

# PAKISTAN INSTITUTE OF FASHION AND DESIGN, LAHORE

## PUNCTUALITY POLICY FOR EMPLOYEES OF PIFD

### Policy Objectives

- To encourage employees to report to work on time
- To minimize tardiness and its impact on work productivity
- To establish a fair and consistent system for monitoring and addressing punctuality issues

### Policy:

1. It is mandatory for all employees to maintain a high level of punctuality. In this regard, the following minimum annual punctuality requirements will be applicable:  
  
*Faculty and Staff of Academic Departments: Minimum 85% punctuality*  
*Staff of Non-Academic Departments: Minimum 75% punctuality*
2. Punctuality will be calculated by the attendance report of the bio metric / face detection software, duration for BPS employees will be 1<sup>st</sup> December to 30<sup>th</sup> November each year and for the contractual employees will be period of evaluation / contract. The punctuality of faculty and staff of academic departments will be calculated for the duration of semester only, minimum 85% punctuality requirement for Faculty and Staff of Academic Departments will be applicable for the semester periods.
3. Attendance report of the employees, who came late more than five (05) times monthly, will be forwarded to the employees as well as Head of Department (Concerned).
4. A quarterly counselling session of the employees with less than 85% (Faculty and Staff of Academic Departments) OR 75% (Staff of Non-Academic Departments) punctuality will be conducted by the Head of Department under intimation to the Registrar Office.
5. A written advice to improve punctuality will be issued to employees having less than 85% (Faculty and Staff of Academic Departments) OR 75% (Staff of Non-Academic Departments) punctuality biannually by the Registrar Office.

6. *At the end of year, a penalty of withholding increment for the said year as per following table will be imposed on the low punctuality BPS employees.*

<b>Sr. No</b>	<b>Annual Punctuality Percentage (Faculty and Staff of Academic Departments)</b>	<b>Annual Punctuality Percentage (Staff of Non-Academic Departments)</b>	<b>Proposed Deduction of Increment</b>
1.	70-84%	63-74%	<i>Increment will be withheld for the period of three months.</i>
2.	56-69%	51-62%	<i>Increment will withhold for the period of six months.</i>
3.	42-55%	39-50%	<i>Increment will withhold for the period of nine months.</i>
4.	<i>Less than 41%</i>	<i>Less than 38%</i>	<i>Increment will withhold for the period of one year.</i>

7. *The said increment will be allowed subject to improvement in the punctuality.*
8. *For the contract employees, following policy will be implemented:*

<b>Sr. No</b>	<b>Annual Punctuality Percentage (Faculty and Staff of Academic Departments)</b>	<b>Annual Punctuality Percentage (Staff of Non-Academic Departments)</b>	<b>Proposed Deduction of Increment</b>
1.	70-84%	63-74%	<i>2% deduction of annual increment</i>
2.	56-69%	51-62%	<i>3% deduction of annual increment</i>
3.	42-55%	39-50%	<i>4% deduction of annual increment</i>
4.	<i>Less than 41%</i>	<i>Less than 38%</i>	<i>5% deduction of annual increment</i>