

FORM - 21

Prescribed under Rule 113(1)

LEAVE BOOK

Factory :

Name of worker :

Department :

Father's name :

Sl. No	Sl.no. in the register of adult/child workers	Date of entry into service	Interruptions					Leave due with effect from	Whether Leave not desired during the next 12 months	Date from Which the worker is allowed leave	Wages for Leave Paid in	Discharged worker		Remarks
			Sickness	Authorised Leave	Lock out or legal strike	Involuntary unemployment	Others					Date of discharge	Date & amount of payment made in lieu of leave due	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Note: The leave book shall be made out separately for each worker on thick bound sheets.