



LEAVE POLICY	TOTAL PAGES - 6
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8. LEAVE POLICY

8.1 Objective:

All employees of CHEMEXCIL are encouraged to avail the paid leave facility as and when needed to take time off for rest, and to attend personal exigencies. The purpose of the leave policy is to define leave eligibility, facilitate planning and availing of leave in a systematic manner.

Leaves are allotted without discriminating between Management, staff or any other categories. The Number of days of Leave eligibility per year does not vary with years of service.



Employee Category	Privilege Leave (PL)	Casual Leave (CL)	Commuted/ Sick Leave (SL)	National Holidays
All Employees (Except temporary)	30 Days	10 Days	15 Days	17 Days (in liaison with Government Holidays)

8.2 General Guidelines

- a. Leave year for accounting purposes would be the Calendar year i.e. January to December.
- b. In a calendar year an employee is eligible for 30 days Earned Leave / Privilege Leave (including weekly off and National/Public Holiday), 15 days sick leave and 10 days Casual Leave
- c. In case of employees who have put in at least one year of service 30 days Earned will be credited to their account on 1st January every year.
- d. Casual Leave is credited at the start of each calendar year every year.
- e. For employees who join in the middle of the leave year, eligibility would be calculated pro-rated basis.
- f. Prefixing or suffixing of leave is permitted and intervening weekly offs or Public Holidays will be counted as leave.
- g. The responsibility of obtaining sanction for leave will be with the employee.
- h. No leave can be claimed as a matter of right. The employee's superior/s has the discretion to sanction, defer or refuse any leave depending upon exigencies of work.



- i. As a general rule, leave must be with prior intimation and with the approval of the HOD concerned. Else the same would be classified as unauthorized leave and the pay may be deducted accordingly.
- j. In case of Sick Leave, if the Council feels the necessity of ratifying the medical prescription and the fitness certificate by the Council's appointed Doctor will be considered as final approval.
- k. Leave records of all employees will be maintained by Payroll/ HR Department.
- l. It is necessary that duly filled and approved leave application must reach HR by 25th of every month without fail. If, any employee fails to apply for leave or to regularize the absence before the cut-off date, HR will not send any intimation nor would follow-up for the same. The duration of such absence will be treated as unauthorized and no salary will be paid for the period.
- m. No leave can be availed of during the notice period. No employee can be on leave on his/her last working day in the Council. If any employee on serving notice period happens to avail leave due to health issues or any emergency situation, the notice period will be extended by the number of days the employee was absent.
- n. Leave Application for Regional Heads should be routed to Director General

8.3 Privilege Leave (PL):

a Eligibility:

All confirmed employees of the CHEMEXCIL are eligible for paid leave. Employees on probation are not entitled to take leave, except on any exigencies.

However, on confirmation they can avail, of the leave accumulated during the period of probation as per the norms.

b. Entitlement:

For the first year the PL will be on pro-rated basis.

Every employee of CHEMEXCIL is entitled to avail 30 days PL in a year. However, the leave can only be availed after completion of six months of service with full pay in case of new joiners.

The leaves will be credited to the employee's leave account at the beginning of calendar year (i.e. 1st January every year)

When an employee avails PL, s/he will be paid the same salary as was paid before proceeding on leave.

At a stretch on one go; an employee cannot avail more than 15 days of PL, unless approved by the Director General with justification. To avail the PL, the employee needs to submit a PL application form to the sanctioning authority at least 15 days in advance. The period can be reduced in case of contingency or emergency by the sanctioning authority on a case-to-case basis.





c. PL accumulation and Encashment:

PL can be carried forward and accumulated to a maximum of 120 days (120 days is inclusive of the entitlement of 30 days of the new calendar year)

In the entire service of an employee, an employee can en-cash a maximum of 120 days of Earned Leave at the time of retirement and anything above 120 days they have to enjoy.

Permanent employees can en-cash up-to a maximum of 15 days of Earned Leave in a calendar year, based on Basic Salary.

Leave encashment will be calculated as follows = (Basic Salary / 30 * no. of days). Tax deduction on encashment will be as per the applicable provisions of the tax laws. Leave en-cashed will be payable with monthly salary based on the Basic Salary as on date of encashment.

Request for encashment of leave will be considered once in a calendar year only and to a maximum of 30 days only.

In case of retirement / termination/ resignation, the employees would be paid the balance of Earned Leave to his credit, subject of maximum **of 120 days, less the number of days already en-cashed by the employee.**

d. Procedure:

En-cashed leave is treated as separate amount and will not form a part of salary or any other allowance. It will be paid separately as 'Leave encashment" and is taxable.

