

## LEAVE POLICY

### **LEAVE RULES:**

---

#### **Right to leave:**

- Leave cannot be claimed as a matter of right and the leave sanctioning authority i.e. the management may refuse or revoke leave of any kind.
- Leave will not be granted to staff under suspension.

#### **Eligibility:**

Applicable to all confirmed employees.

#### **Objective:**

To establish statutory compliance and a guiding document for 'Leave Management'

#### **Leave Calendar Year:**

For all leave calculations, the calendar year will be,  
**1<sup>st</sup> July- 30<sup>th</sup> June** for Engineering and Pharmacy,  
**1<sup>st</sup> June – 31<sup>st</sup> May** for Junior college and school.

#### **Entitlements:**

1. Continuous service means a service rendered by an employee without any break.
2. Any kind of leave shall be taken only by permission of the Authorities. HOD / Reporting authority as per organization chart must sign the leave application before submitting the same to the Principal or Admin office and must ensure that the work of the applicant is suitably delegated.  
{All leaves must be notified to the Admin Office within two working days or it will be treated as Leave without Pay (LWP).} It is also mandatory that the staff dealing with the upkeep of leave records at admin office should countersign the leave application for checking with regards to date of submission and availability of leaves for the applicant, before putting up to the Section Head. It is therefore essential that the leave applications should not be submitted directly to HOD/Principal before getting it vetted by the admin office assistant.

3. Record of Leaves: Admin office maintains a permanent record of leaves granted and used for each employee.
4. Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the respective HOD & Principal.
5. Unscheduled Absences: Unplanned absences can be very detrimental to work place efficiency. In the case of sudden illness or other unexpected circumstances, an employee should notify his/her superior immediately. If this is not possible, a family member should alert the reporting authority as soon as possible to explain the situation and indicate the expected date and time of return.
6. Over-Staying: Employees are not allowed to extend their leave except the reasons/situations which are beyond the control. If this attitude is repeated, Admin may take up the matter with the Principal/Secretary to take appropriate action against the erring employee.
7. Absent: If an employee is absenting continuously for more than 3 days, without any valid reasons and without informing to reporting authority/Admin, the Institution may take suitable disciplinary action against them.
8. Leave cannot be claimed in advance if sufficient amount of leave is not available at the time of applying. Such kind of leave may be rejected if it is not being taken for any genuine reason.
9. Freezing of all types of leave: In case of an employee tenders his/ her resignation from service all provisions of leave would cease to exist from the date of submission of resignation.
10. A member of the staff shall not normally or on any pretense absent himself / herself from his/ her duties without prior permission of his / her reporting authority authorized to give permission.
11. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
12. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention.
13. Leave of any kind will not be sanctioned when the services of the staff are needed when there is an unfinished job involving the employee.

14. Before proceeding for any type of leave, any teaching staff / non-teaching staff/HOD/Principal must mention the name of the person in-charge who will perform the duties on behalf of the person going on leave on application form itself and take his/her sign.
15. Leave without permission will be treated as leave without pay + penalty of one day salary.
16. Banking facility of medical leaves will start after three years of service and it will not be applicable to the staff leaving in between the academic year.

**Holidays:**

**Holiday:** A day which the Institution will observe as a paid non-working day.

The list of holidays including National Holidays will be circulated among the employees as per the guidelines received from the affiliated University / board/ ZP.

***Imp Note:** The Secretary (or the competent authority appointed on his behalf ) has the authority to make any changes in the above mentioned list of holidays at their sole discretion.*

### Casual Leaves (CL)

- Total number of CL to all employees will be 10. In the first year of service employee will get one CL per month.
- CLs are to be used at the discretion of the employee, subject to the approval of respective reporting authority and Principal.
- Unused CLs will not get carried forward to the subsequent leave calendar year under any circumstances.
- Employees must apply for CL in prescribed format. Not more than 3 CLs can be availed in continuation. CL can be taken for half day also.
- Casual Leave cannot be Pre-fixed or suffixed to vacation or any other type of Leave, except OD.
- Casual leave may be prefixed or suffixed with holidays or Sundays provided that the period of total absence does not exceed 7 days at a time except under exceptional circumstances with the prior permission of the management where it may be extended up to maximum 9 days.
- Permission for a casual leave shall ordinarily be obtained at **least two days before the day** on which casual leave is required. In case, casual leave is required for two or more days, the permission for which is to be obtained at least four days before the leave starts.
- Casual leaves must be notified to Admin dept. within 2 working days through the Master soft or it will be treated as Leave without Pay (LWP).
- While applying for Casual Leave at any time of the year, it should be taken care that sufficient number remains available with the individual for the rest of the year.
- Late coming in the morning for max 5 minutes will be allowed for maximum two times in month. Third late will be treated as a half day casual leave.
- Early movement for max one hour will be allowed for once in a month. Two or more early movement will be treated as half day leaves.

