

IFFCO

(Personnel & Administration Division)
HEAD OFFICE

→ *Adviser (P&A)*
K. K. K.

From: General Manager (P&A),	To: The Director, Paradeep
Ref. HO/Pers/Leaves/2006	<i>Sh. K. K.</i> <i>8/8</i> 27 th July, 2006

Sub: Admissibility of leave to the employees

Leave cannot be claimed as a matter of right, and may be sanctioned, refused, curtailed, revoked, or postponed according to the exigencies of work.

On absorption in the employment of IFFCO, employees will be entitled to avail leave as under:

CASUAL LEAVE (CL):

1. Casual leave will be admissible to the extent of 14 days in a calendar year. Casual Leave cannot be combined with any other form of leave and any unutilized balance will lapse at the end of the year.
2. Casual Leave cannot be allowed to avail more than 10 days at a time except (a) on medical grounds (b) no other type of leave is due.
3. IFFCO may its discretion, grant Special Casual Leave to its employees for purpose of sterilization operation and for participation in International sporting events, and cultural activities of All India or Inter State character

EARNED LEAVE (EL):

1. Employees will be eligible for Earned Leave on full pay at the rate of one-day leave for every eleven days of service. For the purpose of calculation of EL due, the period of unauthorized absence and period of Leave Without Pay shall be excluded. Sundays, Holidays and off days falling before, during and after the EL will not be counted as part of the leave provided prior permission be taken for these.
2. Employees, who are joining on fresh appointment, will be entitled to avail EL only after completion of one year.

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3. EL can be carried forward and accumulated to the extent of 300 days. Any EL accruing beyond 300 days will automatically lapse.
4. An employee may encash EL (balance to his credit) twice in a calendar year to the extent of 60% of EL at his credit. A minimum balance of 15 days is to be maintained in EL account, wherever EL is encashed.
5. Employee, whenever intend to take Earned leave, should submit their leave application in the prescribed format duly completed in all respect, to their Sectional Head, seven days before proceeding on leave for sanction by the competent authority. [Format of Leave Application is enclosed herewith for information. If feasible the leave application can be electronically submitted "on-line" also.]
6. Employees should not proceed on Earned leave unless and until leave applied for is sanctioned by the competent authority. Any employee proceeding on leave without prior sanction of leave, will be treated as absent from duty.

SICK LEAVE (SL):

1. Employees will be eligible for Sick Leave upto either 20 days on half pay or 10 days in a year on full pay for every completed year of service on production of sickness & fitness certificate from an Authorised Medical Attendant. Amount of SL shall be reduced on pro-rata basis for any period of unauthorized absence or Leave Without Pay. Sundays, Holidays and off days falling before, during and after the leave shall not be counted as part of the SL.
 - a) Employee can be granted sick leave for less then three days based on the prescription of the Authorised Medical Attendant advising rest without production of Fitness Certificate.
 - b) If an employee is on sick leave for three days or more, fitness certificate from authorized Medical Attendant is required.

Employees, who are joining on fresh appointment, will be entitled to avail SL only after completion of one year.

2. Employee, who is on leave on medical ground, should inform immediately to their Sectional Head in writing duly supported by sickness certificate from the Authorised Medical Attendant. The sickness certificate should contain the name of patient, nature / type of ailment, date of sickness, expected duration of rest advised by Authorised Medical Attendant due to sickness and signature of patient duly attested by Authorised Medical Attendant. The sickness / fitness certificate should be signed by the Authorised Medical Attendant and affix his seal indicating name of doctor, qualification, registration number and date of issue of certificate. Incomplete sickness / fitness certificate will not be accepted for sanction of leave on sickness ground.

3. SL will be encashable at the time of superannuation, voluntary retirement, resignation and death. The salary components for calculating the amount of encashment of SL will be the same as in the case of encashment of EL. The facility of encashment of SL will not be available in case of termination of service, consequent upon any disciplinary action, loss of lien etc. The encashment of EL and SL put together will not exceed 300 days on full pay, of which, the SL component will not exceed 120 days on full pay.
4. Any employee, who has proceeded on leave on grounds of sickness, will be allowed to return to duty only on production of a certificate of fitness from an authorized Medical Attendant if the SL exceeds 3 days.
5. An employee proceeding on EL will not be allowed to convert it into sick leave for the period of EL originally sanctioned or subsequently extended. However, after expiry of the EL, already sanctioned, SL can be granted subject to production of medical certificate from Authorized Medical Attendant.

