



Premier Road Carriers Limited *Leave Policy*

	Prepared By:	Approved By:	Issued By:
Name /Initials:	Ms. Archana Gogri	Mr. Yashu Gupta	Mr. Yashu Gupta
Signature:			
Date:	12.09.2023	12.09.2023	12.09.2023



Leave Policy

Earned Leave [EL]:

Under the Factories Act, an earned holiday is given for every 21-working day, i.e., 18 leave per year.

Casual Leave (CL):

When for some reason, you have to take a sudden leave, it is called casual leave. Get 7 CL in a calendar year. If a worker does not take it or survives in the leave account, he lapses. That is, you can't claim these remaining holidays in the next calendar year.

Sick leave [SL]:

Medical leave may be taken if the employee falls ill or is injured, or if there is any other kind of physical problem. According to the leave policy of the company, if you take more than 2 or 3 medical leave, you have to give a medical certificate. A medical leave of 7 days can be taken throughout the year.

All Employees are entitled for all public holidays which are listed on the notice board and 22 paid leaves which will be given in the next financial year.

If you do not have the right to take any of the holidays mentioned above, you can take a leave without pay.

Maternity Leave/ Maternity Leave:

Under the Maternity Benefit Amendment Act, 2017, the period of this leave of women has now been increased from 12 weeks to 26 weeks. However, for a woman who is going to give birth to her third child, the maternity leave period will be up to 12 weeks. Under the Maternity Benefit Amendment Act, 2017, the benefit of this leave can be availed only by women who have worked for 80 days in the last one year in the company as an employee. Payment during the holiday period is based on daily wages.

Document Management Information

Version No.	Version date	Author	Reviewed By	Approved By	Changes
0.0	01.08.2023	Ms. Archana Gogri	Mr. Yashu Gupta	Mr. Yashu Gupta	Draft
1.0	12.09.2023	Ms. Archana Gogri	Mr. Yashu Gupta	Mr. Yashu Gupta	Initial Document