



Employee Work Hour and Leave Policy

Effective Date: January 1, 2026

This policy governs employee leave and punctuality for **Venba Information Technology Pvt Ltd** and adheres to the spirit of the Tamil Nadu Shops and Establishments Act.

Working Schedule and Weekly Holidays

1. Office Hours and Breaks

- **Standard Working Hours:** 9:00 AM to 6:15 PM.
- **Lunch Break:** 45 minutes, between 1:00 PM and 1:45 PM.
- **Short Breaks:** Two breaks are allocated:
 - **Morning Break:** 10:30 AM to 10:40 AM.
 - **Afternoon Break:** 4:00 PM to 4:20 PM.

2. Weekly Working Days

The company follows a specific schedule regarding working days. Employees are required to report to work on:

- **Monday to Friday:** All Mondays through Fridays are full working days.
- **Saturdays:** The **1st, 3rd, and 5th Saturday** of every month (if a month has five Saturdays) are **full working days**.

3. Weekly Holidays

Employees are requested to plan their leaves according to the following holiday cycle:

- **Sundays:** All Sundays are weekly holidays.
- **Saturdays:** The **2nd and 4th Saturday** of every month are closed holidays.



Mandatory Holidays

The company observes **Nine (9) Mandatory Holidays** each calendar year, satisfying the statutory requirement. These holidays are separate from your personal leave quotas.

Sl. No.	Holiday
1	Thai Pongal
2	Republic Day
3	Labour Day / May Day
4	Tamil New Year
5	Independence Day
6	Vinayagar Chaturthi
7	Gandhi Jayanti
8	Ayudha Pooja
9	Deepavali

Personal Leave Quotas

The policy provides for three types of personal leave: Earned Leave (EL), Sick Leave (SL), and Casual Leave (CL).

1. Earned Leave (EL)

- **Quota: 12 days** of Earned Leave per annum, for employees who have completed one year of continuous service.
- **Application:** Must be applied a minimum of **seven (7) days in advance**. Emergency EL may be granted with a valid reason.



- **Accumulation:** Employees may accumulate Earned Leave up to a maximum of 45 days. Any EL in excess of 45 days will be lapsed at the end of the financial year.
- **Encashment:** Accumulated **EL** Balance is eligible for encashment at the time of separation.

2. Sick Leave (SL)

- **Quota: 12 days** per annum for genuine illness.
- **Usage:** SL is strictly for medical necessity. No Casual Leave can be converted or applied as Sick Leave after the absence has occurred.
- **Documentation:** A **doctor's certificate/prescription slip is mandatory** for any SL extending beyond **two consecutive days**.
- **Lapse:** SL cannot be accumulated and will lapse at the end of the year.

3. Casual Leave (CL)

- **Quota: Twelve (12) days** of Casual Leave per annum. CL is for short, unforeseen personal exigencies.
- **Pre-allocation: Five (5) days** of the annual quota are pre-allocated and must be consumed for the CL-Consumed Festival Holidays. This leaves **seven (7) days** of CL remaining for general use.
- **Application/Lapse:** CL must be planned and informed in advance. It **cannot be carried forward or encashed** and will lapse at the end of the year.

4. Personal Permission (Short Leave)

Permission is for short, planned absences during office hours for personal exigencies.

- **Limit:** Maximum of **2 instances of Permission** can be availed per month.
- **Duration:** The total permission limit is **2 hours** per month.
- **Consequence for Exceeding Limit:** Permission taken beyond the monthly limit of 2 instances or 2 hours will be treated as a **Half-Day Casual Leave (CL)** deduction.



5. Attendance Regularization (Missed Punch)

Employees are expected to mark their attendance (In and Out) daily. However, the company recognizes that occasional oversight or technical issues may occur.

