

LEAVE RULES

1. CASUAL LEAVE (CL)

- 1.1 Casual Leave (CL) shall be calculated during the academic year and is limited to 12 days per year (at the rate of one CL per month)
- 1.2 Staff members are permitted to avail a maximum of one day of CL in a month to attend to their personal work, without affecting the normal functioning of their work in the college campus.
- 1.3 While availing CL any prefix/suffix of the declared holidays may not be counted as CL. The number of days including both the CL and the interim holidays should not exceed a maximum of five days. CL is lapsable. Any CL left, not availed in an academic year, will not be carried over to the next academic year.

2. COMPENSATORY HOLIDAYS (CH):

- 2.1 If a staff is asked to attend to the duty on a holiday, he / she is eligible to get one Compensatory Holiday (CH) credited to his / her leave account. However, the HoD of the person who is allocating the work should get prior permission from the Principal to permit the staff members to work on holidays, with specific reasons. In case of emergency, if there is no possibility to get prior permission, CH will be credited / granted only up on the approval of the Principal on the recommendation of the HoD. The HoD of the person allocating the work on a holiday for the staff member should ensure, as far as possible, that the staff member is present the whole day
- 2.2. A staff member may accumulate to the maximum of 10 days of CH in his / her leave account in an academic year but cannot carry over to the next academic year.
- 2.3. Staff members are permitted to avail the CH, for a maximum of 10 days in an academic year and only during the period in which there are no class work.
- 2.4. However, during the semester working days for genuine reasons, if a staff has already exhausted all the CL in his / her leave account, he / she is permitted to

avail the CH with prior permission of the Principal, as a special case and a maximum of 2 days in the academic year.

3. MEDICAL LEAVE (ML)

- 3.1. Staff member is eligible for ML on completion of 2 years of service. ML can be accumulated up to a maximum of 30 days.
- 3.2. Medical Leave shall be sanctioned to the staff members only on medical grounds subject to the production of medical certificate and fitness certificate, both issued by the approved medical practitioner with a minimum MBBS qualification, after availing the leave and on the date of rejoining duty. The number of days permitted will be five days per annum.

4. MATERNITY LEAVE (MAL):

- 4.1. Female staff members who have put in a minimum of two years of service will be permitted to avail maternity leave for a period of three months with two months paid maternity leave subject to the production of medical certificate by approved medical practitioner. This provision is applicable only in the case of the first two children.

4.2. MAL will be sanctioned with the following conditions:

The female staff member should rejoin duty and work at least for a period of one year after availing the Maternity Leave. In case the staff leaves the college, for whatsoever be the reason, she should repay the amount of salary drawn by her, if any, during the maternity leave.

- 4.3. The period of Maternity Leave of 2 months will NOT be discounted in the Service-Period Calculation.

5. Leave on Loss of Pay (LLP)

- 5.1. If a staff does not have any balance of leave other than medical leave in his / her leave account he / she can apply for Leave on Loss of Pay (LLP) with prior permission from his / her HoD and from the Principal. Due to unavoidable circumstances, if LLP is availed without prior permission, it

must be approved by the Principal after rejoining. Availing LLP without prior permission even for a single day will be viewed seriously and if it is repeated frequently will cause initiation of disciplinary action against him / her. Any unauthorized absenteeism from the work / duty and availing any leave of any sort without prior permission will be treated as loss of pay and viewed seriously. In continuation, disciplinary action will be initiated as per rules.

5.2. Half a day LLP availed will be treated as ONE Full DAY LLP. However for valid purpose like study leave, foreign assignment, completion of Ph.D. research work, adequate number of days for LLP will be sanctioned, if it is recommended by his/ her HOD and at the discretion of the Principal.

5.3. All suffix and interim holidays will also be taken into account for LLP.

5.3. Any LLP will be discounted from the service period calculation and will lead to extension of probation period and delay in increment.

6. VACATION LEAVE (VL)

6.1. All the teaching and non-teaching staff members are entitled to avail a maximum of six weeks of VL (two weeks during winter and four weeks during summer) including prefix and suffix Saturdays and Sundays. However the Principal has got the discretion to reduce the period of vacation declared due to academic/administrative work.

