

8. LEAVE RULES

8.1. FAMILY STATION LEAVE

Employees posted at site and staying away from their families will be allowed six days' family station leave in a calendar year for visiting their family subject to the following conditions:

- a. The above leave can be availed in a maximum of three spells.
- b. In addition to the family station leave of 6 days, in case of travel by rail or by bus, actual journey time by rail or by bus, whichever is less, will be allowed for a maximum of three spells.
- c. No travel expenses will be admissible for undertaking the journey from the station of posting to the family station.
- d. This facility will not be carried forward to next calendar year.
- e. The family station leave will not be encashable.
- f. Family station leave can be clubbed with any other kind of leave.
- g. An employee who has completed 3 months posting at site in a calendar year shall be eligible for the family station leave.
- h. This leave will be admissible only with prior sanction of the resident/ construction manager subject to exigencies of work at site.
- i. In case of transfer from one site to another site, the period spent at the previous site will be taken into account for the eligibility period of 3 months.
- j. The intervening holidays will be counted in the family station leave.

8.2. CASUAL LEAVE

All regular employees will be entitled to 12 days casual leaves in a calendar year:

- Employees joining, or leaving, the Company mid-year shall be entitled to one day's CL for every completed month of service, subject to a maximum of 8 days, as applicable.
- Casual leave will be granted in units of half-day or full days.
- Casual leave will not be permitted to be combined with any other kind of leave.

- Sundays and holidays falling within a spell of Casual leave will not be debited to the Casual leave account.
- Casual leave can be combined with Sundays and holidays but the total absence including intervening Sundays and Holidays but excluding Sundays/ Holidays preceding or succeeding such leave should not exceed 8 days on any one occasion.
- Unavailed casual leaves will lapse at the end of the Calendar year.

8.3. EARNED LEAVE

- **Entitlement:** 15 days for every completed half year (1st January to 30th June and 1st July to 31st December), to be credited to the leave account of the employee on 1st January and 1st July every year.
- For an incomplete half year due to joining/ resigning in the middle of the half year, proportionate leave will be credited.
- The maximum accumulation limit of Earned Leave is 300 days. The same shall not be permitted for encashment beyond 300 days at the time of retirement or upon resignation of an employee from service.
- The earned leave standing at the credit of a deceased employee (who dies while in service) will be encashed and paid to his/ her dependants or legal heirs at the rate of pay last drawn by the deceased while in service.
- Employees will be allowed to encash up to 10 days' Earned Leave in a year.
- The cash equivalent under this clause will be as follows:

Cash Equivalent = Basic Pay + DA/30* No. of Earned leave to be encashed

- The advance credit of encashable portion of Earned Leave will, however, not be taken into account for determining the accumulation limit.
- Encashable portion of Earned Leave can be encashed once in a calendar year.

8.4. EXTRA-ORDINARY LEAVE (EOL)

EOL (without pay) may be granted to the following extent if no other kind of leave is due and admissible but an employee applies in writing for the grant of extraordinary leave:

- Up to 3 months on any occasion other than medical ground.

- Up to 6 months on any occasion on medical grounds for diseases other than TB and Leprosy subject to production of medical certificate.
- Up to 18 months on any one occasion for treatment for TB, Leprosy, Cancer & Mental Illness, subject to production of medical certificate.
- Upto 24 months, where leave is required for the purpose of pursuing studies, provided the employee concerned has completed 7 years of continuous service. No leave may be granted during the said period, even if leave is due and admissible. The programme may also be sponsored by the company which may be two times of salary of the concerned employee. Further, after completion of study, an employee has to mandatorily serve the Company for a minimum period of 2 years.

8.5. DISABILITY LEAVE

Employees who are disabled and become temporarily unfit to resume duties on account of injuries caused by accident sustained out of and in the course of their employment with the Company, where the disability manifests within three months of the occurrence to which it is attributed, may be granted Disability Leave subject to maximum of 90 days. Disability leave is not debited to the leave account and may be combined with any other kind of leave except casual leave.

8.6. MATERNITY LEAVE

All female employees with less than two surviving children are entitled to the grant of maternity leave on full pay for a period of **26 weeks** from the date of its commencement.

Note: The provisions of this Clause shall be governed by the “**Maternity Benefit Act**” as amended from time to time by the Government of India. Other provisions of the Act shall be made applicable as and when the Company meets the eligibility criteria.

8.7. PATERNITY LEAVE

All male employees with less than two surviving children during the period of confinement of his wife, i.e., upto 15 days before or upto six months from the date of delivery of the child and if such leave is not availed of within this period, it shall be treated as lapsed.

Paternity leave shall not be debited against leave account and may be combined with any other kind of leave.

Note:

- Every employee shall, in the first fortnight of January and July every year, submit to the Branch Head a tentative programme of planned leave proposed to be availed in the relevant half year.
- Earned Leave cannot be granted more than three occasions in a calendar year other than on medical grounds.
- An employee who desires to proceed on leave shall apply to the concerned authority giving grounds or reasons for leave and shall not avail the same before being sanctioned except in case of emergencies or illness supported by medical certificate.
- Application for leave for more than three days shall be made at least 7 days in advance before the date from which the leave is required, except in case of emergencies or illness supported by medical certificate.
- No leave can be claimed as a matter of right. Sanctioning authority may grant or refuse or seek modifications in the duration of leave taking relevant factors into consideration, especially exigencies of work. The sanctioning authority has the discretion to refuse, revise, curtail or revoke leave at any time due to exigencies of service/ work.