

# **SRI VISHNU EDUCATIONAL SOCIETY & DR. B.V. RAJU FOUNDATION**

## **LEAVE RULES FOR THE REGULAR EMPLOYEES OF THE SOCIETY**

### **General:**

These Rules shall be called the 'Sri Vishnu Educational Society' & 'Dr. B.V. Raju Foundation' Leave Rules. They shall be deemed to have come into effect from 1<sup>st</sup> January 2016. They shall be applied to all the employees, appointed on regular basis, of various institutions under the Society & Foundation.

These rules can be modified, amended or rescinded by the Management of 'Sri Vishnu Educational Society' & 'Dr. B.V. Raju Foundation' from time to time as its discretion as deemed fit.

The following kinds of leaves are available to the employees of the institutions managed by Society & Foundation.

- a) Casual Leave
- b) Special Casual Leave
- c) Earned Leave
- d) Medical Leave
- e) Maternity Leave
- f) Family Planning Leave
- g) Compensatory Leave
- h) Leave Not Due
- i) Quarantine Leave
- j) Extraordinary Leave
- k) Sabbatical Leave

- Leave of any kind cannot be claimed as a matter of right and will be granted only at the sole discretion of Head of the Department / Head of the Institution. When exigencies so require discretion to refuse or revoke leave of any description is vested with Authority empowered to grant it.
- Any leave under these rules can be granted in combination with or in continuation of any other kind of leave, except casual leave.
- No leave shall be granted beyond the date on which an employee must compulsorily retire.
- Leave account of each employee should be maintained separately by the Head of the Department / Head of the Institution.
- Unauthorized absence from duty not only results in cut in the emoluments for the period but also considered as misbehaviour inviting disciplinary action.
- An employee, on leave, can not take up any service or accept any other employment for remuneration.
- Application for leave on Medical ground shall be accompanied by a Medical Certificate issued by a Registered Medical Practitioner. Fitness Certificate should also accompany the Medical Certificate issued by any Registered Medical Practitioner before reporting after availing the leave. In case of any controversy pertaining to the Medical Certificate issued by a Registered Medical Practitioner, the decision of the Medical Officer of the Society / Institutional Head shall be final.
- Any employee on leave or on vacation may be recalled to duty before the expiry of the leave, in case of urgency and necessity.
- Leave Encashment facility only for Earned Leaves is available only at the time of retirement. No other kinds of leaves are encashable.

- In case of leave sanctioned by the In-charge in the absence of the Head of the Department / Head of the Institution, the leave sanction is subject to ratification by the Institutional Head / Departmental Head.
- Except in case of Half Pay leave i.e. being availed on Medical / Health grounds, prior intimation need to be given for sanction of leave and leave can be availed only after the leave is granted by the sanctioning authority.
- Leave shall be applied in person in all cases except when the reporting authority is located at another place/location which is far away from the employee's working location.
- The person availing the leave for a longer duration has to assign the work and hand over documents / files of the important/ongoing works to his colleague / subordinate. Work adjustments need to be done and in no way there should be any hindrance to the ongoing work during the period of leave.
- The leave address and contact numbers during the leave period shall be clearly mentioned in the leave application.
- Salary deductions will be made in case of excess leave availed and getting relieved from the Institution/Society during a calendar year.

#### **Casual Leave:**

- (i) Total casual leaves to be granted shall not exceed 12 days in a calendar year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave. Any balance period of casual leave shall lapse with the calendar year.

#### **Special Casual Leave:**

10 days in a calendar year for **teaching staff** sanctioned only for attending to Ph.D. work, Seminars / Workshops, Examinerships, etc. Special Casual leave cannot be accumulated and nor combined with any other kind of leave. Any balance period of special casual leave shall lapse with the calendar year.

#### **Earned Leave:**

The Earned leave admissible to a permanent employee declared as eligible for **vacation** shall be 6 days in a calendar year. For **non-vacation staff**, Earned leaves will be 30 days in a calendar year. The leave account of every permanent employee shall be credited with Earned leave every calendar year i.e., January - December.

