
KELTRON[®]
LEAVE MANUAL

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KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD (KELTRON)

LEAVE RULES APPLICABLE TO EMPLOYEES IN THE WORKMEN/SUPERVISORY/EXECUTIVE CADRE.

1. Scope

These leave rules shall apply to employees under the categories of Workmen/Supervisory and Executive of Kerala State Electronics Development Corporation Ltd. herein after called the “Company”.

Leave rules applicable for employees engaged in the Company as Permanent/Contract/Apprentice/Advanced Trainees & Casual Labourers are indicated under separate heads. However these rules are not applicable to Trainees engaged as part of their curriculum. They are governed by rules and regulations as per the guidelines of the Institution concerned.

2. General conditions for grant of leave

- Leave will be sanctioned subject to the exigencies of service. If the exigencies of service so require, the authority empowered to grant these leave is also entitled to revoke the leave or any unexpired portion of it, and, recall the employee to resume duty. As far as possible leave, particularly Earned Leave have to be planned in advance.
- Any kind of leave under these regulations except Casual Leave may be granted in combination with or in continuation of any other kind of leave. Holidays occurring in between the leaves so combined shall also treated as leave along with either the succeeding or preceding leave.
- An employee on leave shall not take any service or accept any employment during the leave period, except in the case of Leave Without Pay on employment abroad.

- No leave shall be granted beyond the date on which an employee must ordinarily retire.
- Holidays can be affixed and/or prefixed to leave of any kind, but Sundays and holidays occurring during the period of leave except Casual Leave shall also be considered as leave availed.
- If an employee absents himself without leave for more than 7 days or remains absent for more than 7 days beyond the period of leave granted, he/she shall be deemed as having voluntarily left and abandoned the service of the Company from the date of commencement of unauthorized absence provided in all such cases of absence, the employee fails to report for duty within the time specified in the notice served by Management to the employee. In such cases, the employee is liable to pay notice pay in lieu of notice period as per the terms of appointment.

3. **Application for leave & Sanctioning Authority**

- All application for leave shall be in the prescribed form and should be applied sufficiently in advance to the sanctioning authority.
- Section Head will be the authorized person to recommend the leave of his subordinate employee as the case may be.
- Department Head/SBU Head/Complex Head/Managing Director will be the sanctioning authority for employees working under them as the case may be.
- Leave for GM's & above will be sanctioned by the Managing Director.
- Rules regarding sanctioning of Advanced Earned Leave and LWP exceeding 15 days is elaborated in the paragraph concerned.

4. **Period of Leave**

- **Permanent/Casual Employees**: Leave shall be accounted in calendar year. Employees who join the Company after the month of January will be eligible for leave on proportionate basis.
- **Contract Employees**: Leave period shall be accounted on the basis of their contract period.
- **Apprentices/Advanced Trainees**: Leave period shall be accounted on the basis of their apprenticeship/training period respectively.

5. **Types of leave**

- Casual Leave, herein after called the “CL”
- Earned Leave, herein after called the “EL”
- Half Pay Leave, herein after called the “HPL”
- Special Leave, herein after called the “SPL”
- Maternity Leave, herein after called the “ML”
- ESI Leave, herein after called the “ESIL”
- Hospitalization Leave, herein after called the “HL”
- Compensatory Off, herein after called the “C:OFF”
- Short Leave, herein after called the “SHL”
- Leave Without Pay, herein after called the “LWP”

5.1 **CASUAL LEAVE (CL)**

5.1.1 **Permanent Employees (Workmen/Supervisory/Executive category)**

- a. The maximum number of CL admissible to an employee in a calendar year will be 12 days.
- b. Trainees are eligible for 12 days CL during the training period which can be availed on pro-rata basis.

- c. Probationers are eligible for 6 days/12 days CL during the 6 months/12 months probation period respectively.
- d. Employees appointed through Kerala Public Service Commission (KPSC) are eligible for three days CL during their trial period (3 months).

5.1.2 **Contract Employees**

All Contract employees will be eligible for 12 days CL in proportion to their contract period on pro-rata basis.

5.1.3 **Casual Labourers**

All Casual labourers who have completed a service period of 15 years or more in the company are eligible for 12 days CL in an year.

5.1.4 **Apprentice/Advanced Trainees**

Apprentice/Advanced Trainees will be eligible for 12 days CL in proportion to their training period on pro-rata basis.

