

Compensation off Policy

Purpose:

To outline the policy regarding compensation (comp off) for employees who work extra hours on holidays or weekdays for official purposes, ensuring clarity and consistency in its application.

Policy Statement:

Eligibility for Compensation Off:

Employees who work more than 9 hours on holidays or weekdays for official purposes, with prior approval from their Head of Department (HOD), are eligible for a full compensation day.

If an employee works for more than 4.5 hours but less than 9 hours on such days, they will be eligible for a half-day compensation off. The respective HOD must approve all compensation off requests and must be utilized within one month from the date of work. This ensures the comp-off is used within a month.

Approval Process:

Employees must obtain approval from their HOD before working additional hours. After the extra hours are worked, the employee must submit a request for compensation through the HRMS.

Request Submission:

The employee must log in to HRMS and apply for compensation off. The compensation off request must be reviewed and approved by the HOD in HRMS. Management reserves the right to cancel any approved compensation off at their discretion.

Utilization of Compensation Off:

Approved compensation off must be utilized within 30 days from the date of approval.

If not utilized within the 30-day period, the compensation off will expire and cannot be carried forward or redeemed. For the admin team, the utilization period will be extended to 3 months due to their regular work schedule and minimal leave usage, ensuring they have adequate time to utilize their compensation off.

Record Keeping:

HR will maintain records of compensation off approvals and utilization in the HRMS. Employees are responsible for ensuring that their compensation off requests are correctly submitted and approved.

Non-Compliance:

Failure to follow the approval and application process may result in the denial of compensation off.

Effective Date:

This policy is effective as of *1 Sept' 24* and supersedes any previous policies related to compensation off for official purposes.

Review and Updates:

This policy will be reviewed annually and updated as necessary to reflect any changes in company practices or regulations.

For any questions or clarifications regarding this policy, please contact the HR department.