

### Organizational Circular

Circular No	Circular Date	Event	Issued By	Approved By	Effective Date	For
001/2017-18	12.03.2018	Monthly Leave (ML)	HR Department	HR Manager	12.03.2018	All SPAN Employees

**Event Description** – Availing process for Monthly Leave (ML)

**Target Employees** – All SPAN Employees covered under ML Policy

**Process Description** –

1. Monthly Leave(ML) to be applied at least 7 Days in Advance by the employee in writing
2. HOD to Check the Monthly Leave Balance from HRMS/HR Department
3. Verify the reasons for Leave to be availed
4. Validate & Approve the Leave

**Effective Date of Circular** – 12.03.2018

**Leave Sanctioning Authority** – Director/HOD/Line Manager/Leader

**Non-Compliance** - Any deviation in the process of availing the Monthly Leave (ML) may lead to penalty up to the extent of Loss of Pay (LOP) as may be found appropriate on a case to case basis

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