5.1.5 **General Conditions:**

- a. *Unavailed portion of the CL will lapse at the end of the calendar year/training/probation/trial & contract period as the case may be.*
- b. *CL cannot be combined with any other type of leave including LWP.*
- c. *CL can be combined with Sundays and other holidays provided that maximum period of CL exclusive of holidays shall not exceed 4 days at a time*

5.1.6 **SPECIAL CASUAL LEAVE**

5.1.6.A) **Special CL to physically challenged employees will be granted on medical ground subject to the following terms and conditions.**

- a) Special CL up to a maximum of 15 days in a year will be granted to physically challenged employees for treatment of illness directly connected with the physical disabilities of the employee in hospital/at residence.
- b) While applying for Special CL as above, the application shall be duly supported by a medical certificate issued by the Head of the Orthopedic Department of a Government Civil Hospital in the case of Orthopedically challenged employees, and from the Head of Ophthalmology Department of a Government Civil Hospital in case of Blind employees.
- c) Orthopedically challenged employees having minimum 40% permanent/partial disability of the upper or lower extremity deformities and Blind employees, those having vision less than 3/60 or field vision less than 10 in both eyes are eligible for availing the Special CL.

5.1.6.B) **Special Casual leave to undergo chemotherapy or radiation & kidney transplantation**

- a) Employees who undergo chemotherapy or radiation or heart surgery or organ/kidney transplantation shall be eligible for Special CL up to a period of six months in a calendar year on production of certificate to that effect from an authorized Medical Officer to cover the actual period required for chemotherapy or radiation or heart surgery or organ/kidney transplantation followed by post transplantation recovery.

- b) The period of leave under this rule shall be exclusive of public holidays that may intervene and the leave may be availed of on more than one occasion in a calendar year if needed.
- c) Those employees who avail the Special CL under this provision are not eligible for any other leave, of similar nature.
- d) For the purpose of this rule authorized medical officer means, the Medical Officers of Government not below the rank of an Assistant Surgeon, & Private Medical Practitioners of modern medicine registered in Part A of Register of Modern Medicines.

Special Casual Leave under the above provisions is subjected to change as per the directions from the Government.

5.1.6.C) Special Casual leave to Ministerial staff

- a) Ministerial staff of Units/Divisions of KSEDC Ltd., within Kerala who were enjoying the benefit of 7 ½ hours work per day prior to 15.07.2000 and who had to put in ½ hour additional work per day with effect from 15.07.2000 is eligible to avail ½ day special leave per month, on pro-rata basis, provided the total number of actual days of work put in by the employee during the previous month is more than 16 days.
- b) This special leave can be accumulated up to the end of the corresponding calendar year but will not be carried forward to the succeeding calendar year. However the special leave earned for the month of December can be availed during the month of January of the succeeding calendar year.
- c) This special leave can be availed as ½ day or full day but cannot be adjusted against short leave.
- d) This special leave cannot be combined with any other type of leave/LWP.

- e) The ministerial staff who are working in the Marketing Offices of KSEDC outside Kerala will not be eligible for this leave.
- f) Those ministerial staff who have joined KSEDC after 15.07.2000 will not be eligible for this leave.
- g) The ministerial staff who are transferred to Units/Divisions of KSEDC within Kerala after 15.07.2000 will also not be eligible for this leave.

5.2 **EARNED LEAVE (EL)**

5.2.1 Permanent Employees (Workmen/Supervisory/Executive category)

5.2.1.a) All confirmed employees will be eligible for EL with full pay and allowances @ 1 day per 11 days of duty performed. A confirmed employee is also eligible to avail the leave earned during the probation/trial period only after confirmation of his service in the Company. Earned Leave cannot be availed in fraction of a day.

5.2.1.b) The following days shall not be considered as days on duty by the employee for the purpose of calculating EL eligibility.

- Days on which EL enjoyed.
- Days on which LWP availed.
- Days on which ESI leave availed.

- Any day of lay-off by agreement or contract or as permissible under the Standing Orders of the Company, in the case of workmen.
- Period the employee strike work and the period of lock out which are not regularized and any other period specifically excluded by the Management.
- Period of suspension, if any, not regularized.

- In the case of female employees, the periods away on ML and also leave upto one month on account of illness arising out of pregnancy as per Maternity Benefit Act/ESI Act.

5.2.1.c) In calculating leave under this section, fraction of leave for ½ day or more shall be treated as one full day leave and fraction of less than ½ day is omitted.

