

Red Tree Attendance and Leave Policy

1. Purpose

This Attendance and Leave Policy is designed to set clear expectations around work hours, punctuality, attendance, time off, and leave management at Red Tree. The goal is to support a professional, accountable, and flexible work environment while ensuring business continuity and fairness across teams.

2. Scope

This policy applies to all full-time, part-time, temporary, contract, and probationary employees of Red Tree, unless otherwise stated in an employment agreement or local law.

3. Work Schedule and Attendance Expectations

Employees are expected to report to work on time, remain available during their scheduled working hours, and complete their assigned responsibilities in a timely and professional manner.

Red Tree's standard working schedule is:

- **Workdays:** Monday through Friday
- **Standard hours:** 9:00 AM to 6:00 PM
- **Lunch break:** 1 hour
- **Total working hours:** 8 hours per day

Specific schedules may vary based on role, team, business requirements, or manager approval. Employees must follow the schedule communicated by their department or manager.

All employees are expected to:

- Be punctual and ready to begin work at their scheduled start time
- Attend all required meetings and work commitments
- Inform their manager as early as possible if they will be late or absent
- Maintain reliable communication during working hours
- Accurately record attendance, if required by the company's system

Repeated lateness, early departures without approval, unreported absences, or poor attendance may lead to disciplinary action.

4. Flexible Work and Remote Work Attendance

Where Red Tree permits remote or hybrid work, employees are still expected to maintain regular attendance, remain reachable during agreed work hours, and actively participate in meetings, team collaboration, and assigned tasks.

Remote work is not a substitute for leave. If an employee is unwell or unable to work effectively, they should take the appropriate leave rather than remain informally unavailable.

5. Probation Period Attendance

During the probation period, attendance and punctuality are especially important. New employees are expected to demonstrate reliability, professionalism, and consistent participation. Excessive absenteeism or repeated lateness during probation may affect confirmation of employment.

6. Attendance Recording

Employees may be required to mark attendance through company-approved systems such as:

- Office access or ID card logs
- Attendance software or HR system
- Timesheets
- Manager verification
- Project or task management systems for remote teams

Falsifying attendance records or asking another employee to mark attendance on one's behalf is strictly prohibited and may result in disciplinary action, including termination.

7. Late Arrival and Early Departure

Employees who expect to arrive late or leave early must inform their manager as soon as possible, preferably before the start of the workday. Occasional delays due to unavoidable reasons may be understood, but frequent occurrences are not acceptable.

Managers may track patterns of lateness or early departures. Repeated incidents without valid reason or prior approval may be treated as a performance or conduct issue.

8. Absence from Work

If an employee is unable to attend work, they must notify their manager and, where applicable, the HR team as early as possible. Notice should generally include:

- The reason for absence
- Whether the absence is planned or unplanned
- The expected duration

- Any urgent handover information, if relevant

Uninformed absence for multiple consecutive working days may be treated as job abandonment unless prohibited by law or otherwise explained satisfactorily.

9. Types of Leave

9.1 Casual Leave

Casual leave is intended for short-term personal matters, urgent errands, or unforeseen situations that do not fall under sick leave or vacation leave.

- Employees may avail a limited number of casual leave days each year, as defined by company policy or local law
- Casual leave should normally be requested in advance
- Approval is subject to team workload and manager discretion

9.2 Sick Leave

Sick leave may be taken when an employee is unwell and unable to perform their duties effectively.

- Employees should notify their manager as early as possible on the day of illness
- Sick leave may be taken for physical or mental health reasons
- A medical certificate may be required for extended sick leave or repeated short absences, where legally permitted

Employees should not attend work when they are ill in a way that could affect their recovery, performance, or the wellbeing of others.

9.3 Vacation or Privileged Leave

Vacation leave is intended for rest, travel, personal time, and work-life balance.

- Vacation leave must be requested in advance through the company's leave approval process
- Employees are encouraged to plan leave early
- Approval depends on business needs, staffing coverage, and manager approval
- Longer periods of leave may require additional notice

Employees should avoid making irreversible travel plans until leave is approved.

