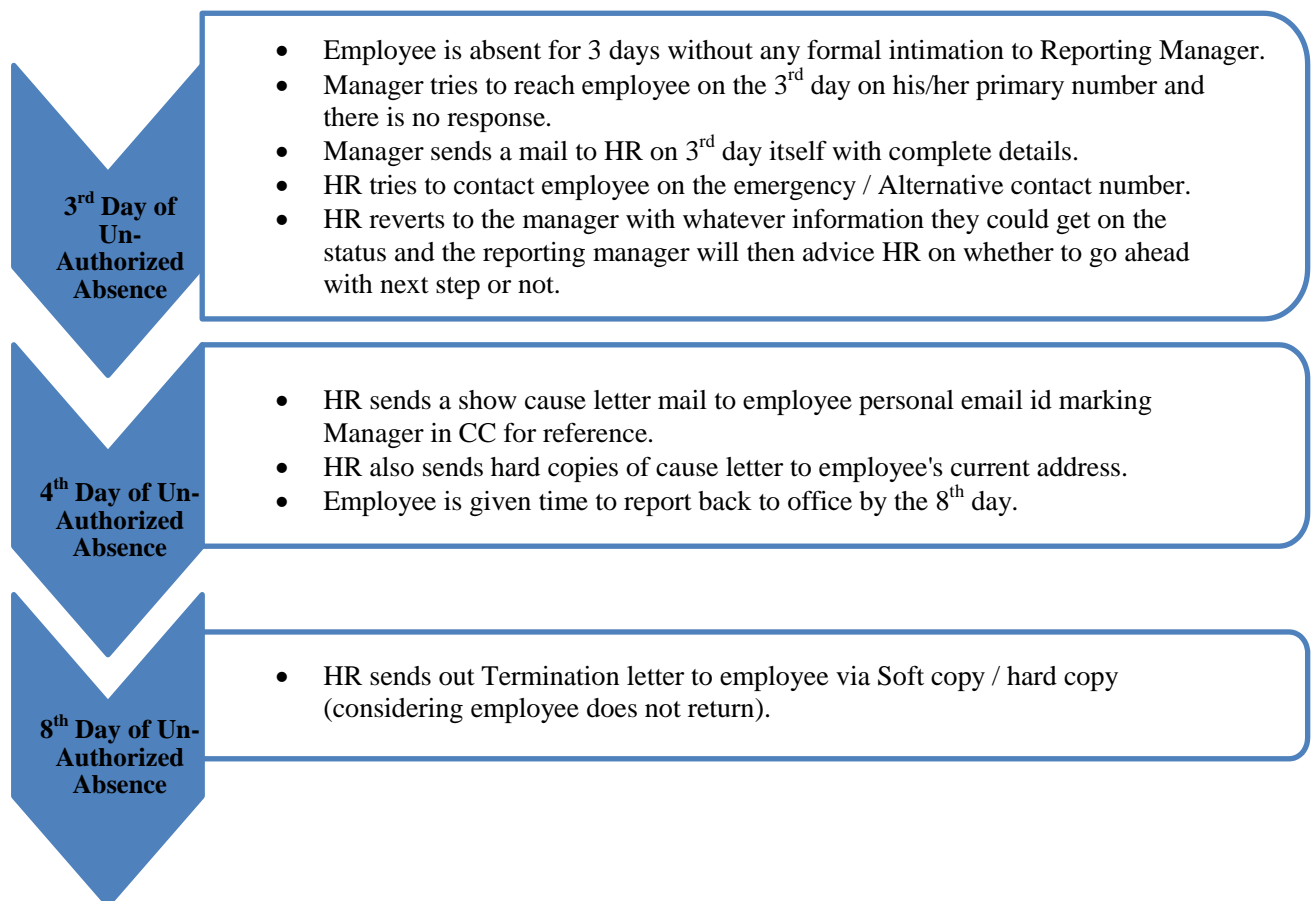


Absconding Process

Definition of Absconding employee in our context

- Any employee who is absent from work without providing any prior official intimation to their reporting managers/HR.
- The duration of such absence which will lead to branding the employee as absconding will be three working days.
- Any employee who resigns but does not serve his/her notice period and is absent without providing any prior official intimation to their reporting managers/HR.

Case 1: Process to be followed



Two conclusions to the above said process could be

1. Employee reports back in the stipulated time frame. Then the managers talk to the employee and send out a mail to HR on the same date of employee's return, explaining the details and whether they want the employee to join back. Employee can join back only once there is a written (email) approval from the both Manager & higher authorities. Any employee joining back without following process is considered as Terminated and is inactive as per HR records.
2. Employee doesn't come back: in which case the salary for the month is put on hold and the Employee is marked "Absconded and Terminated" in HR records. Absconding cases will not get any work experience and Relieving letters. There will not be any assistance in the Background Verifications in future. All the company provided benefits, Medical Insurance will get lapsed with immediate effect.

Mail Format

Details to be given while sending mail to HR for absconding employee on the 3rd day:

- Employee Name
- Employee ID
- Date since when employee is not reporting to work
- Primary contact number where employee has been contacted
- Response received when contacted.

Case 2: Process to be followed

- Employee needs to formally resign to his/her Manager only through mail, marking "CC" to HR.
- Employee need to serve notice period as per eligibility (unless otherwise waived off by the business head on mail with reason for the same)

For any employee to be considered as a clear exit and relieved both the above points need to be fulfilled, else he/she is considered as Absconding.