5.2.1.d) **General Conditions**

- *EL cannot be availed in fraction of a day.*
- *EL shall be inclusive of all holidays occurring during the period of Earned leave.*
- *If any employee who is eligible for leave is discharged/dismissed /terminated from service, he shall be entitled for wages for the balance leave he has to his/her credit on that date subject to a maximum upto 300 days.*
- *If an employee does not in any calendar year take whole of EL allowed to him, any leave not taken by him shall be added to the leave to be allowed to him in the succeeding calendar year provided the total number of leave that may be carried forward to the succeeding calendar year shall not exceed 300 days, including HPL commuted. Provided, further that, an employee who has applied for EL and has not been sanctioned the same, shall be entitled to carry forward unavailed leave.*

- *Application for EL shall be submitted by the employees to the sanctioning authority at least seven days in advance of the date on which he/she wishes to proceed on leave unless in unavoidable circumstances that would not be anticipated. The number of times in which Earned Leave may be taken during any year shall not exceed 15. However under special circumstances the number of chances can be enhanced by the Management.*
- *An employee of the Company who remains absent after the expiry of the leave originally sanctioned or subsequently extended, loses his lien on service, unless he explains satisfactorily to the authorities concerned within 7 days of the expiry of the leave period.*
- *The total duration of EL and HPL commuted taken in conjunction shall not exceed 60 days in a calendar year. Exemptions See clause 5.10.2 of foreign visit. This is applicable to the Supervisory/Executive category only.*
- *All applications for EL and surrender of EL should be forwarded to the concerned HR department through proper channel. After verification of the records, the HR department will put up the applications to the Head of the Office/Unit for sanctioning the same.*
- *An employee should not ordinarily leave the Unit/Office, order sanctioning the EL applied for has been issued by the HR department.*
- *When the employee (permanent) wants to be relieved from the service earlier than the expiry of the notice period as applicable, the EL to ones credit shall be adjusted against the shortfalls in the notice period. Where sufficient EL is not available to one's credit, salary (Basic +DA) for the period of such shortfall shall be payable by/ recovered from the employee.*

5.2.1.e) Provision for availing Earned Leave in Advance

In cases where employees have no leave to their credit, the facility to avail EL in advance may be granted (to be adjusted against future leave to be earned). Such application for leave will be considered only for the following purposes:

- Death of near relatives (husband, wife, father, mother, brother, sister son, daughter).
- Marriage of self.
- The employee appearing for examinations.
- The employee suffering from infections/contagious diseases/serious ailments after examining the merits of each case.

Advance EL can be availed by an employee only once in a calendar year. The maximum number of days of leave that may be granted under this provision is limited to 15 (fifteen). Employees on probation/trial are also eligible to avail this facility during their probation/trial period as the case may be, since they earn leave during the said period.

As a special case, in the unfortunate event of the death of the employees' spouse, son, daughter, father, mother, brother or sister, the employee may be allowed, over and above the 15 days advance EL referred to above, to avail of advanced earned leave upto a maximum of 10 more days, to be adjusted against future earned leave on the same terms and conditions.

Under special circumstances, a second spell of advance EL will be granted to an employee only if the advance earned leave already availed of by him/her has been fully adjusted.

5.2.1.f) **Encashment Scheme for EL**

- Under this scheme an employee may encash leave for a maximum and minimum period of 30 days and 5 days respectively, in a financial year, subject, however, to the condition that after such encashment the employee concerned shall have a minimum period of 10 days earned leave in credit.
- Encashment of EL will be allowed once in a financial year
- Payment may be effected subject to the availability of funds in the respective Units/Offices.
- The leave allowance admissible for the leave surrendered will be equivalent to the leave salary and allowance for the first thirty days of the leave enjoyed including House Rent Allowance, but excluding (a) any compensatory allowance like conveyance allowance, paid to the employees to compensate him for any expenses necessitated by the special circumstances in which duty is performed and b) security allowance.
- EL can be surrendered only once in a financial year.
- Retrospective surrender of earned leave is not permissible.
- The period of EL that may be granted to an employee together with the EL surrendered shall not exceed the maximum EL that may be granted to an employee in a year.
- The benefit of surrender of EL will not be allowed in case of leave preparatory to retirement.
- All applications for surrender of EL should be forwarded to the concerned HR department through proper channel. After verification of the records, the HR department will put up the applications to the Head of the Office/Unit for sanctioning the same.

