



Attendance & Break SOP Effective (from 1st January 2025)

There are some changes made to the Standard Operating Procedures for managing Breaks and Attendance to ensure transparency and compliance. Adhering to this SOP is a must for all the employees.

1. There will be three breaks: two short breaks from 10-15 minutes each and one dinner break of 30 minutes. Each break will be spaced 2 hours apart.
2. Late joining of the meeting will not be tolerated. Strict action will be taken against any violation of this rule. No exception will be granted in any circumstances.
3. There will be two types of leaves available: Full Day or Half Day. Work hours are strictly limited to either 8 hours for a full day or 4 hours for a half day, with no exceptions. Like If someone is working for 5 or 6 Hours that too will marked as Half Day.
4. Planned leaves must be requested and informed at least 4-5 days in advance through an email. Text messages for Leave request will not be addressed.