

22. LEAVE TO AN ARTICLED/AUDIT ASSISTANT

(Regulations 59 & 74)

During the period of training, an articulated/audit assistant is entitled for leave earned at the rate of one-sixth of the actual period served, excluding from such period, the period for which he has been on leave subject to a maximum of 180 days . Following conditions may be noted:

- (1) Reasonable notice is required to be given by the articulated/audit assistant to the Principal.
- (2) For the purpose of preparing for the examination of the Institute the articulated assistant shall be granted leave for three months, or to the extent due as per his entitlement whichever is less provided an application for leave is made at least 15 days in advance.
- (3) An articulated assistant who has served as an audit assistant before the commencement of his articles, shall in addition to the leave earned by him under Regulation 59, be entitled to leave equal to one half of the leave earned and not availed as an audit assistant subject to a maximum of three months.
- (4) Leave not earned may also be granted under Regulation 59(5)/ 74(5).
- (5) The Institute's examination days, (including intervening holidays), or days for attending a course at an Academy of Accounting conducted by the Institute shall not be treated as leave.
- (6) The period of attendance, with the consent of the Principal, at a conference, including course on information Technology Training, General Management and Communication Skills, or seminar organised by the Institute including a Regional Council or students' association or a branch of a Regional Council, for the benefit of articulated/audit assistants, will also be treated as period actually served under articles/audit service and not leave.