



Attendance Policy

Objective:

To establish clear guidelines for work hours, punctuality, and absenteeism, ensuring efficient operations and a fair work environment for all employees.

Scope:

This policy applies to all employees of the Kirloskar Institute of Management.

Working Hours:

- The standard workweek is five days, with a daily work duration of nine hours.
- Employees working six days a week are required to work eight and a half hours per day.
- Variations in working hours may be necessary due to the nature of certain roles, and these will be addressed on an individual basis.

Attendance and Punctuality:

- Employees are expected to report to work on time and adhere to designated work hours.
- Excessive tardiness or absenteeism may result in disciplinary action, including deductions in pay or termination of employment.
- All employees are expected to Punch-in and Punch-out using the Biometric system. Attendance will be calculated only through the report generated from the Biometric system. No exceptions will be entertained.
- Any employee having to work outside of the campus, will need to apply for Out-Duty on GoodBooks (HRMS) and to be approved by the Manager/ Department Head.
- Any attendance regularisation needs to be done in the HRMS tool, on or before 25th of every month. Failure to do so will result in loss of pay.
- An employee is expected to complete 45 hours of work in a week. The working hours can be discussed with the Head of Department/ Director and schedule can be planned accordingly

Leave Policy

Objective:

To provide a framework for employees to take time off from work for various reasons while maintaining operational efficiency.

Scope:

This policy applies to all full-time employees of the Kirloskar Institute of Management.



Leave Entitlements:

Type of Leave	Number of Days	Carry Forward	Encashment	Remarks
Privileged Leave (PL)	30	15	Yes	Encashed annually on March 31st
Casual Leave (CL)	10	NA	No	Can be used for half-day leaves
Sick Leave (SL)	7.5	NA	No	Requires medical certificate for more than 3 days
Maternity Leave (ML)	182	NA	No	Applicable to women employees
Paternity Leave (PL)	15	NA	No	Applicable to male employees
Birthday Special Leave (BSL)	1	0	No	Allowed on the birthday or within 7 days of return from outstation duty
Bereavement Leave (BRL)	3	0	No	Allowed for the death of immediate family members
Compensatory Off (CO)	As applicable	NA	No	Granted for working on holidays or weekly offs

Leave Policy Guidelines:

- PL can be accumulated as long as employees are active in the system, however at the time of retirement or exit only 30 days of PL will be encashed and any unused PL will get lapsed.
- To encourage employees, have a good work life balance, there will be a provision of 15 leaves that would get encashed along with the March Salary, and only the leave which are in excess of 15 will be carry forwarded to the next year.
- PL applications must be submitted two weeks in advance.
- Casual leave cannot be accumulated.
- Maternity leave can be availed up to eight weeks before the expected delivery date and 18 weeks after childbirth.
- Paternity leave must be taken within one month of the child's delivery and has to be taken at one go.
- Bereavement leave is applicable for the death of parents, spouse, child/ children, or siblings.
- Compensatory off must be availed within 30 days of working on a holiday or weekly off.

Additional Considerations:

- Employees must plan their Long leaves in advance to ensure minimal disruption to work.
- On-duty requests must be approved in advance by the department head and director and to be added in GoodBooks (HRMS).
- The institution reserves the right to refuse, curtail, or revoke leave in cases of exigency.

By adhering to these policies, employees can ensure a balanced work-life balance while contributing to the efficient functioning of the Kirloskar Institute of Management.