

Subject:- Procedure of taking leaves.

In spite of several reminders staff is not following the correct procedure for taking leaves. Henceforth the following procedure must be strictly followed:

- Leave application form must be filled in advance and approval of respective division managers or project managers must be taken. In case of project managers and heads of division leaves must be approved by M.D. Leave application forms may also be sent by emails to admin@modiproperties.com (format available on staff login page).
- Leave application form for casual leaves and sick leaves must be made on the first day of joining the duty. In case of such leaves intimation by phone or SMS must be sent to Admin and respective divisional head or project manager. In case of sick leaves documentary proof from doctor or ESI must be provided.
- Leave application form must be filled in advance for leaves taken for a fraction of the day.
- Admin shall ensure that leave application forms for each leave taken must be available at the H O. Wherever leave application forms are not available or not duly approved, deduction for twice the no. of days for such leaves shall be made from the salary.
- Staff who have applied for leave must confirm the approval of leave before taking the leave.
- Staff who are going out of town on a planned trip must apply for leave 1 week in advance.
- Causal Leave will be sanctioned in case of emergencies only.
- Site in-charge and heads of respective divisions must delegate / organize the work during the period of leave before taking the leave. They must ensure that the work continues in a smooth and organized manner during their absence.
- Heads of construction and purchase divisions should ensure that the material requirements are planned in advance.

Managing Director