

LEAVES ACCORDING TO INDIAN COMPANY ACT

Casual Leave

Maximum Limit: 6 Days

Leave Application: A formal leave application needs to be submitted at least one day (or earlier) before commencement of leave. Non-compliance will result in it been treated as "Absenteeism". No Casual leaves will be entertained without prior permission.

Rules:

1. CL can be taken for minimum 0.5 to maximum 3 days. In case of more than 3 days leave, it should be taken as EL.
2. There are no casual leave carry-forwards. At the closing day of financial year any available leave under this head will lapse automatically.
3. Can not be appended with EL/SL.
4. Need to apply atleast a week before for 3 days leaves.
5. Pro rata entitlement for new joinee & resigned employees
6. All employees who worked for total of 10 days in a month would be eligible for prorata leave for that month.

Sick Leave

Maximum Limit: 6 Days.

Leave Application: Submission of leave application or intimation to office is expected.

Rules:

1. SL can be taken for minimum 0.5 to maximum 7 days (paid) .
2. There are no sick leave carry-forwards. At the closing day of financial year any available leave under this head will lapse automatically.
3. For all absences exceeding 3 days, medical certificate needs to be enclosed. For all absences exceeding 7 days, every additional day beyond the 7th day will be adjusted against Earned Leave in credit of the employee, subject to production of aforesaid medical papers.
4. SL can be appended with EL.
5. Pro rata entitlements for new joinee & resigned employees
6. All employees who worked for total of 10 days in a month would be eligible for prorata leave for that month.

Earned Leave/ Privilege Leave

Maximum Limit: 15 Days

Leave Application: Leave application needs to be submitted and approved by immediate manager, at least 15 days before commencement of leave.

Rules:

1. EL can be taken for minimum 3 to maximum 15 days . PL cannot be taken for less than 3 days.
2. EL are carried forward subject to maximum limit of 60 days. Any accumulation beyond 60 days, will lapse automatically at the end of the financial year
3. Pro rata basis for new joiner cannot be normally granted. It can be granted only if there are exceptional situations as given below with due approval from Reporting Manager:--
 - a. Death in Immediate Family (Spouse/Child/Parents)
 - b. Child Birth
 - c. Self marriage
 - d. Accidental Hospitalization.
4. Earned Leave will be credited in the beginning of Calendar Year to every employee's account, but the entitlement will be proportional to the number of months worked. E.g. For every month completed in the pay roll of the company 1.25 days will be credited to the employee's entitlement.
5. For resigned employees their leaves entitlement would be calculated pro rata i.e. till their last day of work. Any excess leave taken would be adjusted in F& F.