

**LEAVE RULES**

## 1.0 ELIGIBILITY

- 1.1 Employees shall become eligible for any type of leave only after completion of 90 days of continuous service, calculated from the date of joining duty. In the event of absence for Duty during this period, the salary for the period of absence shall be deducted.
- 1.2 All types of leave will be with full pay.
- 1.3 Holidays shall be excluded while computing availment of granted leave, provided that such leave is not availed on either side of the day's on which the holiday's falls / fall.
- 1.4 The eligibility of all types of leave shall be computed from 1st July of every year to 30th June of every succeeding year. Where an employee becomes eligible for a particular type of leave during the pendency of this period his eligibility shall be computed on a pro-rata basis.
- 1.5 While calculating the leave of any category of employee, leave of half a day shall be treated as a full day.
- 1.6 All categories of employees shall be present on duty during preparatory leave granted to some or all students.

## 2.0 TYPES OF LEAVE

- 2.1 The teaching category of employees shall be eligible for a maximum of following types of leave in a year.

Type	No. of Days / Annum
2.1.1 Casual	10
2.1.2 Medical	05
2.1.3 Vacation (Summer / Winter)	15

- 2.2 The Administration Category of Employees shall be eligible for a maximum of the following type of leaves in a year.

Type	No. of Days / Annum
2.2.1 Casual	10
2.2.2 Medical	05
2.2.3 Vacation (Summer / Winter )	05



- 2.3 The Service Category of Employee shall be eligible for a maximum of the following types of leave in a year.

	<i>Type</i>	<i>No. of Days / Annum</i>
2.3.1	Casual	10
2.3.2	Medical	05

- 2.4 Casual leave shall not be granted for more than three consecutive days at a stretch, except in exceptional cases.

### **3.0 APPLICATION FOR LEAVE**

- 3.1 Permission for granting leave of absence shall be made by the intending employee in writing on a prescribe leave application annexed to these rules, to the competent authority, as described in clauses 4.0 below.
- 3.2 Wherever possible, the application for Casual Leave shall be submitted in advance and grant obtained prior to Physical availment. In the event that an employee requires to absent himself owing to a sudden emergency, such application for Casual Leave shall be submitted by him on the same day that he joins Duty again, provided that telephonic grant of which leave is obtained not later than the morning of the day of absence.
- 3.3 Where Leave of absence is sought by an Employee on ground of personal ill-health, the application on the prescribed Format shall be accompanied by a Medical Certificate issued by a Registered Medical Practitioner.
- 3.4 All Categories of Employees reporting back for after availing Medical Leave taken on account of an infectious and / or contagious disease shall be required to submit a certificate of fitness issued by the same Registered Medical Practitioner.
- 3.5 An application for leave of absence during the Summer / Winter vacations shall not be required to be submitted. However, employees in the Teaching Category and administrative category shall be granted leave of absence during the declared vacations on a staggered basis of ensure that the routine working of the Institute during this period is not hampered. The competent authority shall draw up a roster of staggered leave availed by the Employee under his



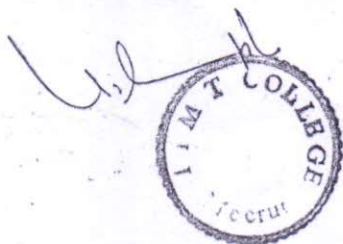
span of control, in consultation with the next higher competent authority.

#### 4.0 GRANT OF LEAVE

- 4.1 Permission for granting leave of absence shall be made by the intending employee on the leave application to the competent authority.
- 4.2 The following shall be the respective competent authorities to grant any or all types of leave for the different categories of employees :
  - 4.2.1 For confirmed employees in the Teaching Category, the Director shall be the competent authority.
  - 4.2.2 For the confirmed administration, Service, and the Heads of Department, the Director shall be the competent authority.
  - 4.2.3 For the Director, Part-Time and Casual Employees of all Categories, the Chairman shall be the competent authority.
- 4.3 Irrespective of the Types of leave applied for, the granting of such leave with full pay shall rest on the sole discretion of the Chairman.
- 4.4 The competent authority and / or the Director / Chairman shall retain exercise their prerogative, depending on the exigencies obtaining in the operations of the Institute, to recall and Category of Employee from any type of leave being availed, including the Summer and Winter Vacations, but excluding Medical Leave and Maternity Leave.

#### 5.0 DEDUCTION OF LEAVE

- 5.1 Employees arriving late as per prescribed timings laid down in Clause 3.1 of the General Service Rules of the Institute shall be marked 'Trady' on the Attendance Register.
- 5.2 Three 'Trady' marks in a calendar month shall warrant a deduction of one day casual leave lying in the credit of the employee. In the event the employee has no leave to his credit the salary for one day shall be deducted on account fo such three trady remarks.



5.3 The Medical leave of the employee shall not be computable for adjusting three 'Trady' marks on account of late arrival during a calendar month.

**6.0 MISCELLANEOUS**

6.1 In these Rules the term "he" shall include both sexes of the related categories of employees.

6.2 No category of leave shall be carried over except maternity leave.