6.2. In normal circumstances, staff members who have completed six months of service shall be eligible for 50% of vacation leave declared and in the case of one year services shall be eligible for full VL.

6.3 Administrative and maintenance staff members prevented from availing vacation leave due to work will be credited with earned leave at the rate of one day for every 4 days of prevention and this earned leave can be encashed every year.

6.4 Staff members who are provided with special allowances are not eligible for vacation leave.

7. ON-DUTY (OD)

7.1. On-duty (OD) may be granted to the faculty members for attending Conferences/ Workshops / Seminars symposia etc., restricted to a maximum of 14 days in an

academic year. For faculty pursuing Ph.D. for attending course work/ DC meetings/ Submission of Ph.D thesis and Viva- Voice etc., OD may be granted for Central Valuation / Attending Staff Selection Committee Meeting / Board of Studies / AICTE / UGC paper presentation, central valuation etc., on the prior approval of Principal and with prior permission from the concerned authority. OD be granted and restricted to 14 days in an academic year. An attendance certificate should be submitted to the college on the date of return to duty with the report of the concerned meeting.

7.2. A faculty who has put is a minimum of six months of service in the campus is eligible to apply for OD. Normally a faculty is not encouraged to avail OD during semester working days and in special case, if permitted to ensure that the class work is suitably organized and OD is limited to a maximum of 14 days in an academic year.

8. EARNED LEAVE (EL)

8.1. A staff member is eligible for 3 days earned leave per annum, on completion of 2 years of service, which is eligible for encashment .

8.2. EL can be accumulated up to a maximum of thirty days

8.3. Encashment of EL may be applied for once a year during the month of May by 15th of the month

8.4. EL can normally be availed only after the sanction

9. SPECIAL ON DUTY LEAVE (SOD)

9.1. A staff will be given SOD for carrying out any work outside the college campus, associated with activities, assigned by the college authorities. The staff availing SOD should get the prior permission from his / her HoD and the Principal. However due to unavoidable situations, if a staff could not get the prior permission, he / she should get the approval of the HoD and the Principal for having availed the SOD along with the required evidence immediately on the date of reporting for duty from the concerned authorities.

10. PERMISSION:

10.1. To attend to any personal work, permission to be away from work, for a maximum of two, one hour duration per month will be given to a staff. Permission is restricted to only at the start or end of the working day. Before and / or after availing the

permission, the staff should physically report to his superior and submit the duly filled in permission application form. While availing permission, along with the permission form biometric attendance is also mandatory.

- 10.2. For availing one hour permission more than twice a month by the staff, half-a-day CL will be deducted from his / her leave account and in case if the staff member does not have any CL in his / her account it will be treated as LLP for one day. For this purpose, no other leave other than CL will be considered.

11. General Rules

- 11.1. Whenever a staff avails any leave for any number of days, it is his / her responsibility to see that his / her absence does not affect the normal functioning of his / her work place in the college campus. He / She should have made all the alternate arrangements for all the tasks assigned to him/ her by his / her superiors. All the alternate arrangements made should be given in writing to the HoD and the Principal.
- 11.2. Even if a staff applies for any of the leave to which he / she is eligible, his superior / HoD has the discretion to recommend or not, taking into account the workload of the department. The HoD/ Superior should ensure that at any point of time 80% of the total strength in the department / work place should be present for the duty, during the semester working days.
- 11.3. In case of any emergency if the situation demands, the HOD / Superior /Principal /reserves the right to cancel the leave already sanctioned to a staff member and recall from leave and report for duty at the work place. Every staff of the College is expected to extend their co-operation under such circumstances.
- 11.4. Violating any of the above said rules either knowingly or unknowingly for whatever be the reason, will be viewed seriously as willful absence from duty and even disciplinary action would be initiated which leads to LLP, extension of probation, delay in increment or expulsion from the services.
- 11.5. All staff members shall be required to be present on the first working day of the semester.
- 11.6. Staff members who go on leave shall inform the contact leave address and phone number, where they can be readily contacted.
- 11.7. Notwithstanding the above provisions, the administration reserves the right to consider genuine cases for any special sanctions, if situation so warrants.