8.4 Casual Leave (CL):

a. Eligibility:

- i. All employees are eligible to take 10 days CL in a Calendar Year.
- ii. Maximum 2 days CL can be taken at a time at a stretch.
- iii. Employee cannot combine CL and PL, by any means
- iv. Casual Leave will be credited in the employees leave account as on the 1st January of every calendar year in advance.
- v. Employees joining in the course of the year will be eligible for pro-rata leave on their date of joining for the period up to 31st December in the said calendar year.
- vi. In case any employee separates from the services of the Council during the year, recovery on account of excess casual leave availed by the employee during the year would be made.

b. Entitlement:

- i. If CL extends beyond 2 days, then the employees will have to apply for PL.
- ii. Intervening weekly off days / National / Festival / Declared holidays will be counted as a part of CL. However, preceding or succeeding weekly off days/holidays will not be counted as leave.
- iii. Balanced CL remaining unutilized as on 31st December will lapse.
- iv. Half day CL can be taken as required. In order to avail Half day CL minimum 4 hours of working is required, if the duration of work in office is less than 4 hours the leave will be



calculated as full day CL.

- v. When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective reporting Manager on the same day through phone/sms or e mail, however approval of the supervisor is necessary.

c. Procedure:

Employees have to fill Leave Application Form and submit it to the Reporting Manager prior to availing CL and get a formal approval of the HoD. CL can neither be en-cashed nor be adjusted to the notice period. However, in case of emergency, employee should communicate/inform the respective HoD of his/her absence. On resuming duty, the employee has to regularize the CL and inform HR accordingly.

8.5 Sick Leave (SL):

a. Eligibility:

- i. All confirmed employees are credited 15 days SL as on the 1st January of every calendar year in advance.
- ii. If an employee continues to be absent on grounds of ill health after exhausting the entire quota of SL during the calendar year, such excess days of absence will be deducted from PL and if PL is not available, they will be considered as unpaid leave.
- iii. Employees joining in the course of the year will be eligible for pro-rata sick leave for the service rendered in the current year subject to confirmation of service.

b. Entitlement:

- i. Medical Certificate has to be submitted as a proof of sickness if SL is exceeding more than 2 days.
- ii. Intervening Weekly off days / National / Festival / Declared holidays will be counted as a part of SL.
- iii. Half day SL can be taken as required.
- iv. SL can neither be en-cashed nor be adjusted to the notice period.

c. Procedure:

- i. Inability to attend office because of any sickness should be notified to the respective Reporting officer on the same day through phone.
- 9 Leave Application Form has to be filled & submitted along with the medical certificate on resuming duty.
- 10 Sick Leave for more than two days should be supported by medical certificate from a registered medical practitioner. If an employee is absent for a period exceeding a week because of sickness, he / she should produce a fitness certificate from the attending physician/surgeon.



8.6 Extraordinary Leave without Pay (LWP)

The Director General may grant extraordinary leave to an employee under special circumstances with/ without pay if no other leave is in credit of the employee.

Cancellation of Leave

The Director General can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave, then those days will be treated as absence from duty and the rules pertaining to LWP will be applicable.

8.7 Special /Compensatory Leave (Comp-Off)

- a. **Entitlement:** Comp-off/ Special leave will be entitled only after 6 hours of work in a day for working on holidays (for those not entitled to overtime). Such special leave standing in credit of an employee on 31st December shall be consumed by the following calendar year and no further carry forward shall be allowed.

In case an employee is required to report to work on any Sundays/Saturdays/Declared Holidays, the employee is entitled to a compensatory holiday ("comp-off") of one day in lieu of every holiday worked. The employee working on a holiday should report for work on the holiday on receiving written permission/instruction from the Director General.

The request for compensatory holiday needs to be made using the "Leave application form" and presented to the reporting superior. The reporting superior on approval to submit the form to the HR Manager for record.

Leaving for official travel or coming back from official trip on weekly off /Saturdays / declared holidays before 12 noon, the employee is not eligible for claiming comp off for the same.

- b. **Overtime:**

- i. **Eligibility:**

Only Office Assistant staff (Driver & Peon) will be eligible for overtime benefits. The Overtime eligibility will start only after working hours exceeding 9 hrs. as per the law.

8.8 Other Leaves:

- a. **Maternity Leave:** All female employees of the Council can avail Maternity Leave as per Maternity Benefit Act 1961.
- b. **Paternity Leave:** All male employees of the Council can avail Paternity Leave as per Paternity Benefit Act 2017.





c. **National Holidays (Paid Holidays)**

The list of public holiday is available with the HR department and will be circulated at the beginning of the year. While the number of days of public holidays are fixed however the occasion will vary as per the region. Paid holidays should not be more than 11 days annually and has to be standardized across all Regional Offices and Head Office.

However, the following four national holidays will be mandatory as part of the 17 days of national holidays.

1. Republic Day – 26th January
2. Labour Day – 1st May
3. Independence Day – 15th August
4. Gandhi Jayanti – 2nd October

Remaining 11 days to be decided by the Head Office and 2 days to be decided by the respective Regional Heads in consultation with their staff and forward the list of holidays decided for the calendar year to Director General for approval.

