

LEAVE RULES

May 2012

IOL Chemicals and Pharmaceuticals Ltd.

Human Resources Department

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Origin: Human Resources Department	IOL Chemicals & Pharmaceuticals Ltd.
Policy No. IOLCP/API/HRM/RFD/013/R1 Effective Date: June 2012	Sub Key Area: Revised Leave Rules

LEAVE RULES

Title: These rules may be called as IOL Leave Rules

- 1. Objective:** To Define leave entitlement for the employees working in the Company.
- 2. Definitions:**
 - 2.1 Casual Leave :** Leave for meeting exigencies and unforeseen circumstances as per the provisions of Industrial Establishment (National Festival, Holidays and Casual and Sick Leave) Act 1965 and state rules there under.
 - 2.2 Sick Leave:** Leave to take rest and to recover the health in case of illness as per the provisions of Industrial Establishment (National Festival, Holidays and Casual and Sick Leave) Act 1965 and state rules there under.
 - 2.3 Earned Leave:** As per the Provisions of Factories Act 1948. The employee who has worked for a period of 240 days shall be eligible. For computation of days for eligibility days of lay off, maternity leave (not exceeding 12 weeks) or any other vacation / leave as permissible by any enactments / statutes or by the Company as deemed appropriate, shall be considered the days for eligibility.
 - 2.4 National and Festival Holidays:** Holidays declared as per provisions of Industrial Establishment (National Festival, Holidays and Casual and Sick Leave) Act 1965 and state rules there under.
 - 2.5 Maternity Leave:** Leave granted for a stipulated period before and after getting the delivery, to the eligible employee as per the Maternity Benefit Act 1961 or Employees' State Insurance Act, 1948, as applicable from time to time.
 - 2.6 Leave Without Pay:** Leave granted to an employee without any salary or wages payable against such leaves.
 - 2.7 Station Leave:** Permission/ approval granted to an employee to leave the station for personal reasons, whether on leave or not.
 - 2.8 Special Leave:** Leave granted to the employee to recover from the Illness or Injures arising out of and in the course of employment.

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2.9 Short Leave: Leave granted to the employee for not exceeding 2 hours either from the start of assigned shift or before ending of such shift.

3. Eligibility: Applicable to all the employees i.e. Confirmed, Probationary & Trainees on the rolls of IOL Chemicals and Pharmaceuticals Ltd. at all location.

4. Entitlement: There will be following types of leave on calendar year basis. Entitlement as per details given below:

Type of Leave	Maximum Number of leaves entitled for
Casual Leave	07 days in a Calendar Year
Sick Leave	07 days in a Calendar Year
Earned Leave	18 days in a Calendar Year
National & Festival Holidays	9 days in a Calendar Year
Maternity Leave	As per provision of Maternity Benefit Act

5. Casual Leave:

5.1 Casual leave can be taken for minimum half of a day at a time.

5.2 Casual leave shall not be granted for more than two in a quarter and three days at a time.

5.3 Casual leave cannot be combined with EL and SL.

5.4 Casual leave shall be calculated on pro-rata basis for employees joining in between the calendar year.

5.5 Casual leave shall be exclusive of all holidays or weekly offs that fall in between or at either end of the leave period.

5.6 Casual leave standing to the credit of any employee shall lapse automatically at the end of the calendar.

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6. Sick Leave

- 6.1 Medical Fitness Certificate shall be required if an employee avails sick leave for more than two days as per rules below:-

6.2.1 For employees covered under E.S.I

The employees covered under ESI, shall have to produce medical certificate from the E.S.I. dispensary or hospital.

If an employee falls sick at an outstation where E.S.I. dispensary/hospital is not located he / she will have to produce a medical certificate from the Medical Officer of the nearest Government dispensary / hospital or a Qualified Registered Medical Practitioner.

6.2.2 For employees not covered under E.S.I.:

Employees not covered under ESI shall have to produce medical certificate from Govt. Hospital/Dispensary or a Qualified Registered Medical Practitioner.

- 6.3 SL can be accumulated maximum upto 21 and over and above shall lapse automatically. However, accumulated SL can only be granted only in case of long sickness when it is supported with proper medical prescription and/or medical certificate.
- 6.4 Sick leave shall be inclusive of all weekly holidays that fall during the leave period.
- 6.5 Sick leave shall be calculated on a pro-rata basis for employees joining in between the year.
- 6.6 There will be no encashment of Sick leave at the time of separation / retirement from the company.

