



PRIVILEGE LEAVE

1. All confirmed employees who have completed one year of service after confirmation are entitled to privilege leave. The eligibility for privilege leave will commence from the succeeding month of April. The maximum number of privilege leave available in a year will be 9 days.
2. Privilege leave can be accumulated and carried to a maximum of three years and taken for not more than 15 days in a year.
3. Privilege leave can be availed only on full day basis and can be prefixed or suffixed with holidays or suffixed with Medical Leave.
4. Who have availed only fifty percent ML and CL available for that year and who does not opt for carry forward.