

## 18: ONLINE ATTENDANCE MANAGEMENT AND LEAVE APPROVALS

### Title: Online Attendance Management and Leave Approvals

#### Objective

To regulate employee's attendance system, emphasizing upon proper time keeping and specifying policy and procedure for handling incidents of late comings and absences.

#### Policy

The significant policies regarding attendance are summarized below:

1. Working Hours in company for general staff are specified by the HR function and for shifts staff it is according to the shift roster/plan. Working hours in the month of Ramazan will be announced prior to the month of Ramazan.
2. Employees are required to swipe their employee Identity cards on every instance of entry into and exit from the office premises. At office premises, where the electronic attendance system is not available, the attendance would be marked in a separate register to be maintained for the purpose. The representative of HR function at such office premises would be responsible for ensuring that the daily attendance record is kept as required.
3. Each field office will have a separate Attendance recording system.
4. The Human Resource function is responsible for updating leave records of individual employees based on the attendance record of the preceding month.
5. An employee may be allowed leave for a maximum of two hours to attend to any urgent matter. Time-off between two to four hours will be counted as casual leave for half-day. Any leave beyond four hours will be treated as full day and adjusted accordingly in the casual leave record.
6. Adverse absenteeism and habitual late coming will lead to disciplinary action.

#### Procedure

The summarizing of attendance data is the responsibility of the Human Resource function and specific steps involved in processing are described below:

Employee	Swipe the Employee Identity card on any card reader convenient for him/her to record attendance. Alternately, sign the attendance register maintained by the representative of HR function.
Representative of HR function	Download attendance information in attendance, print attendance department-wise and forward the

	attendance sheet daily to the Head of department.
Head of Department/field office	<p>Reviews the Attendance sheet on a daily basis and initials in the appropriate column to evidence his/her satisfaction.</p> <p>Follow-up with the representative of HR function to ensure that absences are subsequently regularized as leaves or late coming.</p> <p>Receive Late coming/Early going Advice from the employee, check for recommendation of the immediate superior, inquiries from staff if necessary</p> <p>Verify the time of arrival on approved late coming/early going advice. If the duration of Time off is more than two hours, write instructions on the form to treat the time-off as casual leave for half-day.</p> <p>Forward the Late coming/early going advice to the Representative of HR function for updating the casual leave records.</p>
Representative of HR function	<p>Check for completeness and appropriate approval on late coming/early going advice and update the Attendance System.</p> <p>At the end of month, reconfirm that all leave applications, Late coming Early going advices, leave forms and additional work advice are reflected in the attendance system.</p> <p>Prepare a Monthly Attendance report and cross check with the leave record, late coming report, early going report and forward these reports to Head of Human Resource function Head of Field office.</p>
Head of HR function/field office	<p>Receive monthly reports to identify adverse behavior of staff, liaise with the concerned head of department to resolve the matter. Forwards Monthly Attendance report to the Accounts function for processing payroll.</p>