

## General Rules, Regulations and Guidelines

These rules will be applicable to all employees of the company. The entitlement of privilege/earned leave, casual leave, sick leave are as under.

Category	Casual Leave (C/L)	Sick Leave (S/L)	Earned Leave (E/L)	Remarks
Office Staff Yearly Leave	7	7	7	Pre-approved Leaves only Count

### **A) OFFICE TIMMING :**

The official working days are Sunday to Monday, with Friday being the weekly off across all months. However, the last Friday of each month will be a working day, and in exchange, the office will remain closed on the last Sunday of the month.

- Office hours are from 10:00 AM to 7:00 PM, with the following break schedule:
- Lunch Break: 45 minutes, from 1:00 PM to 1:45 PM
- Evening Tea Break: 15 minutes
- Let me know if you want it in a formal letter or policy document format as well.

### **B) Salary (Reference offer letter)**

- Any increment or declaration of increment shall be made at the sole and absolute discretion of the company. In determining the amount of bonus, the company shall consider your work performance, among other factors.
- Salary time is during 10<sup>th</sup> to 15<sup>th</sup> of every month, i.e. salary for the period of 1<sup>st</sup> to 30<sup>th</sup> of every month will be given during 10<sup>th</sup> to 15<sup>th</sup> of next month. Ex. salary of July month from 1<sup>st</sup> July to 30<sup>th</sup> July will be given during 10<sup>th</sup> to 15<sup>th</sup> of August month.
- Salary calculation has been done by considering 30 days in every month.

### **C) OTHER DISCIPLINE:**

- **Usage of Mobile Phone :** All employees have to keep their mobile on silent or switch off during office hours and they can use mobiles for calling or texting and other use only in lunch time or tea break.

**D) TERMINATION AND NOTICE : REFERENCE : OFFER LETTER)**

- During the probationary period, either employee may terminate the contract by giving two week notice or equivalent of two weeks salary in lieu of notice.
- Upon confirmation of your employment, either employee may terminate the contract by giving one month notice or one month salary in lieu of notice.
- The company reserves the right not to give any reasons for termination.

**E) GUIDELINES FOR LEAVE :**

- Respective supervisor should sanction leave (Except on sickness ground) in advance.
- Wherever possible applications for leave will be approved, however the company needs to take into account work requirements and the performance of the employees duties when considering whether to grant leave. For example, if another employee has already booked leave at that time in a small team it may not be possible to allow two people to have leave at the same time.
- If anybody need to take a leave on urgent basis on the same day, he/she should intimate about the same only to their respective.
- Submitting the leave application is mandatory. Every uninformed leave will be counted as double unpaid leave. And every rejected/unapproved leave count as unpaid leaves
- The supervisor / HR has right to refusal to application submitted to him by an employee depending upon work exigencies.
- If an employee wants to take leave before as well as after holiday or Sunday, in that case holiday will consider as paid leave and deduct from balance leaves.
- Employees allowed for late coming up to 10.30 or early going before 7.00 pm will consider as half day or full day leave.

**Work Rules Acknowledgement form :**

I have received a copy of the company work rules and have read it. As a condition of employment, I agree to abide by all company rules, regulation and policies.

Name : \_\_\_\_\_

Position : \_\_\_\_\_

City: \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_