9.4 Public Holidays

Employees are entitled to company-recognized public holidays in accordance with the office location and business calendar. A list of observed holidays will be shared by HR or management each year.

Where business needs require employees to work on a public holiday, compensatory time off or other arrangements may be provided in line with company policy and applicable law.

9.5 Maternity, Paternity, Adoption, and Parental Leave

Eligible employees may take maternity, paternity, adoption, or parental leave in accordance with applicable law and company policy. Employees should coordinate with HR as early as possible to understand eligibility, documentation requirements, duration, pay, benefits continuation, and return-to-work arrangements.

9.6 Bereavement Leave

Bereavement leave may be granted in the event of the death of an immediate family member or other close relation, subject to company policy and manager or HR approval.

9.7 Unpaid Leave

In certain circumstances, employees may request unpaid leave if paid leave balances are exhausted or if special personal situations arise.

Unpaid leave is not automatic and requires management and HR approval. Approval will depend on the reason, employee performance, business needs, and legal considerations.

10. Leave Approval Process

All planned leave must be submitted through the designated company process, platform, or manager approval channel. The request should include the dates, type of leave, and any relevant notes.

Employees must:

- Request leave with reasonable advance notice
- Wait for approval before assuming leave is granted
- Ensure urgent work is handed over appropriately
- Inform relevant team members when needed

Managers are responsible for reviewing leave fairly and promptly, considering both employee wellbeing and business continuity.

11. Emergency Leave

In a genuine emergency, employees should notify their manager as soon as reasonably possible, even if prior approval is not possible. Supporting documentation may be requested where appropriate.

12. Leave Balance and Carry Forward

Leave balances, accrual rules, expiry rules, and carry-forward eligibility will be determined by Red Tree's HR policy and applicable employment laws.

Unused leave may or may not carry forward into the next year depending on company rules. In some cases, unused leave may lapse if not used within the defined period.

13. Working During Leave

Employees are generally not expected to work while on approved leave. If an employee chooses or is asked to respond to urgent matters during leave, this should be limited and exceptional.

Sick leave should be used for recovery, not for working remotely in place of proper rest.

14. Misuse of Attendance or Leave

The following may be treated as misconduct:

- Falsifying attendance records
- Taking leave under false pretenses
- Repeated unapproved absence
- Repeated late arrivals without valid reason
- Working elsewhere during sick leave or unauthorized leave, where prohibited
- Failure to follow the leave request process

Misuse of attendance or leave provisions may result in disciplinary action, up to and including termination of employment.

15. Return to Work After Extended Leave

Employees returning from extended leave may be asked to coordinate with HR and their manager before resuming duties. This may include:

- Confirming return date
- Providing medical fitness documentation where appropriate and legally allowed
- Reviewing workload or handover status
- Reintegrating into ongoing projects and responsibilities

16. Manager Responsibilities

Managers are expected to:

- Monitor attendance fairly and consistently
- Encourage timely communication around absences
- Approve or decline leave requests promptly
- Plan team coverage during employee absence
- Escalate repeated attendance issues when necessary
- Apply this policy consistently and without discrimination

17. Employee Responsibilities

Employees are expected to:

- Attend work regularly and punctually
- Communicate openly about absences or lateness
- Request leave properly and in advance when possible
- Keep accurate attendance records where required
- Respect team schedules, meetings, and handover expectations
- Use leave honestly and responsibly

18. Compliance with Law

Red Tree will administer attendance and leave practices in accordance with applicable labor laws and regulations in the location where the employee works. If local law provides greater rights or protections than this policy, local law will apply.

19. Policy Changes

Red Tree reserves the right to amend, update, interpret, or withdraw this policy at any time based on operational needs, legal requirements, or company growth. Employees will be informed of material changes.

20. Questions

Employees with questions about attendance, leave balances, time-off eligibility, or documentation requirements should contact their manager or the HR team.