

5. LEAVE AND HOLIDAYS

5.1 WORKING DAYS AND WORKING HOURS

- a) Monday to Friday will be working days for VJCET institutions. Co-curricular activities will be arranged to take place on Saturdays and if such activities spread over more than a day they will be so arranged that one of the days is a Saturday. Such Saturdays will be treated as working days. If any working day is lost due to natural calamities, agitations of any kind, declaration of holiday by Govt./ District Collector or for other reasons, the Saturday immediately following, and if that is not possible the Saturday following after that, will be a working day. Other Saturdays may be declared as working days if that is found necessary to make up shortfall in total number of working days in a semester.
- b) Classes start at 8.55 a.m. and close at 4. 15 p.m. Lunch break is from 12. 45 p.m. to 1.30 p.m.
- c) All staff are required to punch-in before 8. 55 a.m. and punch out after 4. 15 p.m.
- d) If total duration of late punch-in or early punch out exceeds 30 minutes in a month it will be treated as half-day casual leave and if it exceeds 3 hours it will be treated as full day casual leave. However, the number of late punch-in and early punch-out will be limited to five occasions in a month for this purpose and beyond this each late punch-in and early punch-out shall be treated as half-day casual leave. If casual leave is not available, it will be treated as loss of pay leave.
- e) 'Forgot to punch' shall not be accepted as a reason for not punching. In such cases the faculty should submit his/her explanation to the H.O.D at the earliest opportunity and in any case not later than the next day. The H.O.D. shall forward the explanation with his comment to the Principal and his decision in the matter shall be final. If the explanation is not satisfactory, the day shall be treated as on leave.
- f) All public holidays, Saturdays not declared as working days and Sundays are holidays for all faculty. Saturdays, except second Saturdays, will be working days for office staff and other staff, except non-teaching technical staff.
- g) Holidays declared by the govt. (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty.
- h) On all holidays, except Sundays, skeleton office staff will be on duty.
- i) Days of hartal, restricted holidays and district holidays will be working days for the entire staff, teaching and non-teaching. Absence on these days shall be treated as

leave and online application for leave should be submitted to the competent authority.

- j) Conduct of classes on days of hartal, restricted holidays etc. will be decided by the Management. As a general rule, if the college buses ply, the classes will be conducted.
- k) The Management reserves the right to convert any holiday into a working day in special circumstances.

5.2 CASUAL LEAVE

All members of the staff who are eligible for vacation are eligible for 15 days' casual leave and others are eligible for 20 days' casual leave in a calendar year. Application for casual leave should be submitted to the HOD/ competent authority in advance with proposal for alternate arrangement to engage the class or to attend to the day's work. If application cannot be submitted in advance on account of some emergency or unforeseen reason, the HOD should be contacted over phone at the earliest so that the HOD should be able to make arrangements to engage the class. Failure to engage the class on account of leave shall be treated as dereliction of duty on the part of the faculty availing leave. Casual leave cannot be availed for more than three days at a stretch and it cannot be combined with any other type of leave. Principal is the authority to sanction casual leave to teaching as well as non-teaching staff. Any absence without proper sanction will be treated as unauthorized absence and salary will be cut at double the normal rate for the days of such absence.

5.3 DUTY LEAVE

- a) Duty leave of a maximum of 15 days in a calendar year will be granted with full pay to the faculty for the following
 - ✓ Attending conferences/seminars/workshops
 - ✓ Delivering invited talks
 - ✓ Interacting with industry
 - ✓ Attending meetings of the University
 - ✓ Performing any other task assigned /approved by the Principal
- b) As far as possible faculty from a dept. are to go on rotation to attend valuation camps/university examinations so as to limit the duty leave to a maximum of 15.

- c) Management may sanction duty leave in excess of 15 days if it is found necessary to enable the faculty/staff to perform duties assigned by the University or the Principal.

5.4 COMPENSATORY OFF

The Management has the right to assign employees on duty on public holidays. In such cases the employee will be entitled to avail compensatory off on any working day with the previous permission of the leave sanctioning authority. In the alternative, he/she may claim cash compensation at the rate fixed by the Management from time to time. If compensatory off is the choice it should be availed within three months from the date of doing duty on holiday. Compensatory off will not be granted for external duty for which extra remuneration is paid or for normal extra work in VJCET, as it is part of one's duty.

5.5 BLOCK LEAVE

Members of teaching staff who have completed the probation and have one year of continuous service in an academic year (ending on 30th April) are eligible for 30 days block leave (annual leave) in an academic year. For a faculty who joins during an academic year the block leave shall be calculated proportionately to the length of his continuous service. Block leave may be availed in the month of May/June with the prior approval of competent authority (Principal). Management reserves the right to sanction block leave in other months if it is satisfied that block leave can be sanctioned to a faculty without affecting the classes. Block leave can be availed in a single stretch or in installments of not less than ten days at a time. But if availed in installments there should be a gap of not less than 10 days. Block leave cannot be combined with any other leave except maternity leave.

