



EXEMPTION FROM ATTENDANCE

In case of any deviation from Leave/Attendance/WFH policy is required due to unforeseen circumstances, the employees can request for consideration through this form. The "exemption from attendance" is to be filled and submitted to HR department within 48 hours of joining the office physically. The form is to be approved by Top Management to be considered while accounting for attendance. In case the form is unapproved, HR department will not be liable for any discrepancies in the payout.

Reasons for application - Please note that appropriate documentation must accompany this form. Form submitted without appropriate documentation will **not** be considered. For details of appropriate documentation, please consult the HR Department.

- I was/will be unable to report to office for medical reasons (Medical document must accompany the form)
- Other Reasons. Supporting documentation must accompany the exceptional circumstances due to which could not report to office.

Name of Employee	Starting Date	Ending Date	Reason	Document attached (Yes/No)	Availed Leave/WFH during the period

Signature of applicant

(For Office Use Only)

Approved

Not approved

Signature of Approving Authority