

FORM – O

(See rule 18)

NOTICE OF MAXIMUM LEAVE ACCUMULATED

Name and address of the establishment.

Name of the Authorized person / Manager.

Notice.

As per section 18 (5) of the Gujarat Shops and Establishments (Regulation of Employment and Conditions of Service) Act, 2019 (Guj. 4 of 2019) the maximum leave that can be accumulated is for 45 days. The following workers whose names are mentioned below have maximum leave of 45 days accumulated at their credit. Hence, no further leave due to them but not availed by them will be accumulated and it shall lapse if unveiled.

Details of workers.

Sr.No.	Name of workers	Number of accumulated leave	Period for which leave is accumulated	
			From	Till

Date:

Place:

Name and Signature of
Authorized representative
/Manager.

Copy to Workers