



Leave, Holidays and Comp-off Policy

1. Atndnz Application

Please go through the guidelines below carefully:

Work at Office

- Mark your attendance by **scanning the QR code at the entrance** when you arrive.
- **Scan the QR code at the exit** when you leave to log out for the day.
- If you step out during the day, mark a **break** in the app, and **re-scan the entrance QR** when you return to continue clocking hours.

Remote Work

- First, **take permission from your lead** before starting Remote Work.
- When working from home (**permanent, occasional, to attend calls, or to complete pending work**), select **Remote Work** in the app.
- Ensure you **end Remote Work** once you finish your workday.

Leave Request

- First, send an **email request for approval** to your lead.
 - After approval, mark the **leave in the Atndnz app**.
 - All leaves must be updated in the app **before the 24th of each month** for payroll processing.
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Facing Issues?

If you encounter problems with the Atndnz app:

- Email **support-atndnz@offrd.co**, marking your **lead in CC**.
 - The support team will assist, and your lead will be aware of the issue.
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Please note:

It is **each employee's responsibility** to correctly mark *Work at Office*, *Remote Work*, and *Leave Requests* in Atndnz. Non-compliance will affect attendance and payroll records.



| TYPE | NORMS | REMARKS |
|------------------------------|--|---|
| National and Public Holidays | 15 days per annum including 3 National Holidays - January 26th, August 15th and October 2nd. | The holidays are published in the month of December of every year |
| Privilege leave | 15 days per year in the first 3 years 18 days after completing 3 years (Year is calendar year) | When an employee serves the Company for part of a year, he/she is entitled to annual leave on a pro-rata basis calculated for every completed month of service at 1.25 days per month (1.5 days per month after 3rd year) |
| Maternity Leave | As per prevailing law/Act | |
| Casual Leave | No casual leave | |
| Medical Leave | No separate medical leave | |

Comp-Off (Compensatory Off)

- If you are required to work on a **weekend** or a **public holiday** due to project requirements, you are **eligible for Comp-Off**.
- Comp-Off must be **pre-approved by your reporting lead**.
- The compensatory leave should ideally be availed **within the same month** or as guided by your project manager.
- Comp-Off cannot be encashed and is intended strictly for rest and recovery.