5.6 MATERNITY LEAVE

All lady members of the staff, who have satisfactorily completed the probation and have been confirmed in the service are eligible for maternity leave. Maternity leave will be for a period of 180 days. However, 90 days with full pay & other allowances and the rest 90 days without pay & allowances. Normally maternity leave should commence 15 days before the expected date of child birth and application for leave should be submitted to the competent authority sufficiently in advance. Information on child birth should be given to the sanctioning authority promptly. No other leave except block leave will be allowed to be combined with maternity leave. Block leave, if available to the credit of the mother, may be permitted, at the discretion of the Management, to be combined with maternity leave. Management

may sanction loss of pay leave to be combined with maternity leave, on production of medical certificate, in the case of serious sickness of mother or child but this will be limited to a maximum period of 30 days. All leaves combined should not exceed 120 days. No substitute will be appointed to fill up the vacancy due to maternity leave and the classes to be engaged by the person on leave shall be shared by the other faculty of the department.

5.7 STUDY LEAVE

- a) A faculty who has put in at least three years of regular service in VJCET will be eligible for study leave. Study leave will be granted on loss of pay for three years for doctoral courses. The Management reserves the right to sanction leave for other courses for appropriate durations if the Management is satisfied that such a study by a member of the faculty will be beneficial to the institution. Study leave shall be counted for service if it is availed through QIP/FIP scheme of AICTE/UGC, but the period will not be considered for calculation of gratuity. The number of persons on study leave at a time from a department shall be limited to two. If there are more applicants than can be permitted leave at a time, preference will be given on the basis of seniority. However, if the Management is of the view that sanctioning leave to a junior or for a non-PG course will better serve the interest of the institution, the Management will have the discretion to do so.
- b) Extension of study leave will, normally, be not granted. The individual on study leave should rejoin the institution on the expiry of study leave, unless the Management permits him/her to extend the leave for want of vacancy or for other reasons.
- c) Faculty of VJCET with minimum 3 years of regular service wishing to pursue part time Ph.D. programme in any university, recognized and approved by the UGC / AICTE will be granted a special causal leave of 15 days in addition to 15 days of admissible leave per year, subject to submission of registration and approval letter from research guide from the institution / university. Every such leave availed will be supported by a letter from the research guide for approval. An undertaking of their willingness to continue their service for a period of three years after having acquired Ph.D. degree is required of them for the good of the institution.

5.8 LOSS OF PAY LEAVE

- a) Loss of pay leave may be granted by the Manager in the case of genuine need such as sickness, if the Manager is satisfied that the staff member will not be able to attend duties in spite of his best efforts and that he has exhausted all other types of eligible leave. A medical certificate will be insisted on, in the case of leave

on account of sickness. Leave on loss of pay will be granted only for one month at a stretch and the maximum loss of pay leave that can be granted in one instance will be limited to three months. Loss of pay leave beyond three months in a calendar year, if sanctioned by the Management as a special case, will not count for increment and gratuity, but will count for seniority.

- b) Loss of pay for a day at a time may be granted by the Manager in other cases if the Manager is satisfied that due to unforeseen exigencies the faculty /staff is not able to attend duty and all casual leave is exhausted. But the total number of such leave shall be limited to three days in a semester.
- c) Loss of pay will be granted when no other leave is available. Further, loss of pay application with Medical Certificate (MC) will be permissible for a maximum period of 5 working days consecutively. In case of emergency and unavoidable circumstances, the application may be considered as a special case by the authority. However, absence from duty beyond 5 working days which may include Saturdays, Sundays and other holidays falling in between loss of salary will be applicable.

5.9 GENERAL PROVISIONS ON LEAVE

- a) Approval of the competent authority should be obtained before availing any type of leave. If, on account of emergency or unforeseen reasons, previous approval could not be taken, the competent authority should be contacted over phone at the earliest possible opportunity and oral permission obtained. This should be followed by written application and ratification of availing the leave. Availing leave without previous sanction will be treated as unauthorized absence and for such period of absence the pay shall be deducted at double the normal rate. Unauthorized absence for a continuous period of more than 30 days will be treated as voluntary desertion of service and the service of such persons shall be treated as automatically terminated.
- b) All kinds of authorized leave will count for seniority and increment, except study leave, unless otherwise specified. Study leave on QIP/FIP scheme of AICTE/UGC will count for seniority and increment, but not for gratuity. Other types of study leave will be counted only for seniority.
- c) Leave not availed in a calendar year will not be permitted to be carried over to the subsequent year.
- d) It is the duty of the faculty/other staff going on leave to make alternate arrangement, with the approval of the HOD/Principal, to engage the classes/ attend to the work during his/her absence.
