|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of leaves** | **MAZDOOR** | **Office staff** | **Pharmacy staff leaves** | **Maintained by** | **Data need to updated in** |
| Casual leave | 20 | 15 |  | Assistant |  |
| Medical leave | 20 | 20 |  | Junior Assistant | SR |
| Earn leave | 30 | 30 |  | Junior Assistant | SR |
| CPL | don’t KNOW | 10 |  | Assistant |  |
| OH | Not applicable | 5 |  | Assistant |  |
| Half pay leave |  |  |  | Junior Assistant | SR |
| EOL (extraordinary leave) |  |  |  | Junior Assistant | SR |

|  |  |
| --- | --- |
| Casual leave | At a time 9 CL's can be used |
| Medical leave | Medical leave should certified by Central hospital, duty certificate need to provide by respective person by the date of joining |
| Earn Leaves | Jan- June: 15 leave, july-dec: 15 leaves,  SEL:(Surrender of earn leave): every year , a person can apply. |
| CPL | can nt take more than 2 leaves at a time. |
| OH | At a time only 1 OH can be taken , should not take more than 1 leave. |
| Medical leave,Earn leave,Half pay leave,EOL (Extraordernaly leave) | JA-enter into SR, RMO should approve in e office |

Leaves should be submitted before 25th of the month. If the leaves taken after 25th, that leave will be pushed to next month to update in salary slips