



NABH Policy	Human Resource Management
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Page No. :	Page 21 to 67

## Leave Rules

### 16.12. Introduction & Scope:

Leave may be treated as a benefit extended by the management to the employees to be availed in terms of need as per the policies of the organization and the statutes in force. This policy governs the routine guidelines applicable to all employees regarding their absence from the place of work.

### 16.13. Types of leave / holidays:

#### 16.13.1. Casual Leave

Casual Leave eligibility of employees is as mentioned above in a calendar year on pro data basis based on the date of joining subject to the condition that minimum 15 days have to be worked in a month by the employee to be eligible for CL of that month. Employees shall not avail CL not more than 3 days at a stretch or in a month and no other leave may be combined with CL. CL will lapse at the end of the calendar year. CL may be availed for half days.

#### 16.14. Earn Leave

These leave will be admissible to permanent employees who are completing their three years of service in organization. Earned leave will be due to an employee @ one day for 11 days worked only.

#### 16.15. Medical leave

10 days leave in a year are allowed. However, during the entire period of service this leave can be accumulated up to 6 months.

#### 16.16. Maternity Leave

Grant of maternity leave will be governed by the provisions of the Maternity Benefit Act and subsequent amendments. This leave is provided to an employee after completion of three years of their joining.

#### 16.17. Compensatory Off

An employee who works on any declared holiday or weekly off as per the duty roster, due to the exigencies of work and the directions of the head of the department, will be entitled to compensatory off for the corresponding number of days so worked, without claim for any overtime wages. The same shall be availed normally within a period of 30 days from the date of such entitlement.

### 17. Procedure for Applying Leave:

An employee who wishes to apply for leave should make a written application in the prescribed leave form and submit it to the head of the department for authorization. On authorization by the department head the application is forwarded to the Human Resources Department for sanction. In case the employee is not in a position to apply leave in advance he shall intimate his leave to the department head concerned over phone / fax before the beginning of the shift without fail. The employee has to regularize the leave in writing within 48 hours of rejoining for duty, failing which the same will be treated as absence from duty and appropriate disciplinary action initiated & salary deducted. An employee who is on sanctioned leave and wishes to extend the same will intimate the same to the department head concerned in writing in advance, who will in turn forward the same to the HR Department with due recommendation. An employee who has overstayed his leave without permission will be allowed to rejoin duty only after the management is satisfied with the reasons in writing for such misconduct and appropriate disciplinary action will be initiated.

An employee who is absent without proper leave sanction for a period of eight days or more will be treated as self-abandoned the services of the organization.

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