

Staff Office Timings and Attendance Policy

Policy Title:	Staff Office Timings and Attendance Policy
Responsible Executive:	Director – Human Resources
Responsible Office:	Human Resources
Approval Date:	December 07, 2022
Effective Date:	January 16, 2023

1. Purpose

To define the rules and processes pertaining to office timings, marking attendance, flexible working hours, late working, and working from home for custodial and professional staff at LUMS.

2. Scope

This policy applies to all custodial and professional staff, both permanent and contractual. Timings associated with shift work and specific job roles supersede the office timings specified in this document.

3. Policy

a. Office Timings

i. Staff are expected to attend work during the following office hours:

- Monday to Friday, 0830 to 1700 hours
- Depending upon the nature of the job, essential staff may be required to attend work on the weekends.

ii. The lunch period is for 30 minutes, any time between 1230 to 1500 hours. On Fridays, the lunch and prayer time is of 1½ hours.

b. Marking Attendance

i. Staff must tap their smart card when coming to work and when leaving work, to ensure the system records their attendance.

ii. In case the total time at work is less than 8 hours and 30 minutes on any day(s), the staff member must apply for *short leave* through the leave & attendance system on the LUMS Employee Portal*. *Short leaves* are deducted from an employee's *casual leave* quota; should the *casual leave* quota be exhausted, they are deducted from the *annual leave* quota. In case both casual or annual leave quotas are not available, the time loss against any day(s) will be calculated and deducted from the monthly salary with the subsequent month's payroll.

iii. If an employee forgets to tap or misplaces their smart card, they need to mark attendance and get it approved through the leave & attendance system on the LUMS Employee Portal*.

iv. Lending one's own smart card to 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 warning, followed by suspension and dismissal upon repeated violations.

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c. Flexible Working Hours and Working from Home

LUMS values the wellbeing and work-life balance of its community and supports flexible and remote working in exceptional circumstances. This allowance is granted with the understanding that any such flexibility will not impact work deliverables.

i. Flexible Hours:

Staff may seek a written exception from their HOD to start and end work for up to 1 hour and 30 minutes after the official hours; for example, from 0900 to 1730, 0930 to 1800, and 1000 to 1830.

ii. Working from Home:

Certain job roles approved by HR may be eligible for working from home.

An HOD must first get HR approval for allowing work from home for a particular role. Staff working on an approved role may then request their HOD to allow them to work from home, for a maximum of one day per week, based on the same conditions as mentioned in Clause 3c(iii) “Exceptional Circumstances”. These must be agreed at least a week in advance with the respective HOD, and not decided on the date required.

iii. Exceptional Circumstances:

To avail flexible hours and/or to work from home, a staff member must take the approval of their HOD by demonstrating the following exceptional circumstances:

- Long Commutes (more than 20 kilometers from LUMS)
- Health / Medical Condition (prescribed by authorized practitioner)
- Returning from maternity leave
- Parenting or Family Demands
 - Care-giving responsibilities
 - Infant or post-natal care
 - Immediate family member care
 - Domestic responsibilities
 - Dropping kids/spouse to school or workplace
 - Living alone and needs to take care of house by him/herself
- Job Related Learning
- Degree program, course or other relevant classes/sessions

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d. Late Sitting and Working Beyond Office Hours

- i. Line managers and HODs are discouraged from keeping staff beyond working hours, including weekends.
- ii. Should a resource be required to work beyond office hours, the HOD should compensate them with time off in lieu (for professional staff) or overtime (for custodial staff).

e. Violation of Staff Office Timings and Attendance Policy

- i. HODs are responsible for ensuring that their teams comply with the Staff Office Timings and Attendance Policy. If a person or team is not complying with the policy, they can seek HR's assistance to:
 - Monitor attendance for their teams
 - Issue an official warning once a written warning has been issued by relevant line manager/HOD
 - Have corrective conversations with respective team members
 - Request a disciplinary action in case of repetitive violations

* The LUMS Employee Portal is located at <https://sap.lums.edu.pk/eportal>