***LEAVE POLICY***

***FOR STAFF MEMBERS***

*1. All the categories of staff members (Below Sr. Officer cadre) (i.e., Trainees, Probationers, Confirmed*

 *and Contract employees) are eligible for* ***eighteen*** *days of privilege leave (paid leave) in a year.*

*2. If any employee joins in the middle of the year he / she will be eligible for privilege leave on Pro rata*

 *basis.*

*3. The employees should intimate the leave well in advance (atleast two days prior taking leave) and get*

 *it sanctioned in the leave card from the department head / Reporting authority and the same has to be*

 *Submitted to the Time office.*

*4. Balance of leave, if any, at the end of the year will be carry forwarded to the next year up to maximum*

 *30days.*

*5. In case of Resignation / Termination / Superannuation the balance leave, if any, will be reimbursed on*

*Prorate basis (Up to maximum of 30days).*

*6. If the employee proceeds ‘on leave ’due to unavoidable reasons in the middle of the shift or before the end*

 *of the shift, it will be treated as half a day leave.*

***LEAVE POLICY***

***Sr.OFFICERS & ABOVE GRADE***

*1. All the categories of staff members (ie., Trainees, Probationers, Confirmed and Contract employees) are*

 *eligible for* ***twenty two*** *days of privilege leave (paid leave) in a year.*

*2. If an employee joins in the middle of the year he / she will be eligible for privilege leave on Pro rata*

 *basis.*

*3. Leave cards will be issued to the employees.*

4*. An employee should intimate the leave well in advance (atleast two days prior taking leave) and get*

 *it sanctioned from the Reporting authority in the leave card and the same has to be submitted to the*

 *Time office.*

*5. Balance of leave, if any, at the end of the year will be carry forwarded to the next year. Balance leave can*

 *be forwarded up to a maximum of 30 days.*

*6. In case of Resignation / Termination / Superannuation, the balance leave if any will be reimbursed on*

 *Prorate basis (Up to maximum of 30days).*

*7. If the employee proceeds ‘on leave ’due to unavoidable reasons in the middle of the shift or before the end*

 *of the shift, it will be treated as half a day leave.*

***LEAVE POLICY***

***FOR OPERATORS:***

* 1. *Earned Leave as per Factories Act 1948 will be given to all categories of operators (Apprentices, Probationary and Confirmed, contract employees).*
	2. *Earned leave will be given to those employees who have completed 240 days or more in the previous year. If any employee joins in the middle of the year and has not completed 240days in the previous year he / she should have reported for 2/3rd of the working days, then an employee will be eligible for earned leave. For every 20 days worked in the previous year, he / she will be eligible for one day paid leave.*
	3. *Leave cards will be issued to all the employees and they can be collected from the leave card box which will be kept in the front of the Time office.*
1. *The employee has to intimate the leave well in advance (atleast two days in advance) and*

 *has to get the leave sanctioned by the department head / supervisor in the leave card and*

 *submit the same to the Time Office.*

1. *Balance of Earned leave, if any will be carry forwarded to the next year. A maximum of 30*

 *days will be carry forwarded to the next year.*

*6. In case of Resignation / Termination / Superannuation, balance leave if any, will be*

 *reimbursed up to maximum of 30 days.*

1. *If the employee proceeds ‘on leave ’due to unavoidable reasons in the middle of the shift or*

 *before the end of the shift, it will be treated as half a day leave.*