

Leave Policy & Attendance System Announcement (Upastra Digital Media)

Team,

Please carefully read and follow the updated **Leave Policy** and **Attendance Machine Process**.
This is now **strictly enforced across all departments and shifts**.

Shift Timings (Strict Adherence Required)


Sales / Operations Team:

- **Morning Shift:** 7:00 AM → 3:00 PM (Break: 10–11)
- **Afternoon Shift:** 2:30 PM → 10:30 PM (Break: 5–6)
- **Night Shift:** 10:00 PM → 6:00 AM (Break: 1–1:30)

Developers:

- **Afternoon Shift:** 2:00 PM → 10:00 PM (Break: 6–7)


 Total working time: **7 hours per shift**

 **15-minute grace only** — beyond that = late mark

Leave Policy – Key Highlights

- **12 Paid Leaves / Year** (Max 2 per month)
- **7 Sick Leaves** (Medical proof required)
- **Unpaid Leave:** Max 2 days/year (strict approval)

- **Marriage Leave:** 7 days (one-time)
- **Paternity Leave:** 3 days
- **Umrah Leave:** 14 days (once in lifetime)
- **Recreational Leave:** From paid pool
- **Abroad Tour Leave:** From paid pool (once in 3 years)

 Leave Rules:

- Apply **minimum 3 days in advance**
- Sick leave → inform ASAP + submit docs within 2 days
- **No approval = No leave**
- All approvals only via **Discord (COO confirmation required)**

 Full policy reference:

Attendance Rules (Non-Negotiable)

- 3 Late arrivals = **1 leave deduction**
 - 2 Early checkouts = **1 leave deduction**
 - Half day = **50% shift missed**
 - No WFH allowed — either present or on approved leave
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How to Use the Attendance Machine

Step-by-step:

1. Place your finger on the scanner
 2. Wait for recognition
 3. Use ↑ ↓ **arrows** to select work code
 4. Press confirm
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Work Codes (Important)

- **Check-In** → Start of shift
- **Break Out** → Going on break
- **Break In** → Returning from break
- **Check-Out** → End of shift

 Missing any step = incorrect attendance = possible deduction

Golden Rules

- No verbal approvals — only **Discord written approval counts**
 - No shortcuts in attendance marking
 - No last-minute leaves (unless emergency with proof)
 - Misuse of leave or attendance = **disciplinary action**
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Final Note

This system is designed to keep operations smooth and fair for everyone. Follow it properly, and there will be no issues.

If you have any confusion, ask your Manager before making a mistake.