

Policy: Atomp point Attendance Policy	Effective Date: Jan 01, 2024
Issue: HR/AP/001	

Purpose:

- Atomp

Procedure:

- All employees must mark their proper time-in as soon as they enter the workplace and time-out at the time of leaving the workplace in Slack.

Applicability to All Employees:

- This attendance policy applies to all interns, probationary, notice period, and permanent employees

Office Hours:

- Standard office hours are from **9:30 AM to 5:30 PM**. However, we encourage a flexible work schedule to accommodate individual needs.

Attendance Tracking:

- Attendance will be recorded through the Slack Attendance bot, ensuring accurate and real-time employee attendance tracking. ‘Attendance Record Timesheet’ will be shared with each employee for reflection and awareness.

Discouragement of Manual Attendance Request:

- Manual punch-in and out are discouraged and will not be considered valid for attendance records. The Slack attendance bot should be the primary method for recording attendance to ensure accuracy and efficiency in attendance tracking.



Manual Attendance Punches:

- Manual attendance punch requests won't be entertained.
- Kindly ensure you punch in and out on time as required. Failure to do so may result in attendance not being marked. All deductions will be reflected in your monthly timesheets.
- On case basis, we might consider manual requests only when reason is provided.
- After accumulating 3 manual punch in and outs, half-day leave will be deducted from the leave balance. Unless there is a problem in the system.
(3 manual punches = half day leave deduction)

Late Arrivals:

- Employees arriving after **1 PM** will be considered **late**. Punctuality is crucial for effective teamwork and productivity. In case of persistent late arrivals, strict action will be taken.
- After accumulating 3 lates, 1 full leave day will be deducted from the leave balance.
(3 late days = 1 Leave Deduction)

Half-Day Criteria:

- Employees can take a half-day with a minimum of **4 hours** of work, fewer hours would be considered a day off.
- To request a half-day, kindly ensure that submissions are made by **2:30 pm** on the same day or before. Regrettably, any **requests or arrivals after 2:30 pm cannot** be accommodated and will be considered a **day off**.
- Attendance at important meetings is mandatory, it's essential to note that, in such cases, the day may be considered as a full day off. We kindly request your cooperation in planning accordingly as no half-day requests can be catered after 2:30 pm, even in the event of scheduled meetings.
- Approval from PM and HR is required, and advance notice is mandatory; for emergencies, contact HR promptly.

