

LEAVE BOOK

In case of discharged or dismissed work

*FORM No. 16.

(See rule 89).

Name Address of factory Date of discharge or dismissal.....
 Department..... Serial No. in the Register of Adult/Child workers Date and amount of payment made in lieu of leave due
 Date of entry into service

Calendar year.	No. of days leave earned in the immediately preceding calendar year.	No. of days leave brought forward (from previous year or years).	Date of absence.				Actual No. of days worked during the calendar year shown in column 1.	Date from which the worker is allowed leave (shown in columns 2 and 3) and No. of days allowed.	Rate of wages for the period of leave.	Amount of wages for the period of leave.	Date of payment.	Remarks.	Signature of the Manager or his agent.
			Lay off.	Maternity Leave (Female worker).	Leave earned in the immediately preceding calendar year and enjoyed during the year.	Others.							
1	2	3	4	5	6	7	8	9	10	11	12	13	14

.Note—(1) The leave book shall be made out separately for each worker on thick bound sheets which may be folded.
Column (8) for adult and *Column (8) for Child*

(2) No. of days leave earned = _____ and _____

*Vide Notification No. 1008L.W., dated 20th August 1964.