The earned leave at the credit of an employee at the end of calendar year shall be carried forward to the next year, subject to the condition that the leave so carried forward plus the credit for the year does not exceed 300 days. An employee ceases to earn such leave when the leave reaches the limit of 300 days. Maximum leave that can be granted at a time is 120 days. If the vacation staff attends to the duty during vacation, one EL will be added for every two days of attendance. The employee should put in a minimum attendance of 240 days in a year for getting eligible for EL.

#### **Medical Leave:**

The Medical leave / Half-Pay leave, admissible to a permanent employee only, on Medical or Health grounds shall be 20 days for every year of completed year of service. Maximum limit of accumulated leave is 60 days.

### **Maternity Leave:**

Maternity leave is admissible to married women employees appointed on regular basis with at least one year of regular service in the institution. A female employee may be granted maternity leave on full pay for a period of 90 days from the date of its commencement.

- a. 3 Months or 90 days maternity leave with full salary may be given for the staff members who have put in a minimum 2 years service in our society.
- b. This benefit is given only once.
- c. Staff members availing this leave have to give an undertaking before availing leave that they will work for a minimum period of 2 years after their return from leave.

Maternity leave not exceeding 14 days may be granted in case of miscarriage or abortion including induced abortion provided that the application for leave is supported by a medical certificate. Maternity leave is not admissible in case of woman employee who has two or more living children.

### **Family Planning:**

For Family Planning Operations: 6 days in respect of Male and 14 days in respect of Female shall be granted.

### **Compensatory Leave:**

The employees are eligible for sanction of 5 days of compensatory leave in a calendar year in lieu of their working on a Holiday with prior approval and such leave has to be utilized during that calendar year only and it cannot be accumulated. It is not granted to any remunerative duties assigned like examination work, EAMCET, etc.

### **Leave Not Due:**

The Competent Authority may at his discretion sanction advance leave not exceeding 30 days and the advance leave shall be adjusted against the leave the employee earns subsequently.

### **Quarantine Leave:**

Quarantine Leave is absence from duty necessitated by orders not to attend Office in consequence of presence of infectious disease. The period of leave shall not exceed 21 days and should be supported by a Medical Certificate.

### **Extraordinary Leave:**

Extraordinary leave shall be **leave without pay** and may be granted when no other leave is by rule, admissible and the employee applies in writing for the grant of extraordinary leave. The duration of extraordinary leave on any one occasion shall not exceed 3 months without medical certificate, 6 months where the employee has completed a continuous services of not less than one year on the date of expiry of leave and the request for such leave supported by a medical certificate and two years for the purpose of higher studies or undergoing any professional training, provided the employee has completed three years of continuous service. Prior approval of the Management shall be taken before sanctioning the extraordinary leave.

### **Sabbatical Leave:**

The sanction of the leave is subject to discretion of the Management.

### **Vacation:**

Out of the total number of 90 days (approx.) vacation declared at the end of odd and even semesters in each academic year, a staff member, under category 'Vacation staff' is eligible to avail upto a total number of 60 days (maximum) vacation in an academic year. All the vacation staff is expected to be on duty during the rest of the 30 days as usual attending the college. However, the days on which the staff members attend to invigilation, evaluation, practical examination and such other works assigned by the College/University are treated as duty.

Detailed rules / guidelines governing eligibility and other details / conditions governing grant of leave are available for reference in the Institute office. Staff members with one year's experience can avail a total vacation of 1 month including the summer and winter vacations. Those who have put in less than one year's experience will get proportionate vacation in a calendar year.

### **On Duty:**

Employees going on temporary duty assignments at other locations shall be treated as On Duty. The employee should duly fill in the On Duty application format which shall be countersigned by the competent authority where the employee has undergone temporary duty assignment for treating that period as On Duty.

**\* The above leave rules are applicable to employees whose services are confirmed:**

- *For Employees on training, 12 leaves shall be sanctioned in a calendar year.*
- *For Employees on probation, 12 CL and 20 Half-pay / Medical leaves shall be sanctioned in a calendar year.*

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