

Working Hours Policy

[Name of the Company](#) believes in giving employees healthy working hours. We comply with the legal provisions of 48 hours a week and 8 hours a day. It is a two-way effort, so employees are expected to reach the workplace on time. This policy covers employees' responsibilities and their reporting times.

Purpose

This policy sets guidelines for the hours of work and attendance of all employees of the company.

As a general condition of employment, employees must follow the work schedule set by the organization.

It also sets the basic duty hours for each employee of the company.

Scope

This policy applies to all employees of the company.

Standard Work Hours

The conventions of the International Labour Organization (ILO) set 48 hours a week as the standard working time for employees, and anything beyond that is considered excess. The Factories Act, 1948 of India also caps work hours at 48 hours a week, and the employer must pay overtime wages if this is exceeded.

Office Timing

The office hours are:

Head office

Days of the week	Working hours
Days of the week	Punch In Time to Punch Out Time
Days of the week	Punch In Time to Punch Out Time

Branch / site / plant office

Days of the week	Working hours
Days of the week	Punch In Time to Punch Out Time
Days of the week	Punch In Time to Punch Out Time

Employees get a weekly off on every [Day of the week](#).

Responsibilities of Employees

Employees must report to work at [Time](#) sharp, and must not be more than [Number of minutes](#) minutes late from the reporting time.

With the approval of [Job Title](#), employees may leave early or arrive late in special cases.

If an employee is late more than [Number of times](#) times, they will be notified. If the behavior keeps repeating, any day the employee arrives late will be treated as unpaid leave.