

HR Policies

Time Records, Official Work Schedules & Related Concerns (Dec 1,2014)

TIME RECORDS, OFFICIAL WORK SCHEDULES & RELATED CONCERNS (DEC 1,2014)

TO/ FOR : ALL EMPLOYEES

FROM : The Management

SUBJECT : Time Records, Official Work Schedules & Related Concerns

DATE : 01 December 2014

It is the company's objective to standardize and ensure that the time records of all employees are accurate at all times. More than a legal requirement, keeping of said records is necessary in the computation of hours and the equitable compensations due to every person employed with the company.

Not to mention the facts that our Benefits on VL/ SL With Pay, Offsetting, Overtime and Employee Recognition Program as well as Policy on Official Business/ Errand are already in place.

Accordingly, it is expected that all employees have to be prompt, present and working at the start of the respective official work schedule as follows and designated work area to ascertain smooth flow of work at all times:

| | |
|--|---|
| Flexi[ble] time (Must complete eight [8] hours of work excluding the one [1] hour meal break.) 9:00 a.m. to 6:00 p.m. | Managers Developer Others on a case to case bas Other employees/ |
|--|---|

Henceforth, all employees are required to do/ accomplish the following as agreed during the Department Head's meetings and per latest directive of the management, effective immediately:

- 1. Time IN and/ or OUT accordingly upon every entry to and/ or departure from the company premises when reporting at the Office. No time IN and/ or OUT as well as without filed OB/ Errand and/ or Request for Leave Forms shall/ may mean Absence Without Official Leave (AWOL)/ Abandonment of Work and will not be paid accordingly.**
- 2. Observe proper break times i.e. morning snacks: 10:00 a.m. to 10:15 a.m./ lunch break: 12:00 nn. to 1:00 p.m./ afternoon snacks: 3:00 p.m. to 3:15 p.m. Exemptions shall be granted to personnel on flexible time, on shifting lunch break and those attending to urgent customer's needs.**
- 3. File for Official Business/ Errand Form during transaction/ activities outside the office. Related plans only shall not be honored.**
- 4. Comply with our Leave of Absence Policy whether with pay or**

HR Policies

without pay.

5. **Refrain from loitering during company time inside and outside of the office.**
6. **An addendum is to wear the official Nelsoft Tech./ Easy Shop/ Alphallogic Polo Shirts. Black Easy Shop shirt is not allowed. Instead, employees who do not have yet the official polo shirts may wear semi-formal attire on Tuesdays.**

Let it be reiterated that change of work schedule is aimed at meeting work requirements than personal conveniences. Request for change of work schedule must be put into writing and shall be dealt on a case to case basis. Personnel hence with work schedules outside the above based on personal conveniences and/ or preferences have to submit their written appeal and justifications to HR Department on/ or before 11 December 2014 addressed to the Office of the President, for review and approval of the management. Otherwise, they shall be automatically revoked.

All Section/ Department Heads shall be responsible to help enforce and maintain discipline as well as enjoined to be good mentors and/ or role-models among subordinates.

These supersede any existing guidelines, practices and/ or policies inconsistent thereto. Violators shall be subjected to disciplinary actions ranging from written warning to suspensions/ termination whichever is applicable.

Unique solution ID: #1160

Author: erika

Last update: 2023-06-08 06:21