



STAFF LEAVE RULES AND REGULATIONS

S.NO.	Grade	Privilege Leave	Casual Leave	Medical Leave	Maternity Leave
1	OP- 5 to 3	12	6	10	30
2	OP- 2 & 1	12	6	10	30
3	E5 to E3	12	6	10	30
4	E2 & E1	12	6	10	30
5	M 4 & M5	12	6	10	30
6	M1 to M3	12	6	10	30
7	GM1 & 2	12	6	10	30
8	V.P	12	6	10	30

Remarks :

1. The quantum of leave applicable for confirmed staff upon completion of one year unbroken service from the date of joining duty
2. Privilege Leave can be accumulated up to 30 days. Encashment can be done for unavailed leaves in excess of 30 days at the end of calendar year.
3. Privilege Leave is earned after every 30 days of working. Privilege Leave may be accumulated.
4. Privilege Leave encashment will be on the basis of basic salary only.
5. Medical Leave may be sanctioned on submission of medical certificate and medical reports.
6. Casual Leave can be availed not more than 2 days at stretch.
7. Unavailed casual leave will lapse at the end of the calendar year.
8. Maternity Leave may be eligible from the date of delivery.
9. Permission 1 hour allowed per month. Permission more than once in a month may be considered as half a day leave
10. Late entry more than 2 days in a month will be considered as half a day leave.
11. Leave request form should be submitted and get approved before two days itself.
12. In case of any emergency or sick leave should be informed to director and reporting heads before the working day starts.