

LEAVE NOTIFICATION

DATE: 20th August 2018

FOR REGULAR STAFF	
Type of Leaves	Applicable rules and regulation
Earned Leave (EL)	NO change
Contingency Leave (CL)	<ul style="list-style-type: none"> 10 CL will be credited in a FY Rules: <ul style="list-style-type: none"> Allotment 5 CLs half yearly, beginning of April and October month every year. proportionate CL will be credited to a new joining employee with effect from his/her date of Joining. The maximum period for which CL can be taken is not more than 3 days at a time, RH, Holidays and weekly offs falling during the spell of CL will not be counted as CL. Exceeding three days of CL will be treated EL as per available balance or LWP. RH, Holidays and weekly offs falling during the spell of EL/LWP will be considered as a continuous leave. CL cannot be clubbed with any kind of leave like Earned Leave, Paternity Leave and Maternity Leave. CL will be lapsed at the end of FY
Paternity Leave (PL)	<ul style="list-style-type: none"> 02 weeks on birth of first two children Rules: <ul style="list-style-type: none"> On birth of first two children provided that employee has working for one year with the organization. Cannot be combined with any other kind of leave. Can be availed only in two blocks Can be availed within a month from birth of the child.
Others	
Joining Leave (In case of transfer or new joining) w.e.f.01/06/2018	<ul style="list-style-type: none"> Applicability: transfer cases, new joining employees who are joining from outstation beyond 250 kms distance. Rules (In case of transfer) <ul style="list-style-type: none"> 7 days joining leave including travel period, can be availed within a month from date of joining. Rules (In case of new joining) <ul style="list-style-type: none"> 7 days joining leave (travel not applicable) can be availed within a month from date of joining. Applicable for employee who got the appointment for more than six month's periods.
Compensatory Off (C off)	<ul style="list-style-type: none"> CO (grade S5 to S7) Rules: <ul style="list-style-type: none"> Supervisor will approve leave and mention reason for attending office in non-working day In lieu of week offs/Holidays Availed within a week time It is not applicable while on official tour
General Remarks	
<ul style="list-style-type: none"> Definition of Leave: As per the clause no. "R" in personnel policy of IIMR, four types of leaves (Earned Leave, Contingency Leave, Maternity Leave and Paternity Leave) fall under the leave category. If leave balance is not available in employee's account, taken leave will be treated as LWP inclusive holiday/week offs falling during the leave period. if employee leaves the organization in middle of the year or contract gets over, proportionate leaves will be recovered at the time of full & final settlement. 	