5.2.2 Casual Labourers

- a) A casual labourer who has worked for a period of 240 days or more in a calendar year (i.e. year commencing on January) shall be allowed to avail in the following calendar year, leave with wages at the rate of one day for every 20 days of work performed .
- b) A casual labourer, who commenced working on a day other than the 1st January and who has worked for a period of $\frac{2}{3}$ rd of the total number of days remaining in the calendar year, shall be allowed to avail in the following calendar year, leave with wages @ one day for every 20 days of work performed by him.
- c) In calculating leave under this section, fraction of leave for $\frac{1}{2}$ day or more shall be treated as one full day leave and fraction of less than $\frac{1}{2}$ day is omitted.
- d) For purpose of computation of the qualifying period of 240 days or more or $\frac{2}{3}$ rd of the remaining days or more in the calendar year, as prescribed in clause 1 & 2 respectively, the following days shall be deemed to be days on which the casual labourer has worked.
 - Any day of lay-off by agreement or contract or as permissible under the standing orders.
 - In the case of female employees, leaves availed on maternity ground as per Maternity Benefit Act/ESI Act.
 - Days on which earned leave enjoyed.

However the casual labourer shall not earn leave for these days mentioned above and the followings days

- Days on which LWP availed.
- Period the casual labourer strike work and the period of lock out which are not regularized and any other period specifically excluded by the Management.

- Period the casual labourer is away from work (without pay including ESI leave).
 - Period of suspension, if any, not regularized..
- e) The leave admissible as above shall be exclusive of all holidays whether during or at either end of the period of leave. Leave can be availed on those days which are working days of the company.
- f) Un availed balance of leave, if any, at the end of the calendar year, shall be carried over to the following calendar year provided such carry over shall not exceed 75 days.
- g) Leave as above may be availed not more than 9 chances in a calendar year. However under special circumstances the number of chances can be enhanced by the Management.
- h) Application for EL shall be submitted to the sanctioning authority at least 7 days in advance of the date on which he/she wishes to proceed on leave. Where Earned leave applied is for less than 7 days for reasons which could not be anticipated, such Earned Leave applied need not be submitted 7 days in advance.

5.3 **Half Pay Leave (HPL)**

All permanent employees shall be eligible for 20 days HPL (equivalent to 10 days commuted) in each calendar year. Probationers are eligible for 10/20 days HPL (equivalent to 5/10 days commuted) during the 6/12 months probation period respectively.

5.3.1 **General Conditions**

- *Half pay leave may be availed of on private affairs or on medical grounds.*

- *Earned Leave and HPL together can be carried forward to the succeeding calendar year accumulated upto 300 days.*
- *When commuted leave is granted, twice the amount on such leave shall be debited against the half-pay leave due.*
- *The total duration of earned leave and commuted leave taken in conjunction shall not exceed 60 days in a calendar year. Exemptions See clause 5.10.2 of foreign visit. This is applicable to the Supervisory/Executive category only.*
- *No commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.*

5.4 **SPECIAL LEAVE (SPL) – CONTRACT/APPRENTICES**

Personnel engaged on contract basis will be eligible for 15 days SPL per year from the 2nd year onwards of their contract period in addition to the CL. Apprentices engaged as per the provisions of Apprenticeship Act are also eligible for 15 days SPL per year.

5.4.1 **General Conditions**

- *SPL can be availed subject to a maximum of 4 days. Sundays and holidays occurring during the period of SPL shall be treated as SPL as the case may be.*
- *However in the case of marriage of the employee, death of near relatives for attending exams and on medical grounds such leave can be sanctioned by the concerned authority beyond the said limit.*
- *In cases where the contract engagement is for a period of less than one year after the 1st year and likewise, SPL will be permitted on proportionate basis only.*

- *The unavailed portion of the SPL will lapse at the end of the respective year and for Apprentices, it will lapse on completion of the respective term.*
- *In the case of apprentices where the apprenticeship period is more than one year, SPL shall be granted on proportionate basis.*

5.5 **MATERNITY LEAVE (ML)**

Female employees, are eligible for ML as per Maternity Benefit Act/ESI Act. No employee can claim benefits under both scheme simultaneously. Grant of maternity leave/maternity benefit will be regulated in accordance with the provisions of the Maternity Benefit act /ESI Scheme and its amendments as the case may be.

5.6 **ESI LEAVE (ESIL)**

ESI leave will be applicable to permanent/contract/casual/advanced trainee as per the relevant provisions of the ESI Act. Time to time amendments issued by the Government in this regard will be binding on them.

5.7 **HOSPITALISATION LEAVE (HL)**

All permanent employees who are covered under New Medical Insurance Policy are eligible for HL of 30 days during the period of three years block period.

The period of hospitalization which is approved by the Insurance Company for re-imburement of medical expenses will be considered for granting hospitalization leave.

For genuine medical cases (communicable diseases/chicken pox/major fractures etc) for which hospitalization may not be required, are

also eligible for HL subject to the recommendation of the Committee constituted for this purpose.

