



INJO TECHNICAL SERVICES

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FREQUENTLY ASKED QUESTIONS

LEAVE

1. How many leaves are approved per year?

- a. For BARC Certified Levels I and II – 30 days per annum.
- b. For non- BARC Certified Employees working with Injo for more than 36 months – 30 days per Annum
- c. For personnel working with Injo for less than 36 months – 25 days per annum.
- d. For trainees – first six (6) months, NIL. Thereafter, 25 days per annum.

2. How is a year calculated?

A year is considered to start on April 1st in a calendar year, and end on March 31st the next calendar year.

3. How should I apply for a leave?

- a. Leave application form, duly filled, to be submitted to the SIC / RSO.
- b. SIC / RSO to sanction leave based on actual work load and situations at site.
- c. Leave granted and confirmed by Admin Office, after sanctioning by SIC / RSO.

4. How many days in advance should a leave be applied for?

Leave applications to be submitted at least ninety (90) days prior to leave date.

5. What would happen if two or more employees require leave at the same time?

SIC / RSO would evaluate each application on a case-to-case basis and come to a decision. The decision of the SIC / RSO would be final and binding. Any further calls to the Admin Office would not be necessary.

6. What would happen if I go on leave without it being sanctioned by SIC / RSO?

The leave would be treated as without pay, and no payment shall be made against said leave. Additionally, a charge of Rs. 100/- per day shall be levied, which shall not be reversed in any circumstances.

7. What would happen in I go on leave without submitting proper leave application?

Salary for that month would be kept on hold. Same would be credited upon rejoining, after concerned penalties have been deducted.

8. What would happen if a trainee takes more than 30 days' leave?

Such trainees will be considered as re-joining the company. Their BARC Level-I examination would be delayed further.

9. When would I be eligible for leave pay?

Employees need to complete 11 months working in a year, so as to be eligible for leave pay.