

Night Shift Policy

OBJECTIVE:

- The objective to frame this policy is to provide additional benefit to associates working at Night Shift based on Company's official requirement.

ELIGIBILITY:

- All the associates including trainees who are on rolls of the company are covered under this policy.

PROCEDURE:

- Night Shift Allowance will be paid to only those associates who work in Night Shift based on the official requirement.
- This Night Shift work shall be approved from the Manager that particular Associate beforehand.
- Manager of that particular associate needs to share this information with HR department along with the effective date of movement of that Associate in Night Shift.
- This information shall be shared with HR department by concerned Manager latest by on or before 25th of every month.
- The Night Shift Allowance will be processed and disbursed to the Associate along with the Salary Payout of that particular month.
- Night Shift Allowance will be limited to maximum of Rs. 4000/- monthly and will be processed on pro-rata basis on actual number of days an associate's has worked in Night Shift in a particular month.
- The allowance is paid on a monthly basis through the regular payroll and is subject to income tax deductions.
- Any taxes arising out of this benefit availed by the employee would have to be borne by the employee. Shift allowance is treated as Salary and taxed at the prevailing income tax rate depending on the tax slab of the employee.
- The allowance is generally not applicable for unplanned instances such as working late or starting work early.

Work Timings:

Working hours of an associate may vary from associate to associate according to his/her project needs a minimum 9 hours presence in the office is a mandatory.