

**Date: 21.07.2023**

## **LEAVE AND ATTENDANCE.**

### Casual Leave

1. All un-availed casual leave cannot be adjusted against notice period.
2. Employee leave credit should be Auto grant.

### Sick Leave

1. If employee requires prolonged leave, leave without pay is allowed with the approval of Department head and HR Head.
2. Any un-availed Sick leave will be carry forwarded to next year, allowing to maximum accumulation of 48 days.
3. SL can be appended with PL and cannot be appended with CL on approval of Department Head and HR Head.

### Privilege Leave

1. PL can be taken for minimum 3 to maximum 14 days at a time. PL cannot be taken for less than 3 days.
2. PL encashment can be done only in the month of January every year or at the time of exit. A minimum of 20 days leave balance must be kept before encashment. PL can be accumulated up to 120 days. PL encashment will be done on the basic amount.
3. At the time of exit, 100% of un-availed privilege leaves can be encashed the basic pay rate.
4. At the time of resignation/retirement/termination the balance of PL will be encashed at the basic pay rate as on the day of resignation/retirement.

### Probationary Leave

1. The leave of first month will be credited by completion of the joining month and will accumulate every month.

### Maternity Leave.

1. ML can be appended with CL and EL on Approval.
2. ML cannot be availed before 8 Weeks of Expected Date of Delivery.
3. ESI Employees are eligible to claim their Maternity benefit via ESI Maternity Benefit Law (Eligible for either one, standard or ESI benefit and cannot avail both the benefits) – If employee is eligible for ESI, Maternity leave is not provided.
4. Paternity Leave – File upload option

## LOP

1. Prior leave application should be done for Privilege leave.

## Comp off

1. Worked date- Employee can select date, if they worked in leave days and for OD also they can apply comp off (If they occupied on leave days). Remarks fields – Mandatory.

## Leave Rules

1. At time of exit, NAPS employees cannot avail leave in Notice period.
1. Employee can avail permission of 2 hours, twice per month, with the approval of the Department Head. Permission apply should be separate option.
2. When employee applies on duty and they can also apply for regularization – TL can only either approve OD/Regularization. **This should be blocked, which is applied first, the date should not show on other options to apply.**