5.8 **LEAVE WITHOUT PAY (LWP)**

Permanent Employees (Workmen/Supervisory/Executive category)

- Leave without pay and allowances may be granted to any employee against application by such authority competent to sanction leave under special circumstances when no other leave is by rule admissible to him LWP availed without sanction will be treated as unauthorized absence.
- The maximum admissible no. of LWP for consideration for promotion applicable to the category of employees are as follows:

Executive/Supervisory

The minimum qualifying service shall be exclusive of time spent on study leave, extra ordinary leave, special leave, leave without pay etc. at the rate of 10 days per year of eligibility period but not exceeding one month. Those who have been denied promotion on account of excess LWP will not be considered during the subsequent line up if having a single day of LWP during the current year. However, leave on medical grounds upto a maximum of six months only in cases of hospitalization or serious ailments/accidents duly authorized by the Head of Unit at the time of availing the leave shall not be excluded for computing qualifying service.

Workmen

36 days per year on ESI/RMPC leave on medical grounds duly certified by a Registered Medical Practitioner and LWP together subject to the condition that LWP shall not exceed 15 days.

- The applications of employees for LWP on medical/personal grounds for days exceeding 15 days shall be sanctioned only by the Managing Director. Such leave applications along with relevant certificates and recommendations of Section/Dept/SBU/Unit Head should be forwarded to the Corporate HR Dept for obtaining the approval from the Managing Director.
- Management reserves the right to accept or reject any application for LWP on any ground.
- Management has the discretion not to sanction the leave or to sanction the leave only for a shorter period and also to recall the employees on leave before the completion of the period of sanctioned leave except in the case of study leave.
- Employees who absent themselves without getting the leave duly sanctioned should be treated as unauthorized absence and action should be taken to terminate their service.
- During the currency of period of leave the employees will lose all service benefits such as the earning of leave including half pay leave, gratuity, increment and also promotion chances which may arise with reference to their seniority in the posts from which they proceeded on leave. They will also lose seniority in the higher grade/grades as against their juniors who may get promoted to such higher grade/grades before they rejoin duty. However in the case of study leave which is sponsored by the Company, the period of study leave will be considered for all purposes.
- Employees whom disciplinary action or vigilance enquiry is pending will not be eligible for LWP for employment abroad/Foreign Visit.

- In case of termination from services for reasons other than as a course of disciplinary action or due to conviction by a court of any law the management shall give notice as per the terms of appointment of the employee or Notice pay (Basic +DA) in lieu of notice to the concerned employee.
- If an employee absents himself without leave for more than 7 days or remains absent for more than 7 days beyond the period of leave granted, he/she shall be deemed as having voluntarily left and abandoned the service of the Company service from the date of commencement of unauthorized absence provided in all such cases of absence, the employee fails to report for duty within the time specified in the notice served by Management to the employee. In such cases, the employee is liable to pay notice pay in lieu of notice period as per the terms of appointment.
- If an employee do not rejoin duty on expiry of leave without pay or if the management rejects extension of leave without pay and the employee does not join duty, management may confirm his/her loss of lien. In this case, the employee is liable to give notice pay in lieu of notice period
- Employees may be granted LWP for a range of other reasons including:
 - Employment abroad
 - Foreign visit
 - Study leave

5.8.1 **Grant of LWP for taking up employment abroad.**

The grant of LWP for taking up employment abroad is allowed to a maximum of 5 years.

General Conditions

- *Employees with minimum confirmed service of five years in the Company, excluding training period, shall be eligible to apply for LWP for the above purpose.*
- *LWP may be sanctioned only once (in two spells) in the entire service of an employee subject to a maximum period of 5 years. LWP may be granted initially for 3 months and on producing the contract of employment abroad it can be extended up to three years. If an employee is applying with the contract of employment abroad LWP may be granted initially for a period of three years.*
- *If the employee is not in a position to produce the employment contract specifying the period of employment, and failed to rejoin the Company before the expiry of the sanctioned leave will be deemed that the employee has voluntarily abandoned his/her service in the Company and accordingly, lien in the post will be lost without any intimation to the employee and the name will be struck off from the rolls of the Company.*
- *Extension of leave beyond three years can be granted only with the prior approval of the Government, if the management certifies that the person applying for leave can be allowed to continue on leave without having a substitute appointed in his place and that such an extension of the leave without in anyway affect the operations of the Company.*
- *Employees should route their applications through proper channel.*
- *While forwarding the application to the Corporate HR for grant of LWP, there shall be a specific endorsement by the Head of the Unit/Office to the following effect.*

“It is certified that Shri/Smt..... (Designation) can be spared for taking up the employment abroad, without the need for replacement, and without in anyway detrimentally affecting the project/work assigned to him and also without in anyway affecting the interests of the Company. The temporary vacancy caused by grant of LWP to Shri/Smt..... can be manned by re-deploying existing personnel”.