## Medical Leaves (ML)

- Employees completed their one year service are eligible for 8 days Medical Leaves with full pay during a calendar year (July to June). No extra leaves will be sanctioned for hospitalization.

After the first year of service of employees, they will get the proportionate medical leaves in next year depending upon their month of joining as follows.

Sr. No.	Joining Month	No. of ML available for next leave calendar year
1	July, August, Sept	8
2	Oct, Nov, Dec	6
3	Jan, Feb, March	4
4	April, May, June	2

- In case employee needs more than 8 days Medical leave (ML) he/she can take half pay leave in proportion 1:2. (e.g. in extreme case instead of 8 full pay Medical leave, 16 half pay Medical leave can be taken)
- A written request (oral in exceptional cases) will be required for availing ML due to illness or injury.
- An employee returning from ML must submit a medical certificate and a fitness certificate from registered medical practitioner for three days or more than three days leaves.
- In case of sudden illness or other unexpected circumstances, an employee should notify his / her HOD immediately through a phone call. If the employee is not in a position to do so, his / her family member should inform the college authorities about the situation.
- Unused MLs will be carried forward into the subsequent years which can be accumulated maximum up to 240 days. The balance leaves will be converted into cash as per the salary of respective staff and paid while leaving the job or at the time of retirement.
- A registered medical practitioner's (RMP) statement not having any conflict of interest with the applicant will be required for each request for leave of absence for three or more than 3 days due to illness or injury. Request for extension of leave of absence due to illness or injury will be forwarded to respective Principal for approval. Holidays coming in between leaves will be counted as leave.

### **Maternity Leave [MA] and Paternity Leave [PA]**

All female employees, completed two years of service are eligible for 90 days maternity leave and granted for maximum two children only.

- All the holidays occurring during the leave shall be counted for the purpose of computation of 90 days.
- This leave can be extended for the period of further maximum period of three months by prior permission, which will be leave without pay.
- The leave salary shall be paid as, 50% of maternity leave pay shall be paid during the period of leave on monthly basis. Remaining 50% shall be paid in 3 equal monthly installments after rejoining.

All Male employees, completed two years of service are eligible for paternity leave of max 7 days without break including Saturday & Sunday or any holiday in between up-to two children only.

## **Vacation-**

- All the teaching staff, nonteaching staff and Principal are called as vacational staff.
- The vacation is for a specific period in summer. It is decided by the Principal and management. The period of vacation as per the academic calendar of the Institute will be a total of maximum 21 days for vacational staff. Diwali vacation of 8 days will be given to all staff. (Number of days of vacation in a year can be changed depending upon the work schedule, and finalized at the discretion of Principal and Management)
- Staff should be present on last working day prior to proceeding on their vacation. Staff should report on duty on the first working days after their Vacation. Staff members remaining absent on any one of the above would result in deduction of 3 days salary. Staff members remaining absent on both referred dates would result in deduction of 6 days salary. In exceptional case, if a staff remains absent in any one of the categories i.e. last working day or first working day of the vacation on Medical grounds, must submit medical certificate from a registered Doctor on the very first day of resuming duty. The sanctioning of the above is the discretion of Principal.
- Vacational staff during their vacation can be recalled for official work / examination work, whatever the nature be, failing which it will be treated as misconduct.
- The recalled staff is eligible for Compensatory off (1: 1).
- Eligibility to avail vacation will be to the staff those who are on regular appointment and will be entitled to the vacation on completion of one year of service.
- The vacation is for a specific period in summer. It is decided by the Principal and management.
- No staff member can take the vacation after the vacation period.
- The principal has the right to prevent any staff member from availing a portion or the whole vacation if the service of the particular individual is essential for the administration of the Institution.
- When prevented from enjoying the vacation, the particular staff will be eligible for the grant of suitable compensatory additional leave after the end of the academic year or at the discretion of Principal.
- No other leave can be combined with vacation.

## **Leave without pay (LWP)**

Any Leave availed in excess of the prescribed limit shall be deemed to be Leave without Pay(LWP).

