



# INJOTECH INDIA PRIVATE LIMITED

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CIN U-93000 PN 2013 PTC 149682

## FAQ on Leave

### 1. How many leaves are approved per year?

- For BARC Certified Levels I and II – 30 days per annum.
- For non- BARC Certified Employees working with Injo for more than 36 months – 30 days per Annum
- For personnel working with Injo for less than 36 months – 25 days per annum.
- 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 1<sup>st</sup> in a calendar year, and end on March 31<sup>st</sup> the next calendar year.

### 3. How should I apply for a leave?

- Leave application form, duly filled, to be submitted to the SIC / RSO.
- SIC / RSO to sanction leave based on actual work load and situations at site.
- 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.

Sd/-

Head Admin

Name:

Signature:

Date:

Place: