

## LEAVE GUIDLINE

All HODs are requested to check below-

1, mentioned points before approving the applied leave. Please do not approve invalid leave.

2, Comp Off (COM):

While applying comp off please select “in lieu of” dates from the “COM Against” calendar. Also please make sure that comp off should be taken within 60 days. And do not apply comp off against invalid dates.

3, Sick Leave (SL):

Please submit medical certificate to us before applying for sick leave. Thereafter, apply for the leave and put tick mark in the "medical certificate submitted" option. Do not apply for sick leave without submitting medical certificate.

4, Casual Leave (CL):

Please do not apply CL with EL. It can only be applied with Comp Off & SL. Please do not prefix and suffix CL with holiday, weekly off and comp off. Either it can be prefixed or suffixed. Please do not prefix and suffix weekly off with EL and SL. Either it can be prefixed or suffixed.

5, Earned Leave (EL):

Earned Leave has to be for a minimum number of Seven (7) days at One time or the Total number of EL days left. Also, that at least seven days notice has to be given for this leave.

6, Out duty (OD):

If you are out on work with approval from HoD, except reporters, for full day or half a day, are required to apply for OD in the LMS mentioning reason in three to four words in the remarks column. Merely mentioning “meeting” is not sufficient.

7, Leave without pay (LWP):

If you do not have leave balance in your credit, then please apply LWP. Do not leave it unapplied, as this creates confusion between unapplied OD and LWP.

8, Assignment on weekly Off (POW):

If you are working from outside on your weekly off, then please apply POW mentioning reason in three to four words in the remarks column. Merely mentioning “out duty” is not sufficient.

9, Assignment on holiday (POH) If you are working from outside on holiday, then please apply

POH mentioning reason in three to four words in the remarks column. Merely mentioning “out duty” is not sufficient.

10, Last but not the least, merely applying leave is not enough. Please make sure that your HOD has approved the applied leave. As unapproved leave is equivalent to unapplied leave, which will be treated as LWP.