

1. SCOPE

The policy pertains to the Attendance, Leave & working timings for all functional positions in YIND

2. OBJECTIVE

To clearly specify the requirement to attendance and impact of non-adherence
To provide details regarding leave & holidays in the year (both quantum & process for quality).

3. RESPONSIBILITY

The Human Resource department will be the process owner and will respond to queries arising out of the policy and will put up recommendations for approval.

4. DEFINITION

NA

5. PROCESS FLOW

NA

6. PROCEDURE

This policy is being formulated in order to bring about standardization in the process of Attendance, Leave & working timing system of employees.

6.1. POLICY GUIDELINES

6.1.1. Attendance & Working Timings:

To live upto the philosophy of work life balance we have a 5days working week.

The work timings are as per the Corporate / Divisional business requirements and needs with flexibility to include shift working as per the business requirements.

(Approach HR Department for the Corporate / Divisional working timing information).

The Lunch break of 30 minutes break and two 15 minutes break for coffee / tea is applicable on any working day

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HR Dept.	Leadership Team	CEO

Attendance will be electronically logged at the entrance. All employees are required to log attendance and log exit from the facilities on all days including Saturdays and Holidays. For the purpose of attendance, the "First In" & "Last Out" in the day will be considered.

Those on official leave/training or on official tour must inform the Managers, who in turn will inform the HR department, in advance so that their attendance can be marked accordingly.

For the days where attendance is not marked it is the employee's response to regularizes and in absence of which salary for the day may not be processed.

Late Reporting to duty:

If employee reporting late to duty on any 3 (three) occasions, following action will be taken:

- (1) Half day pay cut and warning letter would be issued.
- (2) Habitual late-comers will be liable for disciplinary process and can also result in termination of service.

6.1.2. Leaves:

The leave entitlement has been enabled to employees to maintain a healthy work life balance. Leave is given to the employees to provide for sickness/ emergency/ personal work/rest and recreation.

Leave period is on Financial year (1st April to 31st March)

Employees will be given credit of 25 days on 1st April every year for the Financial year. Those joining during the year shall be credited on pro rata basis.

Maximum of 20 days can be carried forward to the next financial year. Excess of 30 days would be encashed.

Computation for leave encashment would be made on monthly fixed gross salary.

At the time of separation, accumulated leaves would be consider for encashment. These leave will not be entitled to adjust against the notice period.

Intervening holidays & weekends will not be taken into account for leave calculation.

Leave Encashment Calculation Formula: Monthly Fixed Gross Salary / 26 days x No of EL

Maternity leave & Paternity Leave:

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As per the provision of Maternity Benefit Act 1961, all female employees of the company are eligible for maternity leave up to a maximum of 6 months.

In cases where the employee needs to avail additional leave beyond the above 6 months, approval should be taken in advance as per normal company leave rules. This "special sanction" will be granted only on medical grounds and will be adjusted against the leave accumulated till date. In case there is no leave balance, it will be exigency leave (without pay).

Employees availing maternity leave should submit a copy of the birth certificate of the child to HR to enable updating of Group Medical Insurance Scheme.

All male employees of the company are eligible for "Paternity leave" upto a maximum of 1 week (5 working days) to spend quality time within one month of the new born baby.

6.1.3. Holidays:

Yaskawa India observes 12 paid holidays every year. The mandatory holidays are:

1	Republic Day	January 26th
2	May Day	May 1st
3	Independence Day	August 15th
4	Gandhi Jayanthi	October 2nd

6.1.4. Leave Qualifying Process:

An employee should be get leave sanctioned at least one week in advance in case of more than 3 days continues leave.

In case of Sick on the day of reporting back to duty, employees' responsibility to regularize leave by providing leave application and obtaining required approvals.

Employees are required to fill in the Leave Application Form available on the Intranet and e-mail the same to the concerned supervisor for approval.

6.1.5. Absence and Tardiness

Every employee is required to perform his/her duties in the company regularly and punctually. He/She shall avoid being absent or tardy in reporting for work.

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Every employee shall ask for permission from his/her immediate supervisor before taking an unscheduled vacation. Except in emergency cases, the permission shall be secured at least two (2) days before the intended date of vacation.

An employee who is absent from work because of compelling reasons other than emergency cases as herein defined, shall notify him/her immediate supervisor. Otherwise, this shall be considered as an unexcused and unauthorized absence.

6.2. AUDIT MEASURES

Leave updates in the attendance & Leave records, with necessary approval signatures from HOD's & HR

6.3. FLEXIBILITY

There may be some deviations in case of illness/emergences/hospitalization clubbing of leaves may be considered and also be granted unpaid leaves subject to approval from HR & MD

6.4. VALIDITY & CHANGE

The policy will be reviewed once in 2 years and will be approved by MD. Management reserves the rights to change as and when required.

7. RELATED DOCUMENTS

NA

8. REVISION HISTORY

Date	Rev	Reason for Revision
24.08.2011	A	Initial Release
17.09.2012	B	Procedure updated
21.11.2012	C	Procedure updated
05.03.2015	D	Yaskawa logo changed to new logo
23.08.2017	E	Procedure Format Updated
01.10.2017	F	Procedure reviewed and updated
01-04-2022	G	Procedure reviewed and updated

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