- The employees who had proceeded on LWP for employment abroad and had rejoined duty within the period of three months, have the option either to treat the period of three months LWP availed as one spell of LWP for employment abroad or to regularize the said period by surrendering EL/HPL in credit and count their balance unavailed portion of LWP as normal LWP for the purpose of promotion. Option once exercised as above shall be final and irrevocable.*
- The number of times application for such foreign employment can be forwarded/NOC issued, put together shall not exceed two in a calendar year.*
- An employee shall proceed on LWP for employment abroad only after getting the LWP sanctioned by the Management in writing.*
- Those employees who had availed themselves of any loan/advances should clear the dues before proceeding for LWP for employment abroad. Such employees shall only be relieved from the Company for this purpose.*
- Where an employee request for forwarding the application cannot be agreed to on the ground that he cannot be spared /his bond, liability etc full justification for refusal of the request should be recorded by the concerned HR department on the application, and the employee concerned must be informed suitably.*

- *Where an employee cannot be spared for taking up employment abroad in a year, it shall be the responsibility of the concerned HR dept to take timely action to develop a second in line, so that the employee can be allowed LWP for employment abroad in the succeeding year, if he applies. This is to ensure that no discrimination is meted out to any employee in the matter of grant of LWP for taking up employment abroad on the ground that his services are essential to the Company.*
- *On expiry of the leave, the employee concerned shall report at Corporate HR department for the purpose of rejoining.*
- *Those who have proceeded on LWP for employment abroad and intend to rejoin duty, may rejoin the Company atleast one year before the date of their superannuation. However those who intend to continue on leave without rejoining will be relieved on superannuation without rejoining.*
- *Employees on LWP must give written notice to the Management of their intention to rejoin duty atleast three months before the expiry of the leave without pay sanctioned, failing which their lien in the company shall automatically cease. The management shall not be obliged to remind the employees regarding this.*
- *Leave without pay for employment abroad once being sanctioned for a specific period, they will not be allowed to rejoin duty prior to the expiry of the sanctioned period of leave without the approval of the Managing Director.*
- *The employees who rejoin the Company after LWP for employment abroad will not be allowed to be relieved from the Company by way of resignation, unless they have put in a minimum of one year service after rejoining.*

- *If the employee wishes to resign from the services of the Company on or before the expiry of the LWP granted, they have to give the notice pay (Basic + DA) in lieu of the notice period as applicable to the respective category.*

5.8.2 **Leave for Foreign Visit**

Leave without pay and allowances may be granted to the employees for private purposes or joining husband/wife employed abroad or elsewhere in India subject to the following conditions.

General Conditions:

- *The application for leave (EL/HPL/LWP) should clearly mention the country/countries proposed to be visited and the purpose of foreign visit.*
- *Duration of leave (EL/HPL/LWP) sanctioned for private purpose shall not exceed four months. However those leave exceeding four months can be granted with the approval of the Government.*
- *In case of employees leaving the country for visiting their children, can avail six months leave in respect of EL and HPL only.*
- *The permission will be granted by the authority competent to sanction leave as per the existing leave rules of the company.*
- *While sanctioning the leave, the competent authority should ensure that the name of the country, the purpose of the visit and address while on leave is mentioned in the leave application.*
- *Competent authority in this case shall be the Managing Director of the Company.*

5.8.3 **STUDY LEAVE**

All confirmed permanent employees can avail the facility of leave for study purpose.

Workmen Category:

The workmen who are desirous of proceeding higher study in the relevant discipline in which he is working shall apply, through proper channel, to the Director (Personnel) indicating the course of study, the duration, institution and the probable month and year by which the course will commence and complete by the 31st December every year for a course commencing in the following calendar year. The number of workmen who will be granted study leave is limited to 3 in a year subject to following terms and conditions: -

- Study leave will be granted for a period normally prescribed by the Polytechnic/Engineering College/ recognized institute for a course of study, the qualification of which is approved by the Government/ University which shall be a higher qualification than what is prescribed for the post held, in the relevant discipline in which he/she is working.
- The workmen who has been granted leave shall not be entitled to receive any salary and allowances of any kind. Workmen will not be eligible for annual increment during the above period. The period the workmen is on study leave will not be counted for calculation of any kind of leave etc. In the case workmen voluntarily or otherwise discontinues his study with or without intimation to the Management, it will be deemed that the absence period is unauthorized and will be counted for the purpose of break in service.
- The workmen so granted study leave shall execute a service bond, prior to proceeding on study leave, to serve the Corporation for an equal number of completed months, on the resumption of duty after study or alternatively pay, liquidated damages in case of discontinuation of study/leaving employment in between.

