

Leave Rules

The following general principles shall govern the grant of leave to the employees:—

- (i) Mere submission of application will not be construed that the leave has been granted.
- (ii) Leave is earned by duty or services and it cannot be claimed as a matter of right.
- (iii) An employee who desires to obtain leave of absence other than casual leave shall apply in the prescribed form to the Competent Authority of the Company/Establishment appointed for the purpose not less than 15 days before the leave is to commence except in urgent cases or unforeseen circumstances when it is not possible to do so. The competent authority in this behalf shall issue orders on such application as soon as practicable. If the leave is granted an order showing the date on which the employee will have to resume duty shall be issued to him. Applications which do not satisfy this requirement may be refused without assigning any reason.
- (iv) Leave shall be availed of only after it is sanctioned by the competent authority, but one day's casual leave may be availed of without prior sanction in case of unforeseen circumstances. Provided the competent authority to sanction leave is promptly informed by phone or otherwise of the circumstances under which prior sanction could not be obtained.
- (v) In case of exigencies of work, it will be open to the competent authority, to refuse, postpone, revoke, or reduce leave of any description.
- (vi) During the period of leave, an employee shall not take up or accept any employment or work either on remuneration or without remuneration.
- (vii) During the period of suspension, an employee shall not be granted any leave. However, during the pendency of disciplinary proceedings, the competent authority may grant leave.
- (viii) Sundays and/or holidays as may be declared by the company may be prefixed and/or suffixed to any kind of leave, but intervening Sundays and Holidays, will be counted as a part of leave.
- (ix) The leave earned by an employee is the period which he has earned according to company's rules and he will be entitled to leave only after it has been earned.
- (x) Before proceeding on leave, an employee shall intimate to the competent authority his address while he is on leave and shall keep the said authority informed of the changes in address, if any.
- (xi) Before leaving headquarters, every employee will have to obtain from the competent authority permission to leave the headquarters.
- (xii) If an employee, after proceeding on leave, desires an extension thereof, he shall make an application in writing to the competent authority with reasons. Such application shall contain full postal and telegraphic address and shall be made in sufficient time to enable the office to process the application and communicate the decision to him.
- (xiii) No leave or extension of leave shall be deemed to have been granted unless an order to that effect is posted and communicated to the employee concerned.
- (xiv) Over-stayal beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned employee has got the extension of leave sanctioned (by the competent authority) before the expiry of the leave already sanctioned. However, before treating such unauthorised absence as leave on loss of pay, the competent authority shall satisfy itself that there were no extenuating circumstances which prevented the employee from obtaining prior sanction for over-stayal.
- (xv) An employee is expected to avail of leave granted fully before resuming duty unless he is recalled for office exigencies. An employee on leave cannot return on duty before the expiry of such leave except with the express permission of the authority granting leave.
- (xvi) An employee on leave, shall unless and otherwise instructed to the contrary, return for duty to the place at which he was last stationed.
- (xvii) Except when an employee is on leave on loss of pay, or absents from duty the increment falling during the period of leave may be granted from the due date.
- (xviii) An employee on leave on medical certificate may not return to duty without producing a medical certificate of fitness. The competent authority may require an employee who has availed of leave, of any kind, for reasons of health to produce a medical certificate of fitness, even though such leave was not granted on medical certificate.
- (xix) The competent authority may, at his discretion, secure a second medical opinion either for grant of leave or for satisfying that the employee is fit to resume duty, from a medical examiner of its choice, if considered necessary, the cost of such second medical examination will be borne by the company. An employee not submitting him/her for medical examination will be liable for appropriate disciplinary action.