

2nd Floor, Above Usmanpura CT Scan center, B/H Nabard House, Usmanpura, Ahmedabad - 380013.
(Gujarat) INDIA. Ph = +91-79-3120 3010.

Leave System Standards

1. Ensuring correct system follow up by effective training.
2. Proper documentation of all/any kind of communication in relation of Leaves policy.
3. An employee is eligible for 12 days of leave in a year i.e. 1 leave in a month. Leaves calculation is based on the Calendar year i.e. Jan-Dec. The leaves will be granted on pro rata basis after 6 months from the date of joining.
4. Management has decided 12 days as holidays in year 2010, list of holidays attached with this page.
5. There will be no segregation of leaves into Privilege leaves (PL), Casual Leaves (CL), Sick Leaves (SL) Compensatory leave (CL) or any other category. Provision of Special Leaves is mentioned.
6. Employees can take maximum 5 to 7 Leaves on their own marriage.
7. Leaves have to be approved by the reporting manager and intimated by HR Head.
8. The leaves will be credited on pro-rata basis at the end of every month.
9. A new employee can take a leave only after 3 months of joining.
10. Leave can be granted before completion of 3 months only in case of sickness / compassionate grounds on pro-rata basis of date of joining.
11. Leaves cannot be carried forward to next year.
12. Weekly off and Holidays will be calculated at the time of calculation of leaves. Example: X employee applies for 2 days of leave from Saturday to Monday [inclusive]. Saturday and Monday being working day, Sunday being weekly off. In this case, leaves that will be deducted from X employees is 3 [Saturday to Monday].
13. In order to encourage planning of leave in advance, application of leave is mandatory at least 2 days in advance or at the earliest.
14. It is mandatory to fill up the leave application form and it has to be approved by the Reporting Manager or Management, in case a person fails to do so his leave will be counted as an uninformed leave and his 2 days salary will be deducted. (1 Uninformed leave = 2 days)
15. Same day intimation leave will be always known as uninformed leave.
16. In case of illness if any emergency he/she have to fill leave application form showing medical certificate, once your reporting manager approves then and only then that leaves will be calculated as informed leaves.
17. The Department head OR management reserves the right to reject the leaves based on the business needs.
18. It is recommended that at the time of granting leaves, the reporting manager or department manager needs to ensure a minimum of 70% of his staffs' availability at a given day.
19. Holiday List will be revised and will be applicable every year from 1st Jan.
20. No Leave substitution/compensation will be provided for the Holidays falling on weekends.
21. Guidelines to apply for leave:
 - Employee applies for a leave by filling the leave form in hard copy and submitting to the reporting manager.
 - The reporting manager approves the leave after checking the respective employee's leave balance and business needs.
 - In case of rejection the employee is informed about the reason of rejection.
 - Reporting Manager needs to send the hardcopy of the leave application granted or rejected to HR Department.
 - HR needs to keep record of the leaves granted or rejected.

2nd Floor, Above Usmanpura CT Scan center, B/H Nabard House, Usmanpura, Ahmedabad - 380013.
(Gujarat) INDIA. Ph = +91-79-3120 3010.

List Of Holidays 2010

Sr No.	Holiday	Date
1	Kite Festival	14-jan-2010
2	Kite Festival	15-jan-2010
3	Republic Day	26-jan-2010
4	Dhuleti	2-mar-2010
5	Independence Day	15-aug-2010
6	Rakshabandhan	24-aug-2010
7	Janmashtami	1-sept-2010
8	Gandhi Jayanti	2-oct-2010
9	Dussehra	17-oct-2010
10	Deepavali	5-nov-2010
11	New Year / Bhaiduj	7-nov-2010
12	Christmas	25-dec-2010

Thanking You,

HR Dept.