Executive/Supervisory Category

An employee may be granted study leave for higher studies solely at the discretion of the Management. Following are the types of study leave admissible.

Study leave for higher studies sponsored by Company

Company may sponsor an employee for the following courses.

- Two year M. Tech (or M. Sc) at IIT/IISC with computers/electronics specialization.
- One year MS at IIT.
- Any other course the Management may decide based on requirements from time to time.

General conditions

- For all one year programmes the candidates should have put in a minimum of 3 years continuous service with Keltron excluding training period.
- For nomination to the two year programmes the candidates should have put in a minimum of 4 years continuous service with Keltron excluding the training period.
- The field of specialization of study shall be in the relevant branch of operation or the specialization could be of special interest to the organization.
- Sponsored candidate shall be paid 75% of the salary as stipend (Basic + DA). No other allowance shall be paid to the nominees.
- They shall not be entitled to any other benefits like leave, bonus etc., for the period of study leave except that there will be no break in service.

- Candidates nominated for one year studies will have to sign a three year bond to serve the company after completion of studies. In case of his not serving the company after studies he will have to return to the company all the money the company spent on him during the training period/stipend paid by the Company and compensation as decided by the Management. In addition to the normal guarantees, a fidelity bond will have to be paid by the employee himself.
- In the case of two year programme the employee will have to execute a bond to serve the company for four years after completion of the course and if he fails he will have to return to the Company the money the Company spent on him plus Rs. 10, 000/- as compensation. In addition to the normal guarantee, a fidelity bond will have to be furnished by the employee and the premium for which will have to be paid by the employee himself.
- Nominations to the above programmes will be based on the requirement of the organization. Those who wish to pursue higher studies under the above conditions should send their applications to the Sr. Manager (HRD) before 31st December every year for courses commencing in the following year. The applications must be routed through their Unit/Division heads. A high level committee constituted by MD will make their recommendations on the basis of which final decision will be made.

Study leave for higher studies not sponsored by the Company

Where an employee secures advanced training facilities after obtaining approval of the management, and that advance training will be of material benefit to the company he may be allowed study leave without pay and allowances to the duration of the course of study.

Evening Courses:

An Employee who wish to pursue his higher studies by way of attending the evening courses after the office hours conducted by the approved institutions, shall obtain NOC from the Head of the Corporate HR Department. Application along with relevant documents for this purpose shall be submitted through proper channel. This is also applicable in the case of employees engaged as casual labourer/ contract basis.

Note: All cases for grant of study leave for taking up studies/ undergoing training etc. will be processed by Corporate Human Resources Department.

6. **OVER TIME**

Overtime wages will be paid in accordance with Section 59 of the Factories Act 1948. Overtime shall be resorted to only in exigencies of work with the prior approval of the Competent Authority.

Eligibility for availing overtime wages: -

If a worker works for more than nine hours in any day or for more than forty eight hours in a week in respect of overtime work, he/she is eligible for overtime wages at the rate of twice his ordinary rate of wages.

7. **COMPENSATORY OFF (C.OFF)**

Employees (Supervisory/Executive), who are working in the company beyond their normal working hours with the approval of the competent authority, are eligible to avail C.OFF within a period of 30 days. This time period can be extended in case of exigencies of work subject to the approval of the Unit/Office Head.

General Conditions

- 7.1 *Employees who are working beyond the normal working hours/holidays with the approval of the competent authority are only eligible for C.OFF.*
- 7.2 *Such approval shall be obtained from the Department Head before commencing the work or in case of any exigency, ratification shall be obtained within the next working day after the day in which the work is performed.*
- 7.3 *A minimum of one hour (either in the morning or evening shift) is required for claiming C.OFF. Beyond one hour, an employee can claim every 15 minutes spend on work and so on.*

8. SHORT LEAVE (SHL)

All categories of employees including Apprentices will be permitted to avail SHL during the working hours. SHL will be sanctioned only for urgent and unavoidable reasons.

