<h1> **Shri Narkesri Prakashan Ltd<br>**

**Leave Rules-2022</h1>**

<h2>Definitions</h2>

<h3>Earned leave</h3>

    Earned Leave is official Leave which <br>

* has to be taken with pre-applied permission of respective HOD<br>
* it will be either 30(for type A), 20(for type B)<br>
* It will be credited annually with last year’s rest over the balance of leaves which in total are not more than 90<br>
* That means above 90 ELs rest over leaves will lapse yearly<br>
* Highest possible ELs are 90 with every year credit of leaves as per respective type<br>

* Casual leave

    Casual Leave is an urgent short-term leave

* which could be applied for emergency purposes by an employee<br>
* It can take either a day or two<br>
* Which and this will also be approved by respective departmental head
* it is credited quarterly in every employee account quarter be like  Q1(1jan-31 March), Q2(1April-30 June), Q3(1July-30sept), Q4(1oct- 31 Dec)
* it will expire at the end of the annual year that is 31 Dec<br>
* It won’t be credited for next year as balance but if quarterly balance is remaining it will be carried forward for next quarter<br>

* Sick Leave
  + - specifically given for medical reasons,
    - it comes with proofs and documentations like a medical certificate if it's more than 2-4 days<br>
    - But it is a leave which is only given to type A Employees which are 10 all over the years and
    - the total stack is 45 same as the Earned leaves that means that
    - every year 10 Sick leaves are credited to Type A employee account and balance is added of last year till the number is 45<br>
    - Above 45 days<br> Rest over Leaves are lapsed<br>
* Leave without pay
* It is Leave granted in the company either when the all the balance leaves are lapsed/Consumed
* Or Long span Leave under special circumstances<br>
* These Leaves will be major output of E-LMS which will be an important input for s Payroll system of company for calculating the salary
* Leave without pay is not choice available to Employees
* It will be documented as special Leave with HR Permission
* Maternity Leave
* It is special Leave for female Employees above 21 years<br>
* The Leave tenure will be as per the guidelines of Government laws and company act
* It is allowed to be taken only two times for employee
* Its cannot be applied from E-LMS but will be considered special type of Leave in E-LMS documentations
* It will not be considered as Leave without Pay though being long span leave
* Tour (Leave for Official Purposes)
* Its not actually a leave but it will be an absence in company for official work<br>
* This also cannot be applied through the E-LMS but will be documented under special leave
* Under this leave HOD has to submit a work permit generated under HOD Authority to HR for documentation<br> So that it won’t get considered as absent<br>
* Absent
* It is defined as illegitimate leave taken by employee without applying or asking for permission of leave
* In this case, First the CLs will be consumed as he/she can apply for it after joining to work again<br>
* If the CLs are consumed then it will be considered as Leave without Pay
* It will provide an output which will be an input for Payroll System<br>
* In E-LMS it will be post applied CL or CL of special type with HOD Comments

### Types of Employees

* ***Permanent Employees***: Employee which are categorized as Permanent are the ones who have 30 ELs 15 CLs and 10 SLs

**ELs**

* + - They are yearly 30 but if not used are carry forwarded to next year
    - Till number gets 90<br>
    - After 90 leaves in balance rest of the leaves are lapsed
    - So Maximum only 90 ELs are possible for any Permanent Employee

**CLs**

* They are total 15<br> But Quarterly added
* Like in first 3 Quarters they are 4 and in last one they are 3
* They are not carried forward for next year but they definitely are carried forward to next Quarter if not consumed
* They are credited on 1st Jan of every year and Lapses on 31st December

**SLs**

* + - They are yearly 10 but if not used are carry forwarded to next year
    - Till the number gets 45<br>
    - After 45 leaves in balance rest of the leaves are lapsed
    - So Maximum only 45 MLs are possible for any Permanent Employee
    - They require Medical Certificate attached or submitted in order to consumes these leaves<br> If unable to present that whenever asked the leaves are considered as Leave without Pay
* ***Semi-Permanent Employees***: Employee which are categorized as Permanent are the ones who have 20 ELs 15 CLs and 0 SLs

**ELs**

* + - They are yearly 20 but if not used are carry forwarded to next year
    - Till number gets 90<br>
    - After 90 leaves in balance rest of the leaves are lapsed
    - So Maximum only 90 ELs are possible for any Permanent Employee

**CLs**

* They are total 12<br> But quarterly added
* Like in 3 leaves are credit
* They are not carried forward for next year but they definitely are carried forward to next Quarter if not consumed
* They are credited on 1st Jan of every year and Lapses on 31st December

**SLs**

There are no SL for semi-permanent Employees<br>

* ***Non-Permanent Employees:*** Employee which are categorized as Permanent are the ones who have 30 ELs 15 CLs and 10 SLs

**ELs**

There are no ELs for Non-permanent Employees<br>

**CLs**

* They are total 32<br> Not Quarterly added
* All are credited yearly
* They are not carried forward for next year<br>

**SLs**

There are no SL for semi-permanent Employees<br>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr No | Type of Employee | No of EL | No of CL | No SL |
| 1 | Permanent Employees | 30 | 15 | 10 |
| 2 | Semi-Permanent Employees | 20 | 12 | 0 |
| 3 | Non-Permanent Employees | 0 | 32 | 0 |