



MEDICAL LEAVE

1. Confirmed employees are eligible for three days medical leave without certificate. The eligibility of Medical Leave will commence from the succeeding month of April after the employee is confirmed.
2. Holidays falling within the leave period shall also be included for calculating the number of days of medical leave availed.
3. Holidays can be prefixed or suffixed with medical leave with such continuous period of absence not exceeding 5 days at a stretch
4. Medical leave for prolonged illness/major surgery shall be considered on case by case basis at the discretion of the management only after exhausting all types of leave including vacation leave. Such leave applications are to be routed through proper channel
5. Privilege Leave can be suffixed with Medical Leave