

Work from Home Policy Version 2.0

1. **Aim.** Aim of the policy is to outline the scope, eligibility criteria and the process of approval for working from home
2. **Scope.** The policy is applicable to all women employees who are on the rolls of HITAM as regular employees.
3. **Outline.** Facility of availing two days in a month as work from home is being extended to all the regular women employees of HITAM as a welfare measure.
4. **Eligibility Criteria and Applicability** Should be on the rolls of HITAM as a regular employee and working for all 6 days in a week. Employees working for 5 or 4 days in a week will not be entitled to the facility of work from home. The facility will be applicable from the date of joining the institution.
5. **Conditions.** Following conditions need to be adhered to by the applicants
 - a) Work from Home should be applied two weeks prior to the intended date of availing. This is to enable the Reporting head to plan the alternate arrangements and works to be assigned to the applicant.
 - b) Two continuous days should be availed as Work from Home. No splitting is permissible.
 - c) During Work from Home the staff should be available for communication through phone or e-mail and should be able to reach campus in an hour in case physical presence in campus is necessitated due to any exigency.
 - d) Work from home cannot be clubbed with any other type of leave. In order to avoid prolonged absence from the campus, availing Work from Home in continuation with a Sunday or Closed/optional holiday should also be avoided subject to feasibility.
 - e) The two days of Work from Home cannot be accumulated or reimbursed.
 - f) Applicant should have access to calling facility(audio/video) and computer/laptop with internet facility for carrying out the works assigned.

6. Application and Approval process

a) Responsibility of the applicant

- i. Apply well in time.
- ii. Update the ERP after obtaining the approval for the same from the Reporting Head.
- iii. Avail work from home only after due approval of the same by the Reporting head/approval authority.
- iv. Populate the time sheet on the ERP with the works assigned by the Reporting head one week prior to proceeding on Work from Home.
- v. Complete the timesheet on the ERP after completion of the assigned works.
- vi. To meet the JNTUH requirements, minimum 80% attendance excluding the work from home duration is maintained

b) Responsibility of Approving authority / Reporting Head

- i. To see that the application is made in time
- ii. Check that the applicant is eligible for work from home.
- iii. Identify the works pertaining to the department which can be assigned to the applicant for carrying out from home. Works which otherwise had to be completed by the applicant but have been kept pending will not be assigned for completion during work from home.
- iv. Approve the availing of work from home, subject to satisfying the above conditions. It should be ensured that adequate arrangements are made to ensure all academic activity in the department runs without any hindrance.
- v. Once the applicant returns from work from home the reporting head will ensure that the applicant has completed the corresponding worksheet on the ERP. Completion of assigned works will be reviewed and intimation given to the HR department for acceptance of work from Home.

7. This policy is promulgated as a welfare measure for the regular women employees of HITAM. All eligible employees are expected to adhere to the norms laid down in the policy while availing the facility. Any deviation in the laid down norms will result in Loss of Pay for the said duration.