Day Shift Allowance Policy

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1. Scope

This policy is applicable to all employees who are working in day shifts. This policy shall not be applicable to employees on a contractual basis.

Rules and Regulations

a. Shift timings within AppShark is defined as:

    Day Shift: 0930 Hrs – 1830 Hrs. (24 hour time format used).

b. Total hours are 9 & half hours where as the Productive hours per day are 09hrs and 30 min for Lunch break.

c. In Time as required there will be flexible timings for few employees (based on project need) which are approved by their Project manager.

d. Snacks that may be provided by the company shall be uniformly provided to all eligible employees working in night after 8:00PM irrespective of the project.

e. An employee whose regular work schedule is day shift and is required to respond to emergency call back on a night shift is not eligible for night shift allowance.