GUIDELINES FOR COMP OFF APPLICATION:

Guidelines to be followed while applying Comp Off:

- ✓ Comp off Should be applied only for project requirements & will be considered only if Approved by the Reporting / Project Manager. No Approval No consideration.
- ✓ Time In & Out is required to be done through the HRMS application on the day when you are working as Compensatory day.
- ✓ No Time In & Out data, No consideration to raise for Comp-off request.
- ✓ One can do this using Attendance Regularization but only up to two Regularization requests including Regular Attendance regularization Requests.
- ✓ The Comp-off request should be raised within 30 days of the work done.
- ✓ If someone fails to apply for Compensatory off, there is no way to apply for it later. No Application No consideration.
- ✓ Such Comp-off raised & Approved should be utilized within 3 months (90 days).
- ✓ Total work hours between 7 hours to 9 hours – Eligible for 1 Full day Comp-off
- ✓ Total work hours 4 ½ hours – Eligible for (½) Half day Comp-off
- ✓ Total work hours less than 4 ½ hours – No Eligibility for Comp-off.

Procedure to be followed:

- ✓ Whenever an employee has to work on any week off or public holiday, prior approval is to be obtained by the Reporting Manager by mail marking a copy to Ms. Reshma Narkar, Ms. Ankita Wankhede & Mr. Jenny Cardoz.

- ✓ The employee first must work on the holiday and PUNCH IN & PUNCH OUT properly on Beehive.

- ✓ Once the attendance is registered in Beehive, the Employee needs to raise a Comp off Request. Below is the path:

  In Attendance module → Application→Comp off Request

- ✓ The Comp off Request needs to be approved by the Reporting Manager after which the Comp Off Balance would be visible in the Employee's account

- ✓ The Employee can avail the Comp Off balance within 90 days from the worked date. If not availed within 90 days, the balance will get lapsed.

- ✓ Whenever the Employee wants to avail the Comp Off balance prior intimation is to be given to the Reporting Manager.

- ✓ Post which the Employee needs to apply for Comp off Application. Below is the path :

  In Attendance module → Application→Comp off Application

- ✓ Once the Application is approved by the Reporting Manager, the Employee can avail the leave.