

LEAVE RULES UNDER SHOPS & ESTABLISHMENTS ACT, 1988

(UNITS COVERED - RAMOJI FILM CITY & D P PALEM (VIZAG))

(NON-JOURNALISTS)

All Non-Journalists are covered under the Shops & Establishments Act, 1988 and Company Certified Standing Orders. They are entitled to the following kinds of leaves.

Casual Leave

Earned Leave

Sick Leave

CASUAL LEAVE:

Every employee is entitled to Casual Leave @ 12/Year. If he joins in the middle of the year, he will be entitled to CLs on pro-rata basis for that year.

Examples:

1) D O J	:	01/01/1995	2) D O J	:	05/05/1995
C Ls	:	12	C Ls	:	2/12
					= 1 x 8
					= 8.0

If he joined on or before 15 of the month, we have to take into consideration of the particular month for giving a Casual leave. If it is after 15th we should not take into consideration of the particular month.

3 CLs at a stretch can be availed.

1/2 day CL is admissible.

CL can't be clubbed with any other leave.

C.Off can be combined with CL and the C.Off has to be posted first.

CL can't be carried forward to the succeeding year.

Weekly-Offs and Holidays intervening CL shall not be treated as CL.

Example:

01	02	03	04	05	06	07
P	CL	WO	CL	PH	CL	P
		WO		PH		

Half day CL can be availed before a C.Off

Example:

01	02	03	04	05	06	07	08
P	WO	PR	CL	C OFF	CL	CL	P P

EARNED LEAVE:

Every Employee who has served for a period of 240 days or more during a continuous period of 12 months in any establishment shall be entitled during the subsequent period of 12 months, to leave with wages for a period of 15 days.

In case the employee has completed one year service in the middle of the year we have to calculate EL's in the following pattern.

Date of Joining : 01.08.1995 .
Date of Probation/
One year completed on : 31.07.1996 .
EL's on 01.08.1996 : 15 days .

On 01.01.1997 we have to calculate EL's as mentioned below.

No. of months from 01.08.1996 to 31.12.1996= 5
No of days to be present = No. of months X 240/12=100 days

If he present for 100 days during 01.08.1996 to 31.12.1996 we will calculate as per the following formulae:

No. of Earned leaves = 15/12 XNo. of months
= 15/12 x 5
= 1.25 X 5 = 6.25
= 6 days ✓

1.10.26
1.10.25 - 15
1.11.26

After 01.01.1997, he is eligible for Earned leaves on 01.01.1998.

EL can be accumulated upto 105 days of which 90 days can be encashed at the time of leaving the service (Either Superannuation or Resignation).

Half-a-day EL is not admissible.

Weekly-offs, Holidays intervening EL shall not be treated as EL.

Example

01 02 03 04 05 06 07
EL WO EL PH EL EL P
WO PH

Fraction of half day and above shall be treated as full day and anything below the said half shall be ignored.

EL can be clubbed with SL subject to the circumstances only.
i.e. if EL balance is 0(zero), SL has to be considered in continuation of leave and vice versa.

SICK LEAVE

All the employees covered under the ESI scheme shall receive benefits mentioned therein from the ESIC in accordance with the provisions of the said Act/scheme. The Management will not pay for the sick leave period to any employee who is covered by the ESIC Scheme.

Those who are not covered under the ESI Act shall be allowed 12 days sick leave with pay in a calendar year.

If an employee has crossed ESI Statutory wage limit during a calendar year, he is entitled to Sick leave on pro-rata basis for the remaining period in the calendar year.

Example

D O J : 01/01/1994
Out of ESI perview : 01/01/1995
Stoppage of ESI : 31/03/1995.
deductions

Sick Leaves: $\frac{12}{12} \times 9 = 9$ days

15.23
30.6.24

Sick Leave can be accumulated upto 90 days but not encashable.

Weekly-offs, Holidays intervening SL shall remain intact.

Example - 1

01	02	03	04	05
SL	WO	SL	H	SL
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WO		H		

Half-a-day SL is not admissible. However Half-a-day Sick Leave is admissible in case of continuation of a full day sick leave and vice versa.

Example - 2

01	02	03	04
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P	P SL	SL	P

For 3 days Sick Leave, no certificate is required. If it extends beyond 3 days both Sick and Medical Fitness certificates obtained from Regd. Medical Practitioner are to be submitted at the time of reporting to duty.