till 4:30 PM One hour break in between,
Sat: - 8:30 AM till 2:30 PM

BPO Night Shift:

Mon-Fri 8:30 PM till 5:30 AM, one hour Break in between,
Sat: Break

NOTE: Any late arrival or early departure of 30 min is liable to deduct half-day wages of that day.

Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

Excused absence occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice at least 24 hours in advance of the absence.
- The absence request is approved in advance by the employee's supervisor.
- The employee has sufficient accrued paid leave to cover the absence.

Unexcused absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Disciplinary Action

Excessive absenteeism is defined as two or more occurrences of unexcused absence in 30 days and will result in disciplinary action. Eight occurrences of unexcused absence in 12 months are considered grounds for termination.

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. Three occurrences of NCNS instances are also considered grounds for termination.

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 **12 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. All sick leaves will be paid half-day pay. 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.

Notice Period: One day prior

*Encashment or Carry Over of remaining leave: **NO***

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.

Notice Period: One day prior.

*Encashment or Carry Over of remaining leave: **NO***

Paid Leave: Employees are entitled to **8 days** of paid leave per year. This leave can be used for vacation or personal time off. If an employee exhausts all their paid leave, they can take unpaid leave.

Notice Period: Leave application to be submitted a minimum of three days before leave.

*Encashment or Carry Over of remaining leave: **Yes***

Carry-Over Limit: No employees are entitled to carry-over leave for more than 15 days.

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

*Encashment or Carry Over of remaining leave: **NO***

Unpaid Leave: Employees are entitled to **8 days** of unpaid leave per year. If an employee exhausts all their paid leave, they can take unpaid leave. Any leave taken without approval or application will be considered as unpaid leave.

Notice Period: One day prior

*Encashment or Carry Over of remaining leave: **No***

Maternity Leave: Female employees pregnant with their first two 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

*Encashment or Carry Over of remaining leave: **No***

Paternity Leave: Male employees can avail paternity leave of up to **Five days** with half pay for first two children.

Notice Period: Three days prior

*Encashment or Carry Over of remaining leave: **No***

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.

Notice Period: Three days prior

*Encashment or Carry Over of remaining leave: **No***

For any queries or to discuss any variations please contact HR Manager, CubeTen technologies at +91 9862584765, or drop an email at Churanjit@cubeten.com.