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 :

CalendarLeave due or on 1styear ofJanuary of the year inservicecolumn 1			L	Leave refused out of regular leave			
(i.e.	Refused Regular		Refused	Regular	Dates		mentioned in
previous					From	То	column 3
year)							
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 st 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 Signature								
-		Signature							
(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.