Policy # LUMS/HR/001/15

LUMS Staff Office Timings and Attendance Policy

Version 1.0

Contents
1 Purpose .................................................................................................................................................... 2
2 Scope.......................................................................................................................................................... 2
3 Policy .......................................................................................................................................................... 2
4 Implementation .......................................................................................................................................... 3
5 Roles and Responsibilities ....................................................................................................................... 3
   5.1 Department HOD & Coordinator ....................................................................................................... 3
   5.2 HR Office ............................................................................................................................................. 3
1 Purpose
   1. To ensure that all employees comply by LUMS office timings.

2 Scope
   2. This policy will be applicable to all Staff members (permanent/contractual) working at LUMS.

3 Policy
   3. Working Day at LUMS means 0830 hours to 1700 hours from Monday to Friday.
      a. Employees working on a part time basis need to work for a minimum of four (4) hours.
      b. In the month of Ramadan, the office timings will be 0830 hours to 1500 hours from
         Monday to Thursday
         i. On Friday, the office timings will be 0800 hours to 1300 hours.
   4. The lunch period is for 30 minutes from anytime between 1230 to 1500 hours.
      a. On Friday the lunch and prayer time is of 1½ hours.
   5. All employees need to mark their attendance through their own smart card on the respectively
      assigned smart card readers.
      a. System will mark an employee as late if s/he taps smartcard after 0830 hours on the
         assigned card reader. In case of emergency or absence; the respective Supervisor/ HOD
         should be informed in a timely manner. On receipt of such information the Supervisor/ HOD
         will inform HR on the same day.

      The LUMS attendance system will keep a track of the total time by which an employee is late.
      i. If total time loss at time of arrival of an employee exceeds one (1) hour in a
         month, a warning email will automatically be issued with a copy to the
         Supervisor/ HOD.
      ii. If the time loss at time of arrival of an employee exceeds two (2) hours in a
         month, one third of a day’s salary will be automatically deducted.
         1. The deduction will be iterative for each subsequent two (2) hour late
            arrival in one given month and, in addition, the employee may face
            disciplinary action.
   6. If an employee forgets or misplaces his/her smart card, s/he needs to visit the main gate security
      office to mark his/her manual attendance on the Attendance Register maintained at the main
      gate. No manual attendance should be marked through emails.
7. At the time of departure, staff members are required to tap their smart cards on their respectively assigned readers.

8. Lending one’s own smart card to a colleague or another staff member to mark a proxy attendance at the time of arrival/exit or both is a serious offence and can lead to a strict disciplinary action. If found guilty, it can even lead to termination of services.

4 Implementation
   a. This policy would be implemented starting March 15, 2015

5 Roles and Responsibilities

5.1 Department HOD & Coordinator
   a. Submission of leave/attendance report on monthly basis to HRD
   b. Identification of reasons for late arrival and type of leave

5.2 HR Office
   a. Leave/late arrival data update in the system
   b. Ensure time in/time out are properly maintained in the system
   c. Ensure salary deduction in case of late arrivals