



VINJEY

VINJEY Software Systems Pvt Ltd

WORKING HOURS, ATTENDANCE AND PERMISSION POLICY

Disciplined Time. Responsible Flexibility. Stronger Together.



ATTEND
Be Present



MANAGE
Time Wisely



RESPECT
Commitments



DELIVER
Together

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VINJEY SOFTWARE SYSTEMS PVT. LTD.

WORKING HOURS POLICY

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1. Objective

The objective of this policy is to establish standard working hours, attendance requirements, and permission guidelines to ensure operational efficiency while providing employees with reasonable flexibility to manage personal commitments.

2. Working Days

The Company's regular working days are Monday to Friday. *

3. Working Hours

Employees shall work for a minimum of eight (08) hours per day and forty (40) * hours per week, excluding lunch and refreshment breaks.

The standard login timings are as follows:

Employee Category	Standard Login Time
Operations Executive	9:00 AM
Technical Team and All Other Employees	9:30 AM

The standard office closing time shall be based on completion of the mandatory eight (08) working hours, excluding breaks.

The Management reserves the right to modify the working hours, shifts, or reporting timings based on business or operational requirements.

** Employees may be required to work beyond the prescribed working hours or on Saturdays, Sundays and declared holidays in accordance with Clause 3.2 of this Policy and Section 6 (Hours of Work) of the Employment Agreement, as applicable.*

4. Lunch and Refreshment Breaks

Employees are entitled to the following breaks during the workday:

- **Lunch Break:** 30 minutes, to be availed between 12:30 PM and 2:00 PM.
- **Morning Tea Break:** Between 11:00 AM and 12:00 PM.
- **Evening Tea Break:** Between 4:00 PM and 5:00 PM.

Employees are expected to utilize these breaks responsibly and resume work promptly.

5. Permission for Late Login, Early Logout or Temporary Absence

To accommodate genuine personal requirements, employees may avail up to two (02) hours of permission during a working day.

Permission may be utilized for:

- Late reporting to work.
- Early departure from the office.
- Temporary absence during working hours for personal reasons.

Examples:

- An employee whose reporting time is 9:30 AM may report up to 11:30 AM after obtaining permission.
- Similarly, an employee may leave up to two hours early or be away from the office during working hours for personal reasons, subject to prior approval.

6. Intimation Requirement

Employees shall inform the Operations Executive before availing any permission.

The intimation may be provided through any of the following modes:

- Message (SMS/WhatsApp/Official Communication Platform)
- Telephone Call
- In-person communication

Employees are expected to inform as early as reasonably possible to facilitate work planning.

7. Completion of Working Hours

Availing permission does not reduce the daily working hour requirement.

Every employee shall ensure completion of the mandatory eight (08) working hours for the day by extending working time where necessary.

8. Permission Beyond Two Hours

Where the total permission availed during a day exceeds two (02) hours, the absence shall ordinarily be treated as Half-Day Leave, unless otherwise approved by the Management under exceptional circumstances.

Such leave shall be governed by the Company's Leave Policy.

9. General

Employees are expected to maintain punctuality and adhere to their assigned reporting timings. Frequent delays, repeated requests for permission, or misuse of this policy may be reviewed by the Management and appropriate action may be taken in accordance with the Company's policies.

For **VINJEY Software Systems Private Limited.**,

Vinoth Kumar Arumugam

Managing Director

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Date: As per DSC

Place: Bengaluru