

# LEAVE RULES

Leave of any kind is a privilege and not a matter of right. When the exigencies of service so require, leave of any kind may be refused or revoked by the authority competent to grant it. Unless leave of any kind is sanctioned, an employee shall be deemed to be absent from duty.

Any staff member availing leave/s without submitting an application shall be treated on Leave without pay and Salary shall be deducted accordingly.

Willful absence from duty after expiry of leave renders the employee liable to disciplinary action.

An employee must be present on the last working day before the commencement of holidays and also of the 1st working day after the holidays. In case the employee is not present on both the days the total period including holidays will be treated as leave and will be debited to the leave of any kind due.

Employee on leave on medical ground will be permitted to return to duty only on production of medical fitness certificate from registered medical practitioners.

If the employee is on leave on 1 July of any financial year, the benefit of increment will be drawn from the date of joining on which he resumes duty.

If an employee resigns for any leave taken during the notice period, the notice period will be extended by the same number of days.

## (a) Procedure for grant of leave

Leave of any kind must be applied for in writing on prescribed proformas supported by relevant documents viz medical certificate, wedding card, etc. before proceeding on leave. In case of sudden illness or emergency, when prior approval is not possible, the employee must forward an application via messenger or through e-communication (email or WhatsApp) to the HOS on the same day.

## (b) Entitlement

### (1) Casual Leave

All members of staff are entitled to 8 days of casual leave per calendar year. Balance of Casual leaves at the end of the year shall lapse.

- Casual Leaves cannot be availed for more than 3 days at a time.
- Maximum 4 Casual Leaves will be permitted from 1 July to 31 December.
- Casual Leaves cannot be extended, in case a request is approved to extend, the entire period will be treated as EL.
- For teaching staff 'Half Day Leave' would not be permitted in the first half of the day. Maximum 8 half day leaves will be permitted in a calendar year.
- Casual Leave cannot be clubbed with any other leave / vacation.

- After every three late comings 'Half day' shall be deducted from Casual leave and when casual leaves are over, leave shall be deducted from Earned Leave/HPL (Full day in place of Half day) and if Earned Leaves are not in account it shall be treated as Leave Without Pay.

(2) Earned Leave

(i) Vacation staff is entitled to 10 days of Earned leave which shall be credited to their account in advance in two instalments of 5 days each on the 1st January and 1st July of the year.

(ii) Earned leave to non-vacation staff shall be credited, in advance, in two installments of 15 days each on the first day of January and July of each calendar at the rate of 2.5 days for each completed calendar month of service.

While affording credit of EL, fraction of a day shall be rounded off to the nearest day.

(iii) Earned leave can be availed up to 180 days at a time.

(iv) Leave account of all members of staff shall be maintained in their Service book. Record of Leave should be entered in the Service Book and duly countersigned by the sanctioning authority. Applications should be kept in the personal file.

(v) At the end of each year, the balance of E.L should be got verified from the employee by obtaining his/her signature.

(vi) Earned leave can be accumulated up to the maximum limit of 300 days in addition to the number of days for which encashment has been allowed along with LTC.

(vii) Any Earned leave sandwiched between holidays (including Saturday and Sunday) shall not be permissible and if availed, the total period of absence shall be treated as leave and dealt with according. (The exception would be allowed only with the express approval of the Principal).

(3) Half Pay Leave (20 days in a year)(for Non-Vacation Staff)

- HPL is not admissible to vacation Staff.
- Maximum limit of encashment in respect of HPL and EL combined is 300.
- Non-vacation staff shall be credited with half pay leave, in advance, in two instalments of 10 days each on the first day of January and July of each calendar year. Half-pay leave shall be credited @  $5/3$  days for each completed month if the employee has not worked for full six months of the half year and shall be rounded off to nearest day.
- The leave under this rule may be granted on medical certificate or on private affairs.

On medical grounds, two half-pay leaves are deducted for one day's leave; on non - medical grounds, one half pay leave is deducted along with half pay for the day.

- (v) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate, subject to the condition that the employee must resume duty after the expiry of leave.

When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account.

- (vi) The account of Half pay leave shall also be maintained in the Service Book of the employee.

#### (4) Compensatory leave

If a Vacation staff member is required to work during vacation he/she is entitled to compensatory earned leave to be calculated as under:

$$\frac{\text{Vacations not availed}}{\text{Full vacations in the year}} \times 30$$

This will be credited to the Leave account of the employee.

#### (5) Maternity leave/ Mis-carriage Leave/Paternity leave: -

(i) Maternity Leave - 180 days maternity leave is admissible to female employees with less than 2 surviving children.

(ii) Miscarriage/abortion (induced or otherwise) - Total of 45 days leave in the entire service admissible, irrespective of the number of surviving children. A Certificate from a registered medical practitioner is required.

(iii) Paternity Leave Admissible to a male employee with less than two surviving children. Duration: 15 days before or up to 6 months from the date of delivery.

#### (6) Extraordinary leave (Leave without pay)

Under very special circumstances extraordinary leave of upto 180 days may be granted without pay provided that no other leave is due.