General Conditions

- *The minimum and the maximum period of SHL, an employee can avail at a time will be limited to ½ hour and 2 hours respectively. After the first half hour SHL will be accounted in multiples of 15 minutes.*
- *SHL will be granted only at the beginning or closing hours of morning/afternoon shifts of the work of the concerned employee.*
- *No. of chances for availing SHL in a calendar month has been limited to four.*

- *For availing SHL, prior permission is required.*
- *When an employee avails SHL at the beginning of the work, he is expected to apply for the SHL on the previous working day and ensure that the leave is sanctioned by the Sanctioning Authority.*
- *In case of any exigency the concerned employee shall apply for the SHL as and when the employee reaches the office after availing the short leave.*
- *An employee shall punch out while leaving the office/factory premises and punch in at the time of return. The security concerned need to ensure this.*
- *SHL can be adjusted against CL or C.OFF at credit.*
- *Adjustments of SHL against CL or C.OFF will be done only based on the request of the concerned employee through proper channel.*
- *If the employee fails to submit the request or no CL or C.OFF is available in credit, deductions will be made without any intimation as per the provisions of Payment of Wages Act.*
- *The balance hours if any, after adjustment against casual leave/compensatory off will be deducted automatically.*
- *Adjustment against compensatory off will also be on a quarterly basis subject to its availability.*

8.1 Rules for adjustment of SHL against CL:

- *SHL can be adjusted against CL in multiples of $\frac{1}{2}$ CL for every four hours of SHL on a quarterly basis in a calendar year subject to availability of leave. For example SHL availed in January, February and March is to be adjusted by March and so on.*

8.2 Rules for adjustment of SHL against C.OFF:

- *Employees who are working in the company beyond their normal working hours with the approval of the competent authority, are eligible to avail the facility of adjusting such working hours against the SHL availed by them within the period of expiry of C.OFF i.e.; within a period of 30 days.*
- *A minimum of one hour (either in the morning or evening shift) is required for claiming C.OFF and its adjustments against SHL. Beyond one hour, an employee can claim every 15 minutes spend on work and so on.*

9. GRACE TIME

- All categories of employees are allowed a grace time of 90 minutes in a month to compensate the late coming due to traffic or for other reasons as spread over for IN punch during the entire month.
- Grace time cannot be combined with SHL. However, grace time can be availed after lunch intervals as well, while the employees are punching in after half day leave.
- Time availed by the employee over and above 90 minutes of grace time will be treated as short leave /half day leave as applicable as per rules.
- Those who report for duty well in time on all working days and do not avail of such grace time at all as mentioned above may carry forward the 90 minutes (1½ hrs) to the succeeding month and avail the same at one stretch on any day of that month either at the beginning or closing hours of morning/afternoon shifts. Only employees present on atleast 20 working days in a month will be entitled for this facility.
- Carry forward of 90 minutes cannot be clubbed with the grace time/short leave of the current month.

10. **DUTY PASS**

All categories of employees including Apprentices/other type of Trainees who go out on official duty are required to obtain a Duty Pass duly approved by the sanctioning authority.

The concerned employees can proceed out of the premises of the factory/office only after verification of the approved Duty Pass by the Security Personnel at the Gate/Entrance.

At the time of return the concerned officer of the Time Office shall verify the timings in the Duty Pass with that of the actual punching of the employee concerned. In case of employees going on duty, before coming to the Company, Duty Pass shall be approved as and when the employee reaches the Company.

9.1 **Special Duty Leave**

Employees of the Company who are bearing the position of Secretary of Keltron Employees Co-operative Credit Society and Keltron Employees Consumer Society are eligible for Special duty leave of 100 hrs/60 hrs respectively on a monthly basis subject to the following conditions,

- The leave will be sanctioned only for Society Activities.
- The leave shall be sanctioned by the Department Head or the next Officer-in-charge in his absence.
- The sanctioned leave shall be submitted to the Security at the gate of the Factory/Office.
- Concerned Time Office shall monitor the usage of hours as Special Duty Leave.

11. **Procedure for regularisation of attendance**

All categories of employees including Apprentices/Advanced Trainees/ Other Trainees shall record their attendance by punching 'IN' and punching 'OUT' on the biometric punching machines installed at the factory/office premises.

However in the following circumstances attendance of the employees can be regularized.

- In the case of an employee who forgets to bring the punching card, attendance can be regularized by marking their attendance in the Biometric punching machine installed exclusively for this purpose.
- In cases where employees having punching card forgets to punch or whose punching is not recorded in the punching machine, regularisation can be allowed only by submitting a written application with proper justification to the Head of HR Department through proper channel for approval. Only after obtaining the approval, the attendance of the employee concerned shall be regularized by the concerned Time Office.

The number of chances for attendance regularization is limited to four for a period of three months for non marking of attendance by either of the means mentioned above.