

## **Compensatory off and Exit Policy**

### **Compensatory off Policy:**

#### **Compensatory off for working on public holiday or weekly off:**

When a supervisor so requests a employee may be required to work on public holidays or on weekends. In such a case the employee will be entitled to compensatory off in lieu of working on a holiday. This will be governed by the following policies:

- Compensatory off can be availed only when the supervisor at his/her discretion requests the employee to work on holiday/weekend. The employee cannot decide to work on a holiday and then seek compensatory off.
- Supervisor/HOD requires to intimate an employee and mark a copy to [tanda@ujaas.com](mailto:tanda@ujaas.com) if any employee needs to work on public holiday or weekly off in advance offering his approval for the same with a short justification
- HR shall verify employee's presence on said days by the matrix system/ attendance/security register. The supervisor will also be held accountable in case records show that an employee who was expected to turn up on a holiday did not turn up for work. Supervisors are advised to use their discretion and minimize instances of Compensatory off requirements. This is to enable employees to have rest every week from work. If an employee is working during weekly off or public holiday, he needs to work :
  - ✓ Min of 3 Hr for 1/2 day's compensatory off
  - ✓ Min of 6 Hr for 1 day's compensatory off
- An employee is allowed to earn maximum of 2 compensatory offs in a month.
- Validity of a compensatory off will be 90 days after which they will expire.
- A maximum of 4 compensatory offs can be availed in a month by an employee.

#### **Compensatory off for tour on public holiday or weekly off:**

- If any weekly off or public holiday is falling during traveling/tour, he/she will be given 1/2 day's compensatory off for each weekly off or public holiday. Working in this context would mean meeting clients, spending time at the site.
- Time spent on travel will not be considered to be part of working on a holiday