

**LEAVE NOTIFICATION**

<b>FOR CONTACT EMPLOYEES</b>	
<b>Type of leaves</b>	<ul style="list-style-type: none"> <li>• <b>Proposed changes w.e.f 1/04/2018</b></li> </ul>
<b>Contingency Leave (CL)</b>	<ul style="list-style-type: none"> <li>• 15days CL in a Financial year</li> <li>• Allotment: 7.5 CLs half yearly in advance (In the month of April and October every year)</li> <li>• Proportionate leave balance will be credited to a new joining employee with effect from his/her DOJ.</li> <li>• The maximum period for which CL can be taken is as per available balance at a time, RH, Holidays and weekly offs falling during the spell of CL will not be counted as CL.</li> <li>• Apparently, these will be counted as continued leave, if there is no leave balance available with an Individual.</li> <li>• In case of LWP all holidays falling between the LWP period will be counted as LWP.</li> <li>• CL will be lapsed at the end of FY</li> </ul>
<b>Compensatory Off (CO)</b>	<ul style="list-style-type: none"> <li>• CO (grade S5 to S7)</li> </ul> <p><b>Rules:</b></p> <ul style="list-style-type: none"> <li>• Supervisor will approve leave and mention reason for attending office in non-working day</li> <li>• In lieu of week offs/Holidays</li> <li>• Availed within a week time</li> <li>• It is not applicable while on official tour</li> </ul>
<b>General Remarks</b>	
<ul style="list-style-type: none"> <li>• Definition of Leave: As per the clause no. "R" in personnel policy of IIHMR, four types of leaves (Earned Leave, Contingency Leave, Maternity Leave and Paternity Leave) fall under the leave category.</li> <li>• 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.</li> <li>• if employee leaves the organization in middle of the year or contract gets over, proportionate leaves will be recovered at the time of full &amp; final settlement.</li> </ul>	