 Discovery Labs	STANDARD OPERATING PROCEDURE			
	SOP No.:	SOP-HR-007-01	Effective Date:	01.04.2018
	Supersedes :	HR-007-00	Next Review Date:	March-2021
	Department:	Human Resources	Page:	1 of 2
TITLE: PROCEDURE FOR TAKING LEAVE				

1.0 PURPOSE:

To lay down the Procedure for procedure for taking leave.

2.0 SCOPE:

This procedure is applicable for all employees working in Discovery Laboratories Pvt. Ltd.

3.0 RESPONSIBILITY:

3.1 It is the responsibility of every employee to take the permission and approval from head of the department before taking the leave.

3.2 It is the responsibility head of the department either approval or rejecting the leave.

3.3 It is the responsibilities of HR and plant head for approve the leave.

4.0 DEFINITIONS:

Nil

5.0 PROCEDURE :

5.1 Leave Data card is applicable to all employees in the factory.

5.2 The purpose of this leave card is to know the leaves information / status of an Employee to employer and employee.

5.3 When any employee is going to take leave, they shall take permission from the respective departments HOD/Deputy.

5.4 After taking permission from the HOD, HR shall enter in their 'Leave Application'.

5.5 Enter the leave period from which date to which date in the 'Leave Application' and sign on it before going for Approval from the HOD.


5.6 After HOD's signature, employee shall take the 'Leave Card to PLANT HEAD for taking approval.

6.0 FORMATS / ANNEXURE(S):

LEAVE APPLICATION FORM

: ANNEXURE

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	I. Naresh	G.SriVarma	N.Sreedhar
Department	Admin & HR	Admin & HR	Quality Assurance

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7.0 CHANGE HISTORY:

Revision No.	Effective Date	Details of Revision	Ref. CCF No.
00	27.03.2013	New SOP Introduced.	---
01	01.04.2018	1. SOP revised in-line with SOP “SOP-QA-001-05” 2. Procedure rephrased for better clarity.	CCF/GEN/ 18009

	Prepared by	Reviewed by	Approved by
Sign & Date			
Name	I. Naresh	G.SriVarma	N.Sreedhar
Department	Admin & HR	Admin & HR	Quality Assurance

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