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7. Earned Leave

- 7.1 Earned leave cannot be taken for more than three times in a calendar Year.
- 7.2 Earned leave cannot be granted for less than three days at a time.
- 7.3 Earned leave shall be granted at the discretion of the management. The management can refuse, revoke or curtail the leave if the exigencies of the work so require.
- 7.4 Application for earned leave must be submitted at 7 days in advance exception will be considered in case of emergency.
- 7.5 Earned leave shall be calculated on a pro -rata basis for employees joining in between the year.
- 7.6 Employee can avail earned leave in advance with the prior approval of Head HR and/or Unit/Location Head.
- 7.7 **Accumulation of Earned Leave**
 - 7.7.1 The un - availed earned leave shall be carried forward to the succeeding calendar year.
 - 7.7.2 Earned leave can be accumulated up to 90 days and unavailed earned leave over and above 90 days, shall be en - cashed to the concerned employee.
 - 7.7.3 Un - availed earned leaves in the credit of employee shall be en-cashed at the time of separation or retirement from the company.

- 8. **National and Festival Holidays:** 9 National and Festival Holidays shall be entitled to all the employees in a Calendar Year in line with the Holidays declared by Govt. Institutions as per provisions of Industrial Establishment (National Festival, Holidays and Casual and Sick Leave) Act 1965 and state rules there under.

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9. Maternity Leave:

Maternity Leave shall be entitled to an employee as per provisions of Employees' State Insurance Act 1948 or Maternity Benefit Act 1961, as applicable from time to time.

10 Special Leave

If an employee sustains personal injury by accident arising out of and in the course of employment or suffers from any occupational illness due to the nature of his job, the concerned employee shall be sanctioned Special Leave for the lost working period. Provided that if the employee avails leave against the said illness under Employees' State Insurance Act, 1948 or any other Medical Insurance Scheme, shall not be entitled for Special Leave. The employee shall be paid full wages during the period of Special Leave.

11. Leave Without Pay:

Those employees who have availed the entitled leave during a calendar year and require leave thereafter may be given leave without pay according to the leave sanctioning authority pattern.

12. Short Leave:

A member is entitled to a maximum of two hours leave that can be availed maximum on two occasions in a month for any personal reason. The 3rd time availed short leave will call for automatic deduction of half day C.L. In case the member has no credit of C.L., deduction of E.L. will be done. The member will apply for the due kind of leave and in case the concerned member do not apply for the leaves or even do not justify the reasons for the late arrival, the HRM will deduct the leaves.

13. Station Leave:

No employee shall leave station either on holidays or on leave without the prior approval or permission of the Management and during his / her leave to outstation his / her complete outstation address and contact number must be with the reporting authority and HR Department.

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14. General Rules

- 14.1 All types of leave are calculated on calendar year basis.
- 14.2 No sick leave will be granted in continuation with earned leave unless a medical certificate is enclosed with the application, which should reach the reporting authority well in advance before the expiry of the leave period to enable the company to reply to the same.
- 14.3 Management reserves the right to recall an employee on earned leave at Company's expenses owing to the exigencies of the work. It is however, understood that the unutilized balance earned leave will be made available to him / her at a later date.
- 14.4 For extension of leave, employees are required to apply the leave sufficiently in advance so that the leave can be sanctioned to before their original leave expires. If any such belated application is received then it is up to the reporting authority to sanction leave or not.
- 14.5 If an employee remains absent or overstays for 10 consecutive days, beyond the sanctioned leave without any prior intimation or approval of the concerned authority or does not resume duties even after given final ultimatum for resuming duties, such employee shall be deemed to have voluntarily abandoned the services of the company and his/her name shall stand struck off from the rolls of the company.
- 14.6 Grant of earned leave in advance may be considered in very special Circumstances. A prior approval of the same to be taken from Head HR and Unit / Location Head on recommendation of the concerned Head of the Department.
- 14.7 An employee will be entitled for any type of leave only on completion one month in the job.
- 14.8 Any type of leaves cannot be availed as a matter of right. It is the prerogative of management / reporting authority to sanction or not to sanction the leave.

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15. Operating Procedure

- 15.1 For earned leave, advance planning should be done and approval to be obtained before proceeding on leave.
- 15.2 For casual and sick leave where advance planning is not possible, Intimation will be sent to the reporting authority and to the HR department at the earliest and formal approval to be obtained immediately upon resuming the duty.
- 15.3 The leaves shall be approved as per the predefined Leave Approving Pattern
- 15.4 It is the responsibility of the employee to ensure that his/her leave has been approved by the competent authority.

16. Leave Sanctioning Authorities

All leaves shall be sanctioned as per the predefined leave sanctioning authority pattern.

Above rules are subject to amendment or modification by the management on its sole discretion at any time in future. Incase of any dispute and / or any point not touched / covered under any of the above rules, the decision of the Management shall be final.