

# Leave/Timing/Office Rules

## General Instructions

- These leave rules shall be applicable to all the employees of Yiion Systems
- Employees are not eligible to avail of any paid leave on the probation period (All employees have a four-month probation period)
- Keep office space, Cafeteria Space, and Your desk clean daily basis
- Keep office assets in the proper location after using it
- Keep chairs in proper arrangement after using it
- If no one is in the room then switch off the Fans, Lights, and ACs
- Keep your bags in cupboards
- Management or Team lead has full power working Saturday
- Make sure you keep yourself silent on the production floor or you can run music with a minimum level of voice because few people are on call when you doing noise.

## Timing Rules

- **Option1:** Fixed Intime - 9:30 AM - Working Hours ( Min 8 Hours) - Preferred work responsibility and client coordination
  - Working Days: Monday to Friday
  - Buffer time: 30 min
- **Option2:** Fixed Intime - 9:30 AM - Working Hours ( 8 Hours)
  - Working Days: Monday to Saturday (First and Third Saturday Off)
  - Buffer time: 15 min

Two late comings will be accepted in month later then it will deduct half-day or full-day

## Leave Rules

- Employees are entitled to 12 days of leave and used 1 per month after 4 months (Probation Period) date of joining
- Sandwich leave will be applied if the employee has more than two leaves in a single leave duration (leave > 2)
- If more than 3 unplanned leaves in a year then they have to submit proof of reasons (Example: Doctor Appointment)
- If more than 5 Leaves are the on the end of March then they will encashed based on (Salary/23\* Encashed Days) only 5 leaves will be carried forwarded
- You must apply for leave before a day for a number of days leave + 1 else each leave is considered as unplanned leave [Example: if you want two days

leave then you have to apply before 3 days (2+1), if you want 5 days to leave then you have to apply before 6 days (5+1) ]

- If unplanned leave of more than 3 in each year then it will deduct 1.5 leave for each leave.
- If more than 2 missed punches then it will considered a half-leave
- All employees are eligible for an appraisal if they have an attendance of 90% or more.

## Process for Leave Apply

- When employees need a leave they must inform us by email at [hr@yiion.com](mailto:hr@yiion.com) and Lead of Team or Proper Channel
- Leave has to be approved on paper before your leave day end

## Office Rules

- Breaktime must be taken between 1:00 PM To 2:00 PM
- All communication in the office must be in English (This is for your bright future so take it personally)
- Try to reduce physical communication and use possible tools for communication.
- Take initiative for New Era
- Accept your responsibilities
- Take permission if you want to take someone's help

## Holiday List

- Diwali
- New Year
- 26th January
- 15th August
- Dhuleti
- Christmas
- Rakshabandhan
- Makarsankranti

