The Gujarat Factories Rules
FORM NO. 18

(Rule 94)

Register of Leave with wages.

1. Name_____

2. Sex_____

3. Father's/Husband's name_____

4. Sl. No. in the Register of adult/child worker_____

5. Department_____

6. Designation_____

7. Date of joining employment_____

8. Date of discharge/dismissal/quitting-employment/superannuation/death while in service_____

9. Date of payment in lieu of leave with wages due in such case:_____

10. Whether leave in accordance with scheme under section 79(8) was refused:_____

Calender year of service (i.e. previous year)	Leave due as on 1st January of the year in column 1		Leave availed during the year				Leave refused out of regular leave mentioned in column 3
	Refused	Regular	Refused	Regular	Dates		
					From	To	
1	2	3	4	5	6	7	8

Number of working days for computation of leave during the year mentioned in column 1					Regular leave earned for the year mentioned in col. 1	Balance of leave admissible on 1st January of the year following the year mentioned in column 1	
Days worked	Lay-off	Maternity leave upto 12 weeks	Leave with Wages enjoyed	Total (9 to 12)		Refused (Col. 2 + 8 − 4)	Regular (Col. 3 + 14 − 5 − 8)
9	10	11	12	13	14	15	16

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

Note:

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 other.
4. Leave earned in column 14is calculated on the basis of number of days worked given in column 9.
5. As per section 79(5) figures in column 16 should be exceed 30days in case of adult and 40 days in case of child worker.
6. Delete which is not required.