MATERNITY LEAVE:

1. Employees, who are covered by any law regarding Maternity Leave, would be granted Maternity Leave as per provisions of such law.
2. Those women employees, who are not covered by any law on maternity leave, will be entitled to maternity leave for periods, which may extend upto 90 days (inclusive of holidays covering both pre-natal and post-natal periods).
3. Maternity Leave may be combined with leave of any other kind, except Casual Leave, but any leave applied for in continuation of Maternity Leave may be granted only if the application is supported by a medical certificate from an Authorized Medical Attendant.
4. Maternity Leave for a period not exceeding 45 days (inclusive of holidays) may also be granted in case of miscarriage or termination of pregnancy subject to the condition that the application for such leave is supported by a medical certificate from an Authorized Medical Attendant.

LEAVE SALARY/ALLOWANCES:

1. During the period of Earned Leave, Casual Leave, Sick Leave on full pay and Maternity leave, an employee shall be entitled for pay and allowances at the rates at which he would have drawn the same if he had not proceeded on leave.

2. For the purpose of Leave on Half Pay, an employee shall be entitled to pay and allowances (inclusive of intervening Sundays/Holidays at the following rates:
- i) Half of Basic Pay, which he would have drawn, had he not proceeded on leave.
 - ii) Half of Dearness Allowance which he would have drawn had he not proceeded on leave.
 - iii) Half the rate of Personal Allowance as admissible to the individual employee, if any, under specific agreement or orders.
 - iv) House Rent Allowance and City Compensatory Allowance, if any as admissible to the individual on Basic Pay, which he would have drawn, had he not proceeded on leave.
 - v) If the employee remains on 'Leave Without Pay' or on 'Half Pay Medical Leave' during the month the washing allowance, education allowance, canteen subsidy, newspaper/magazine allowance, conveyance allowance and transport subsidy, LTC, furnishing allowance to certain key officials shall be payable with reference to the actual reduced basic pay drawn by him.
- Note:** For payment of leave salary/allowances, intervening holidays and Sundays shall be counted.
3. For encashment of Earned Leave, an employee shall be paid Basic Pay, Dearness Allowance, City Compensatory Allowance and Personal Allowance (if any), drawn by the employee on the day immediately preceding the date when encashment is claimed, or, where encashment of Earned Leave is permissible on cessation of employment, on the day preceding the day of such cessation of employment.
4. IFFCO may, at its discretion, and on an employee's request, grant leave without pay in those cases in which it is not feasible, for any reason, to sanction leave of any other kind.
5. During Leave Without Pay, an employee shall not be paid any pay, or allowance (including of intervening Sundays/holidays) except House Rent Allowance and Compensatory (City) Allowance (to be regulated as per rules governing admissibility of such allowances), those employee who are

The leave sanctioning authorities will be as under:

A) FOR OFFICERS

Leave Sanctioning Authority

- i) Functional Directors/Sr.ED/ED
- ii) Sr.GM / GM
- iii) Jt.General Manager
- iv) Chief Managers/Sr.Managers

Leave period

- Full powers
- Upto 3 months
- Upto 2 months
- Upto 1 month

B) FOR WORKMEN

Leave Sanctioning Authority

- i) Functional Directors/Sr.ED/ED
- ii) Sr.GM/GM
- iii) Jt.General Manager
- iv) Chief Managers/Sr.Managers
- v) Managers
- vi) Sectional Head not below grade 'F1'

Leave period

- Full powers
- Full powers
- Upto 3 months
- Upto 2 month
- Upto 1 month
- Upto 15 days

- Note:** 1) For General Manager and above, Managing Director is the Competent Authority for sanctioning of leave.
- 2) Director/Sr.ED/ED/Sr.GM/GM are the Competent Authority for sanctioning Leave without Pay.
- 2) Any employee going abroad, leave Sanctioning Authority is as under:

Leave Sanctioning Authority

- i) Managing Director
- ii) Functional Directors/Sr.ED/ED

Grades

- 'D' and above
- 'E' and below

Any other officer should not sanction the leave application of the employees unless and until powers are delegated by the Competent Authority.

All employees are advised to adhere the above procedure in their own interest.



(R.P.SINGH)