- **Definition:** A "Missed Punch" occurs when an employee is present at work but fails to record their "In-Time" or "Out-Time" due to forgetfulness or technical error.
- **Regularization Process:**
 - The employee must inform their Reporting Manager via email or the attendance system within **24 hours** of the missed punch.
 - The manager must approve this request for the attendance to be valid.
- **Frequency Limit:**
 - Employees are allowed a maximum of **3 (three) regularization requests** per month.
- **Consequences:**
 - **Within Limit:** The first 3 instances in a month are excused and attendance will be granted upon manager approval.
 - **Exceeding Limit:** From the **4th instance onwards**, each missed punch will be treated as a **Half-Day Leave deduction** (from Casual Leave). If no CL is available, it will be treated as **Loss of Pay (LOP)** for half a day.
 - **Habitual Negligence:** If an employee exceeds the limit for **3 consecutive months**, it will be treated as a disciplinary issue, and a written warning may be issued.

6. Unapproved Leave and Unauthorized Absence

To ensure business continuity and fairness to all employees, the company strictly enforces the following rules regarding absence without prior authorization.



A. Taking Unapproved or Rejected Leave This applies when an employee requests leave, the request is **rejected** due to business exigencies, but the employee remains absent nonetheless; or when an employee takes leave without waiting for approval.

- **Classification:** Taking leave after a specific rejection is classified as **insubordination**.
- **Consequence:** The absence will be treated as **Loss of Pay (LOP)** regardless of the employee's available leave balance and disciplinary proceedings will be Initiated.

B. Absence Without Notice (Unauthorized Absence) An employee is considered to be on "Unauthorized Absence" if they fail to report to duty and do not communicate the reason for their absence to their reporting manager within **4 hours** of their shift start time (i.e., by 1:00 PM).

- **Consequence:**
 - **Loss of Pay (LOP):** The day(s) of unauthorized absence will be treated strictly as Loss of Pay. Retrospective adjustment against Casual Leave (CL) or Earned Leave (EL) balances is **not permitted**.
 - **Disciplinary Action:** First-time offenders will receive a formal written warning. Repeated instances will lead to severe disciplinary action, including potential withholding of increments or performance bonuses.

C. Medical Exception The above penalties may be waived **only** if the absence was due to a genuine medical emergency where prior communication was impossible (e.g., hospitalization).

- In such cases, the employee must submit a valid **Doctor's Certificate** immediately upon reporting back to work.
- Management reserves the sole right to approve converting the LOP to Sick Leave (SL) upon verification of documents.



D. Abandonment of Service If an employee remains absent for **more than eight (8) consecutive days** without any leave application, communication, or valid authorization:

- It shall be presumed that the employee has voluntarily **abandoned their employment.**
- The company reserves the right to terminate the employee's services effective from the first day of absence, without notice or severance pay, subject to statutory procedure.

E. Sandwich Leave Rule (Applies to EL and CL)

If a planned leave (EL or CL) is taken immediately before and after a weekly off or company holiday, the intervening weekly off/holiday will **also be counted as leave.**

Example: If you take EL on Friday and Monday, and Saturday and Sunday are weekly offs, all four days (Fri, Sat, Sun, Mon) will be deducted from your leave quota.

Punctuality and Late Attendance Policy

Situation	Action/Consequence
Late by less than 10 Minutes	Two Instances allowed per month. 3rd and above will be treated same as "Late beyond 10 minutes "
Late beyond 10 minutes	The entire duration (minimum One Hour) will be treated as one Permission instance.
Late Arrival beyond the permission duration in a month (regardless of time)	Will be treated as a Half-Day Casual Leave (CL) deduction.



Disciplinary Action for Frequent Lateness:

Frequent latecomers will be subject to progressive disciplinary action, starting with a verbal warning, followed by a written warning, and escalating to further disciplinary action or salary deduction if the behavior is not corrected.

Management Notice

- Management reserves the right to approve or reject leave requests based on business and project requirements.
- Long leaves (except SL) may be rejected if they affect delivery or business continuity.
- Employees are responsible for ensuring their leave does not impact project timelines or team responsibilities.

EMPLOYEE ACKNOWLEDGMENT

I, the undersigned, hereby confirm that we have read, understood, and accept the new office policies and the 2026 holiday schedule. I agree to follow these rules as part of our professional conduct at Venba Information Technology Private Limited.,

Velmurugan S
01/04/2026