

Icommunetech – Company Policies & Regulations (2026)

1. Work Timings

- Office hours: **10:00 AM to 7:00 PM** (Monday–Friday).
- Employees must complete **8 working hours** daily (excluding lunch).
- **Second and Fourth Saturdays** are working days office hours will be (10:00 AM to 3:00 PM).
- Employees must complete **5 working hours** on working Saturdays (No lunch).

Example: If an employee works on a 2nd Saturday, they must complete the full **10:00 AM–3:00 PM** shift.

- **First, Third, and Fifth Saturdays** are non-working.

In case of emergency work requirements, the company **may call employees** to work on these Saturdays **without additional pay**. The company will not pay for these hours.

No half day on Saturday if an employee is coming after **11:30 AM** on working Saturdays full day will be marked for such a case.

- Arriving after **11:30 AM** on any working day will be counted as a **Half-Day**.

Example: Employee arrives at **11:30 AM** → Half-Day will be marked.

- **Lunch Break:** 1:45 PM to 2:45 PM (not counted in work hours).
- **Relaxation Break:** 5:15 PM to 5:30 PM.

- Employees starting work at **11:30 AM** must still complete **8 working hours**.

Example: Starting at 11:30 AM → must work until **8:30 PM**.

- Salaries will be credited **between the 1st and 10th** of every month.
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2. Leave Policies

2.1 Monthly Leave

- Each employee receives **1 paid leave per month**.
- If this leave is **not used**, it will **carry forward** to the next month.
- Employees **can use their carried-forward leaves anytime**, if:
 - They have sufficient leave balance
 - They follow the consecutive leave rule

Example:

- January leave unused → carried to February
 - February total leave balance = 2 leaves
 - Employee can take 1 or 2 leaves in February
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2.2 Sandwich Leave Policy

- Sandwich Leave applies **even if the month changes**.
- If an employee applies for leave **before and after weekends/holidays**, the in-between days also count as leave.

Example:

Leave on **Jan 31 (Fri)** and **Feb 3 (Mon)**

→ **Feb 1-2 (Sat-Sun)** also counted as leave

Total = **4 leaves**

2.3 Maximum 3 Consecutive Leave Days

Employees **cannot take more than 3 consecutive leave days.**

This rule includes:

- Working Days

Reason: To avoid long gaps that affect workflow.

Examples:

✓ **Allowed (3 days)**

- Leave: **Mon-Tue-Wed** → 3 days → Allowed
- Leave: **Thu-Fri-Sat** → 3 days → Allowed

✗ **Not Allowed (more than 3 days)**

- Leave or Mon-Tue-Wed-Thursday -> No Allowed
- **Except if we have a public holiday in the middle, 4 days leave is allowed.**

Emergency Exception

If more than 3 days are required due to:

- Medical emergency
- Family emergency
- Hospitalization

Then the employee must provide:

- **Management approval**
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2.4 Half-Day Count

- **Two Half-Days = 1 Full Leave Deduction**

Example:

Half-day on **10th** + Half-day on **21st** → 1 full leave deducted

2.5 Early Leave Policy

- Early leave is allowed **once per month**.
- Early leave is allowed **only if the employee is present the next working day**.

Example:

Employee requests early leave on Tuesday →

But applied for leave on Wednesday →

→ Early leave will be **denied**

- If employee takes early leave and **is absent the next day**, it converts to:
 - **Half-Day** OR
 - **Full-Day Leave**, depending on attendance
 - A minimum of **6 working hours** must be completed to qualify for early leave.
 - Arriving after **11:30 AM** on a day early leave is taken = **Half-Day**.
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3. Unapproved Leave

- Any leave taken without prior approval from the manager/HR will be considered as a Full-Day Leave, regardless of:
 - Number of hours worked
 - Reason provided later
 - Whether the employee informs after taking leave
- If the employee has no leave balance, the unapproved leave will be marked as:
 - Loss of Pay (LOP)
- If leave is taken for more than 2 days without prior informing 15 days earlier then it will be unapproved by default.

4. Attendance & Behavior

- Employees must maintain professional discipline and punctuality.

- Misuse of:

- Leaves
- Sick leaves
- Early leave
- Half-days

may result in warnings or HR penalties.

- Negative leave balance will result in **Loss of Pay (LOP)**.

Example:

Employee takes more leave than the available balance →

→ Salary deduction + negative impact on **annual performance review**.

5. Management Rights

- All policies are effective from **January 1, 2026**.
- Management reserves the right to **update, modify, or change** policies as needed.