

## Time & Attendance Policy

REF NO.	LEAD/ACAD/POL/OO4/22	REVISION NO.	R3	13 APR 2022
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### 1. PREAMBLE

Timely and regular attendance is an expectation of performance for all faculty. To ensure adequate staffing, positive faculty morale, and to meet expected productivity standards throughout the organization, faculty s will be held accountable for adhering to their workplace schedule..

### 2. APPLICABILITY

This policy is applicable for all the staff members for the institution

### 3. OBJECTIVES

- Timely and regular attendance is a performance expectation of all faculties.
- Consequently, those faculties who have exhibited unsatisfactory attendance which resulted in disciplinary action.

### 4. WORKING PATTERN OF LEAD

Faculties are expected to follow notification procedures either in mail or group, if they will be late for work, will not be at work, or are requesting planned time away from work.

Faculties must request in advance to their supervisor or designee and in accordance with departmental procedure if they wish to arrive early or leave early from an assigned work.

An faculty who fails to call in and report to work as scheduled for three consecutively scheduled work days will be viewed as having abandoned their position and employment will be terminated.

The working pattern of LEAD is as follows

The new leave rules & working pattern will come in force with effect from 1st January 2014.

- a. The classes shall be 40 days continuous without any break in between. For every 40 days, minimum 7 days leave shall be given as the module break.

- b. Though the days of working are kept as 40 days continuous, depending on the festivals and other holidays, the module breaks are positioned with the mutual consensus of the students. However the ratio of 7 days minimum holidays for 40 days working shall be maintained.
- c. Module breaks of students are holidays for faculty members too.
- d. In special circumstances like training programmes, OBT etc, faculty members may be requested to stay back in the college during the module breaks, for them equal no of compensatory off, for the holidays they have worked in the college, will be given.
- e. Any faculty working on the module break shall take compensatory off in the next two months time. However, the faculty members who work during module breaks need to take written permission from the administrative head or management.
- f. Faculty members shall not take leave on the first day of reopening after the module break or holiday. Any leave taken on the first working day after a break shall be considered as double leave as in the case of students.
- g. In addition to the above the faculty members can avail 15 days casual leave in a calendar year.
- h. This can be availed on written request to the Administration / Management.
- i. Casual leave alone should not exceed 3 days at a time.
- j. Casual leave cannot be carried over to the next year.
- k. The balance casual leave can be encashed at the end of calendar academic year after 31st December.
- l. Absence without any kind of leave will lead to salary cut in the current month itself.
- m. Individual leave records of all faculties will be maintained.
- n. All salary/payment adjustments are to be on monthly basis. (Not on annual basis).
- o. Leave is not a right. The management may deny leave to any faculty in case his/her services are essential in the college. In such cases, he/she may be granted compensatory off within two months for the days he/she worked as directed by the management.

p. Non-teaching staff can avail 15 days leave in addition to the 52 weekly holidays and 13 national and festival holidays in a calendar year. For them normal holidays are permitted. Hence no module break will be given.

q. If any non-teaching staff is required to work on the weekly holidays or National and Festival Holidays, they can avail compensatory holiday in next two months time.

r. For Non teaching staff also, casual leave cannot be exceeded 3 days at a time.

s. Non teaching staff can also encash Casual leave at the end of the calendar academic leave.

Prepared by:	Issued by:	Approved by:
<b>Dr. Vidhya K</b>	<b>Mrs. Yasmin Samad, Administrator</b>	<b>Dr. Thomas George K., Director</b>