



## FLEXI WORKTIME

### **Objective:**

The Institution believes that enough flexibility is to be provided to employees to help them maintain a good balance of work and life commitments. The guideline is designed to enable our workforce to continue to deliver the expected performance in an efficient, engaging, and collaborative way, while remaining compassionate and empathetic to health, safety, and family needs of employees.

This guideline outlines the circumstances under which employees can avail flexi working. The guideline is need based, is not an entitlement and must be availed on a need basis with concurrence from the manager. The guideline must not interfere in the work deliverables of any employee.

### **Applicability:**

All Faculty, staff & Senior Leadership on rolls of KIM

### **Guidelines on Flexi working**

Employees can avail flexible work timings, after taking approvals from their immediate reporting authority.

In case the employee needs to avail the flexibility in the work timing, he/she needs to discuss the same with his/her Manager (Reporting authority).

Employees need to work for 9 hours as per applicability, with punch in punch out routine followed as applicable. Employees can punch in from 8:30 AM to 10:00 AM, and punch out anytime from 5:30 PM to 7:00 PM basis with a completion of 9 hours.

It is expected that the Manager and the employee act in a responsible manner and work together to mutually ensure that the work deliverables and/or the stake holders are not negatively affected by the flexi-work arrangement.

In case the flexibility in work timing is required for an extended period of time; more than a month, the Manager of the said employee is required to communicate the same to seek approval from the Director of the institute and Head HR with appropriate justification prior to commencing the arrangement.

In locations with transportation facility, the employee will have to make their own arrangement when opting for flexibility in the work timing.

### **Version Control**

Version	Prepared by	Reviewed by	Approved by	Date of Approval
1	Head HR	Director	Director	05-Sep-24