**Leave Application System**

The college offers a structured digital **Leave Management System** through the ERP portal, accessible only to teaching and non-teaching staff. The following are the primary categories:

1. **Casual Leave (CL)**: Faculty are entitled to **12 days** of casual leave per calendar year. These are applicable for personal emergencies, errands, or family events. Prior approval is required unless it's an emergency.
2. **Sick Leave (SL)**: Professors can avail up to **10 days of sick leave** annually. A medical certificate is required for absences longer than 2 days. SL can also be converted to Earned Leave with Dean’s approval in special cases.
3. **Earned Leave (EL)**: Full-time staff earn leave days based on service. These are typically used for long-term vacations, sabbaticals, or international academic visits. Advance application is mandatory (minimum 15 days prior).
4. **Festival & Government Holidays**: As per the **Tamil Nadu Government calendar**, holidays such as **Pongal (Jan 15–18)**, **Tamil New Year (Apr 14)**, **Independence Day (Aug 15)**, **Diwali (Oct 21)**, and **Christmas (Dec 25)** are observed. Optional holidays like Ramzan or Onam can be availed with prior request.
5. **Duty Leave**: Special leave is granted for faculty presenting papers at conferences, acting as university external examiners, or attending workshops/seminars. Supporting documents must be uploaded for record.