

Dear All,

The ongoing COVID-19 pandemic has made a profound impact on the way we work and a large number of employees are seeking clarification regarding absent from duty due to COVID-19. Following are the guidelines, which needs to be followed at all Units / Offices of RSWM Ltd.


Sr. No.	Situations/ Scenario	Clarification
1.	Office /Workplace closed due to Govt. Guidelines	Employees shall be treated as present but at the same time, he will perform his duty from home.
2.	Office / Workplace closed due to spreading of virus in the office	Employees shall be treated as present and shall work from home. If during this time, an employee leaves the station, will be considered as leave / LWP.
3.	Office declared working but due to non-availability of local/personal transport	Employee shall be allowed to work from home if his/her nature of work allows or else the concerned HOD & HR head will take joint decision after examining the genuinity of the situation.
4.	If normal operations of the office resumes and employees are unable to attend office and would like to opt the option of WFH.	Concerned HOD & HR head will take joint decision after examining the genuinity of the situation.

Conditions for Employees with Positive COVID-19:

Sr. No.	Scenario	Sample to Result period	Treatment period as prescribed by Medical authorities	Quarantined period as prescribed by Medical authorities	Remarks
1.	ESI Member	*SL/CL/PL /Adv. L	By ESIC	ESI leave	ESIC department will give as per Guidelines of Govt.
2.	Non-ESI Member	*SL/CL/PL /Adv. L	*SL/CL/PL/ Adv. L	Treatment & Sickness - 14 days leave Recovery Period - 7 days (WFH) and thereafter SL/CL/PL/ Adv. L	WFH for Plant team/Offices shall be recommended by HOD and approved by COO/FH as the case may be.

**Note:**

- As per the above, employees' available leave balance shall be adjusted and in case of no leave balance, COO/FH shall sanction on recommendation by HOD up to max 21 days 'Advance Leave' which will adjusted in his/her leave credited in the next FY 21 -22.
- \*Leave adjustment priority in the order of Sick Leave (SL), Casual Leave (CL), Privilege Leave (PL), Advance Leave (Adv. Leave).

  
**Manoj Sharma**  
**CHRO**  
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CHR/20-21/Sep/046

(Formerly Rajasthan Spinning & Weaving Mills Limited)

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