

## **LEAVE ENTITLEMENTS & HOLIDAYS**

### **1.0 Earned Leave (EL):**

- 1.1 Employees are allowed credit of Earned leave with full pay and allowances at the rate of 8 days for each completed quarter of service.
- 1.2 Full EL to the credit of the employee can either be availed or encashed without any ceiling. However, the encashment is allowed provided it is for a minimum period of 5 days and a minimum balance of 15 days are available in the account after encashment.
- 1.3 Employees can avail EL four times in a year except in exceptional circumstances, when the limit of four-times can be extended to six-times in a year.
- 1.4 EL can be accumulated upto a maximum of 300 days. The leave earned beyond the ceiling of 300 days is automatically encashed and paid alongwith the salary of the first month of the succeeding quarter.
- 1.5 The entire quantum of EL is permitted for encashment at the time of superannuation, resignation, voluntary retirement or pre-mature retirement on medical ground or completion of tenure employment or on the death of the employee.

### **2.0 Sick Leave (SL)**

- 2.1 A credit of SL @5 days on full pay basis is given to employees at the end of every 6 months, without any upper ceiling.
- 2.2 If an employee avails SL for more than 2 days continuously, such leave may be granted only on submission of medical certificate alongwith the leave application for such leave. However, the grant of SL shall not exceed 10 days on full pay (without submission of medical certificate), which is earned during a year.
- 2.3 The medical certificate, must be supported by fitness certificate, before absence is regularized.
- 2.4 In case of an employee joining or leaving IOC in the middle of a half-year (6 months), earning and crediting of SL for such portion will be on pro-rata basis. (Fraction below 0.5 will be ignored and fractions of 0.5 and above will be rounded off as 1 day).
- 2.5 An employee may avail SL even during the 1<sup>st</sup> year of his employment to the extent such leave is due, subject to the observance of the procedure otherwise prescribed.
- 2.6 The entire quantum of SL can be encashed at the time of superannuation, Death / Permanent total disablement, pre-mature retirement on medical grounds / voluntary retirement.
- 2.7 On separation, other than due to superannuation, pre-mature retirement on medical grounds, voluntary retirement and death/permanent total disablement, after attaining the age of 50 yrs. and rendering a minimum of 20 yrs. service, which is not as a result of disciplinary action, abandonment of service or any ground lacking consent on the part of the Corporation, full encashment of SL on commuted basis standing to the credit of the employee is admissible.

### **3.0 Casual Leave (CL):**

- 3.1 Maximum number of CL permissible during a year is 12. Unavailed CLs lapse at the end of the year.
- 3.2 CL may be sanctioned upto a maximum of 6 days provided that total absence in combination with C-Off / Off days / Holidays does not exceed 10 days at a stretch.
- 3.3 It can be combined with public holidays, weekly offs, SCO and compensatory off. It cannot be combined with any other kind of leave.
- 3.4 Half-Day CL shall be admissible only to those employees who are performing duties in General shift and Ministerial shift / employees working in Admn. Offices.
- 3.5 Employees joining services in the middle of the calendar year shall be entitled to CL for the remaining period of that calendar year on proportionate basis.
- 3.6 Casual Leave shall be admissible on proportionate basis to a regular employee who re-joins in-between a year on return after Study Leave, Special Leave without pay to female employee to join their husband and Child Care Leave.

### **4.0 Maternity Leave:**

- 4.1 Female employees are allowed maternity leave for a period of 135 days (for first two living children) from the date the employee desires to proceed on leave before date of delivery or from the date of actual confinement. For subsequent occasions, the leave is granted for 90 days only.
- 4.2 6 weeks Maternity Leave is admissible in case of miscarriage or abortion on the basis of Medical Certificate.
- 4.3 The period of Maternity Leave shall be counted for earning EL.

### **5.0 Study Leave:**

- 5.1 Employees who have put in a minimum period of five years' service in the company may be granted Study Leave for two years extendable by one more year during the entire period of service, whether in one spell or more. The employees have to first avail of the Earned Leave due to them as Study Leave and only the balance period of Study Leave is Without Pay. The period of Study Leave, including the period regularized as EL, would not exceed beyond 3 yrs.
- 5.2 No benefits are admissible to the employees during the period of Study Leave.

### **6.0 Special Leave without pay for female employees to join their husband at outstations / abroad:**

- 6.1 A female employee whose husband has been transferred/posted to another location in India (outstation)/ abroad or he has been posted at an outstation/abroad on a new assignment / job may be granted Extraordinary Leave Without pay for a period not exceeding 3 years in all during the entire service career provided she has put in a minimum of 3 years' service subject to fulfillment of laid down conditions. The period of such leave is not counted for any purpose, whatsoever.

**6.2** The leave can be availed in a spell that should not be less than a month. However, this leave can be availed on a maximum of 3 occasions during the entire service.

**6.3** EL in credit, at the time of granting SLWP, shall be first adjusted and the balance period would be treated as leave without pay.

#### **7.0 Child Care Leave:**

**7.1** Female employees may be granted Child Care Leave in continuation of Maternity Leave or otherwise till the child attains the age of 3 years for a period not exceeding 2 years during the entire service.

