Form No. 16

[Prescribed under rule 115 (1)]

LEAVE BOOK

Shall be the same as “Register of Leave with wages” (Form No. 15), shall be made out separately for each worker on a thick bound sheet.

Name of Factory_____

Serial No._____

Department_____

Serial No. in the Register of Adult/Child_____

Workers_____

payment made in_____

Date of entry into service_____

Adult/child_____

Name_____

Father’s/Mother’s Name___

Date of Discharge_____

Date and amount of

Lieu of leave due_____

Calendar year of service	Wage period from_ to___	Wages earned during the wage period	No. of days worked during the calendar year				Total of Cols. 4 to 7	Leave to credit		Total of Cols. 9 and 10	Whether leave in accordance with scheme under section 79 (8) was refused	Leave enjoyed form_ to___	Balance of leave to credit	Normal rate of wages
			No. of days of work performed	No. of days of lay off	No. of days of maternity leave	No. of days of leave enjoyed		Balance of leave from preceding year	Leave earned during the year mentioned in Col. I.					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15