## FORM NO. 18

(Prescribe under Rule 94)

## Register of Leave with wages.

1.	Name	:	8.	Date of	10.	Whether
2.	Sex	:		discharge/dismissal/quitting		leave in
3.	Father's/Husband's name	:		employment/super		accordance
4.	Serial number in the	:		annuation/death while in service		with
	Register of		9.	Date of payment in lieu of leave		scheme
	adult/child worker	:		with wages due in such ease:		under
5.	Department	:				section
6.	Designation	:				79(8) was
7.	Date of joining employment	:				refused:

Calendar year of service	Leave due or on 1 <sup>st</sup> January of the year in column 1		L	Leave refused out of regular leave			
(i.e.	Refused	Regular	Refused	Regular	Dates		mentioned in
previous year)					From	То	column 3
1	2	3	4	5	6	7	8

		rking days fo ne year ment	-	Regular leave earned for the year mentioned	Balance of leave admissible on 1 <sup>st</sup> January of the year following the year mentioned in column 1		
Days	Lay-	Maternity	Leave	Total	in col. 1	Refused	Regular
worked	off	leave	with	(9		(Col. 2+8-4)	(Col. 3+14-
		upto 12	Wages	to12)			5-8)
		weeks	enjoyed				
9	10	11	12	13	14	15	16

Leave period	Details of wages paid									
(i.e. col. 4 +										
col. 5 in										
days)										
	Normal rates	Cash	Rate if wages	Total						
	of wages	equivalent of	for leave with	wages paid						
	excluding of	the	wages paid	for the						
	any overtime	advantages	(Rs.)	period of						
	as well as	accruing	(Col.18+Col.19)	leave with						
	bonus but	through the		wages						
	including	concessional		enjoyed						
	Dearness	sale of food-		(Rs.)						
	Allowance	grains and		(Col.17						
	(Rs.)	other articles		Col.X						
				Col.20)						
17	18	19	20	21	22					

## **Notes:**

- 1. Separate register should be maintained for adult child.
- 2. A child will include an adolescent worker who has not been certified fit to work as an adult.
- 3. A separate page should be maintained in respect of each worker.
- 4. Leave earned in column 14 is calculated on the basis of number of days worked given in column9.
- 5. As per section 79(5) figures in column 16 should not exceed 30 days in case of adult and 40 days in case of child worker.
- 6. Delete which is not required.