



HBTU TBIF Foundation

(section 8 company with 12A & 80G)

Ref.....124/IH-TBIF/25

Date.....26/07/25

Notification of Leave Rules for HBTU-TBIF Officer & Staff

The leave rules for Officer and Staff of HBTU-TBIF Foundation was approved on agenda 06.06 of 6th Board Meeting of HBTU-TBIF on 16/7/2025 (Ref. No.120 /HBTU-TBIF/2025 dated 23/07/2025). The details are as following:

Leave Rules:

- a) **Casual Leave (CL):** It was decided that each employee would be credited with 1 day of CL in a month. In this way, 12 CLs can be availed by the staff in a calendar year. It was further resolved that no carry forward or encashment beyond the calendar year shall be applicable for CL.
- b) **Medical Leave (ML):** It was decided that each employee shall be credited with **08 (eight)** days of ML at the beginning of each calendar year, which can be availed by the staff within the same calendar year. The committee agreed that no carry forward or encashment shall be applicable for ML.
- c) **Maternity Leave (ML):** Maternity leave will apply as per decision of board / competent authority.

General Procedure for Leave Rules:

- 1) All the leave request (except for medical leave) should have prior approval.
- 2) In case of medical leave, the employee must in from the CEO / reporting officer on the same day.
- 3) The calendar year (January to December) shall be followed for leave tracking.
- 4) Weekly holidays and public holidays shall not be counted as leave days.

Note: These leave rules will be effective from March 01, 2025


(Prof. Jitendra Bhaskar)
CEO, HBTU-TBIF