- No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if an employee has to avail leave he/she may be granted, "Leave without pay" at the discretion of the Management subject to exigencies of service.
- Such leave shall not exceed seven days in a calendar year subject to a maximum of three days at a time.
- But if the quantum of LWP is more than seven days in a year, it will be considered as a break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.
- If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LWP + penalty of one day salary.
- Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LWP.
- Any break in service within a period of one year will make the staff member ineligible for annual increment in pay and also for availing vacation in the semester in which the second break in service occurs.
- Any regular employee may be granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits. A leave of absence may be granted only if the employee has a bona-fide intention to return to the Institution following the leave.



## Study Leaves

- Our Institute appreciates and encourages faculty development by acquiring higher qualifications such as PG or PhD. The seven days of paid study leaves will be granted per year to attend the progress seminars and exam/viva for PG, maximum upto two years period and it will be up to final exam/viva for PhD or maximum up to five years, whichever will be less. This facility will be for those who wish to pursue it for part time.
- The study leaves also be granted to the employee for upgradation of their qualification in the similar stream of their education which is required to be completed as per the requirement of the apex bodies and for the betterment of the Institution where he/she is working. In such case the leave period will be restricted up to the exam period or maximum seven days whichever will be less. The study leaves are not applicable for the short-term courses.
- The facility of study leaves can be availed from the next month of the submission of the admission letter to our Institute. The record of such leaves taken by the faculty shall be maintained separately by administration department. The cycle of the year for the study leaves will be ir-respective of the regular leave calendar year.
- Faculty should have completed a minimum of 3 years of service at our Institute to avail the above facility.
- Faculty those who wish to avail study leave for fulltime/ parttime PG or PhD shall give an undertaking to the effect that after the completion of the PG/ PhD, they shall continue our Institute and shall serve minimum period of two years after PG or three years after PhD or shall pay liquidated damages accordingly.

(Liquidated damages – Two month's salary in case of PG or Five months salary in case of Ph.D.)

- The number of faculty availing the above facility shall not exceed 25 % of the total faculty strength of any department at given point of time. ( This can be decided under discretion of Principal)
- Permission to avail this facility will be given by the management based on the recommendation of the HOD/principal/ Secretary and considering the overall performance and seniority of the faculty.
- Faculty will be permitted to make use of the library and lab facilities for the purpose of research without affecting the normal functioning of the college.
- It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at Institute.

## **On Duty Leave**

- The final approval of any applicants On Duty Leave is solely at the discretion of the Principal/Secretary.
- On Duty Leave may be approved for the following reasons:
  - i. Attending meetings, seminars and conferences at University / Board on behalf of the Institute.
  - ii. On duty leave will be sanctioned for attending the conference for individual paper presentation, with the permission of Principal/Secretary, however the TA /DA expenses shall be borne by the faculties. The fees of conference/publication will be paid by Institute.
  - iii. To attend the committee meetings or invited lectures which could help the institute. The official invitation letter is compulsory to submit in our office.
  - iv. Faculty or Non-teaching staff members deputed by the institute in connection with the institute affairs.
  - v. No OD leave will be granted for career advancement courses and can be done by teachers during vacation period.

## **Compensatory off**

- Employee asked to work on Saturdays / Sundays / Public Holidays by the competent authority in writing will be entitled to compensatory off for the same.
- The entitlement of Compensatory off for the duties being performed on the aforesaid occasions is entirely on the discretion of the Management.
- Compensatory off can be prefixed or suffixed to any other leave i.e. Casual leave / Medical leave.
- At a time compensatory off can be accumulated for not more than 3 days.
- Compensatory off has to be availed within the same leave calendar year (exception granted to staff who are required to work on holidays during the month of May/June and cannot avail leave immediately due to extensive workload can avail compensatory off in the next year with prior approval).

## Special Leaves

- Seven days of extra leaves (continuous) will be sanctioned for the marriage of staff including Saturday and Sunday or any holiday in between. It is applicable only for the first marriage and for those who have completed one year of their service.
- Half day extra leave can be taken by the staff on the occasion of marriage anniversary or his/her birthday. (On any one of the occasions in a year)
- Three days extra leaves will be given in case of death of a member of own family. (Parents in case of gents staff, father in law and mother in law in case of ladies staff, Grand-parents/Wife/Husband/son or daughter only)
- No extra holidays will be given in any case which is not mentioned in policy.  
(e.g. Yatra, road blockages, flood etc)