

CHAPTER XILEAVE RULES11.1.0 Types of Leave of Absence

11.1.1 The following types of leave of absence may be granted to a regular employee of the company subject to the condition laid down in these Rules:-

- (a) Earned Leave (EL)
- (b) Casual Leave (CL)
- (c) Sick Leave (SL)
- (d) Maternity Leave (ML)
- (e) Study Leave (St L)
- (f) Leave Without Pay (LWP)
- (g) Special Leave (Sp L)

11.2.0 Entitlement to Leave

11.2.1 Grant of leave is a privilege and not a right. Leave, except Sick Leave and Maternity Leave, shall be granted subject to the exigencies of service.

11.2.2 An employee shall be entitled to grant of leave subject to the limits laid down below:-

- (a) Earned Leave: An individual's entitlement to Earned Leave shall accrue at the rate of 2½ days per calendar month of service, excluding the period spent on Leave Without Pay or under suspension from service which eventually ends in award of major/minor punishment to the employee. Entitlement for service of fraction of a month shall be worked out on proportionate basis, rounded off to the lower integer. An employee may accumulate unavailed portion of Leave entitlement subject to a maximum of 240 days at any time. Fresh entrants in the service of the Company shall not be entitled to avail EL till they are confirmed, but, immediately on confirmation, they shall

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have EL, proportionate to their past continuous service with the Company, credited to their leave account. The accrued EL shall be credited to individual's leave accounts on 30 Jun, 31 Dec, on confirmation in Company's service and on retirement.

(b) Casual Leave: Employees shall be entitled to avail 13 days Casual Leave in a calendar year. This entitlement is not dependent upon the length of service rendered by an employee in a calendar year, but it shall only be available to an individual after the person has physically performed duties on at least one working day in the calendar year. Thus, no employee shall be entitled to avail Casual Leave on the first working day of 1989 against Casual Leave entitlement of 1989. Unavailed portion of the Casual Leave entitlement shall automatically lapse on 31 December of each year, except when an employee is already on Casual Leave on 31 December against the year's entitlement.

(c) Sick Leave: Employees not covered under ESI shall be entitled to avail upto 10 days' Sick Leave in an year on full pay and allowances. Sick Leave may be accumulated upto a maximum of 180 days at any time. Employees covered under ESI shall not be entitled to Sick Leave under these Rules.

(d) Maternity Leave: Married female employees, not having more than one surviving child, shall be entitled to grant of Maternity Leave upto a maximum of 90 days at any one time.

(e) Study Leave: An employee, who has put in a minimum of continuous five years' service with the Company may be allowed to avail upto 24 months' Study Leave once in his/her career to pursue a recognised post graduate course of instruction. Employees granted Study Leave shall be required to sign a bond to serve the Company for a minimum period of 5 years from the date of

(f) Leave Without Pay: In exceptional circumstances, leave of absence may be granted to an employee, who has no leave entitlement to his credit, and, such leave shall be treated as Leave Without Pay.

(g) Special Leave: Leave on full pay upto a maximum six days may be granted to a male employee to undergo vasectomy. Leave on full pay may be granted to Defence Service Reservists, when called for training/duty with the services. TA personnel may be granted Special Leave when called for training.

11.2.2.1 Leave on full/half pay shall not be granted to any employee against anticipated future accrual. Any leave granted, when no leave is due, shall be treated as Leave Without Pay.

#### 11.3.0 Earned Leave

11.3.1 The entitlement to Earned Leave is computed on the basis of the period an employee has been entitled to draw full pay of his appointment, excluding the period spent on Sick Leave (whether on full or part pay), Study and Leave Without Pay.

11.3.2 Sundays, holidays and closed working days intervening the period of leave shall be counted against the leave entitlement. Sundays and holidays exactly proceeding the leave period and also those immediately following the period of leave, may be allowed to be prefixed or suffixed to the leave period by the leave approving authority, without being counted against the leave entitlement.