**LEAVE CONSTRAINTS**

* **Casual Leave[CL]:**
  + **New employee**
    - After each month – 1CL Granted
    - Until 12 months[completion of 1 year]
  + **Old Employee[on completion of 1 yr]**
    - 12 CL’s per year
    - Cannot be carried for next year
    - Continuously cannot be applied for more than 6 days
    - Half days is allowed[**Saturday is considered as full day]**
* **Earned Leave[EL]:**
  + - 10 days per year[ **Jan-June= 5days][July-Dec=5days]**
    - Can be carried for next year
    - only on completion of 1st year
* **Restricted Holiday[RH]:**
  + - 2 RH per year
    - Cannot be carried on for next year
    - Available only on completion of 1 yr
* **On Office Duty[OOD]:**
  + - The staff will apply for this by attaching a memo i.e. uploading
    - A memo to be attached is compulsory
* **Loss Of Pay[LOP]:**
  + - on leave rejection
    - if the employee has no other holidays to apply
    - LOP has to be accepted……there shouldn’t be any rejection for it