**7.2** CCL may be allowed in a spell that should not be less than a month. However, it shall not be allowed on more than 4 occasions during entire service.

**7.3** CCL is granted after the EL has been exhausted and is leave without pay.

**7.4** CCL is also allowed in case of legally adopted children.

**7.5** CCL may be combined with 'Special Leave without pay to female employee for joining her husband', in such a manner that total period of absence does not exceed 4 yrs. during entire service career, i.e. whichever is availed later would be so reduced to bring the total period within 4 yrs.

**7.6** CCL would be restricted to first two surviving children. However, the child care leave utilized towards rearing-up of a child that unfortunately passes away, would be adjusted out of the total child care leave period.

**7.7** CCL to female employees is not admissible during probation period.

#### **8.0 Child Adoption Leave (CAL) to female employees**

**8.1** Female employees on the regular rolls of the Corporation, who are having less than two surviving children at the time of adoption, are eligible for Child Adoption Leave (CAL).

**8.2** CAL would be admissible for a maximum period of 135 days to be availed within the age limit of one year of the adopted child.

**8.3** Within the time frame specified above, CAL may be allowed in maximum of two spells, the first spell of which should not be less than a month.

**8.4** CAL would be on full pay and would be treated like Maternity Leave for admissibility of allowances and other perquisites/benefits during its availing.

**8.5** In addition to CAL, the adoptive mothers may also be granted other kinds of leave, if applied for, as due and admissible to the female employees as in the case of Maternity leave. The Corporation already allows 'Child Care Leave (CCL)' without pay to the female employees in case of 'legally adopted child', which may be allowed in continuation to CAL or otherwise.

**8.6** The adoption of the child should be done through a proper legal process under the relevant Adoption Acts of the country. The female employee would be required to submit a copy of the related documents such as adoption deed, etc., to the office which would be retained in her Personal File.

**8.7** Sanctioning Authority for this leave shall be the same as that for Maternity Leave.

## **9.0 Disability Leave:**

- 9.1** Disability Leave is granted to an employee disabled by injury caused by accident while on duty. The leave is granted on full pay to the extent as certified by the Corporation's Medical Officer or nominated doctor. The leave upto 120 days can be granted locally and beyond 120 days the approval of Divisional Director is required.

## **10.0 Special Leave for serious sickness:**

- 10.1** Upto one year on full pay in case of serious and chronic/contagious diseases like TB, Cancer, etc. Before grant of Special Leave the employee is first required to avail Sick leave as due to him leaving a balance of 10 days on Full pay in his leave account. In case of death of the employee due to any illness during hospitalization, the period of hospitalization till the date of death is treated as Special Leave.

## **11.0 Extra-ordinary Leave without Pay (EOLWP)**

- 11.1** EOLWP can only be granted upto a maximum of 18 months in case the employee is suffering from T.B., cancer or such other serious ailments.
- 11.2** EOLWP on grounds of sickness, which does not figure in the list of specified serious ailments may be granted by competent authority upto a period of 30 days in a year.
- 11.3** No EOLWP is admissible on any other ground.

## **12.0 Special Casual Leave (SCL) :**

### **12.1 For Sports Meet:**

- (i) Special Casual Leave is admissible if an employee participates in PSCB, Inter-Refinery or Inter-Divisional Sports Meet and Sports Meets which are sponsored by the Corporation. SCL may also be allowed to an employee who is selected to participate in a sports meet at State / National / International level. SCL would be for the period of actual participation, and to & fro journey time for attending the sports meet.
- (ii) SCL would not be admissible to the employees who participate in the capacity of a coach, manager, umpire/referee etc.
- (iii) The total number of Special Casual Leave shall be restricted to 10 days in a year.

### **(i) For family planning:**

SCL for six working days may be granted to male employees undergoing vasectomy operation.

SCL not exceeding 14 days is admissible to female employees undergoing non-puerperal sterilization operation.

SCL upto 7 days is granted to a male employee, if his wife undergoes puerperal/non-puerperal tubectomy operation.

**(ii) For territorial army services:**

Employees joining Territorial Army are granted Special Casual Leave for period spent in training camps, attending celebrations, attending a course of instructions, period spent in medical examination/ interview, and preparatory time of 6 days (excluding Sundays & holidays) at the time of embodiment (for training as well as service) or on its termination.

**13.0 Holidays:**

**13.1** A prescribed number of holidays are observed which vary from Division to Division. The three National Holidays viz. Republic Day (26<sup>th</sup> January), Independence Day (15<sup>th</sup> August) and Mahatma Gandhi's Birth Day (2<sup>nd</sup> October) are compulsorily included in the list of holidays. The number of holidays and restricted holidays followed in the Divisions are as under:

**Ref., PL Divisions & R&D Centre:**

**a) Administrative offices locations:**

National/Festival Holidays	-	12 days per calendar year
Restricted Holidays	-	2 days per calendar year

**b) Ref. & PL Units**

National/Festival Holidays	-	10 days per calendar year
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**Marketing Division:**

**a) Administrative offices:**

National/Festival Holidays	-	12 days per calendar year
Restricted Holidays	-	2 days per calendar year

**b) Locations (48 hrs. working):**

National/Festival Holidays	-	10 days per calendar year
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