

## Leave Policy

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### 1. PREAMBLE

LEAD leave policy for employees is framed since it has strong believe that faculty are valuable asset of an institution

### 2. APPLICABILITY

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

### 3. OBJECTIVES

Leave Policy that implemented in the LEAD provides a common understanding between the employer and employee that how leave can be taken while in service..

### 4. LEAD LEAVE RULES & ON-DUTY

Lead leave rules & working pattern, in force with effect from 1st January 2014.

- 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.
- 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.
- Module breaks of students are holidays for faculty members too.
- 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.
- 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.
- 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.
- In addition to the above the faculty members can avail 15 days casual leave in a calendar year.
- This can be availed on written request to the Administration / Management.
- Casual leave alone should not exceed 3 days at a time.
- Casual leave cannot be carried over to the next year.
- The balance casual leave can be encashed at the end of calendar academic year after 31st December.
- Absence without any kind of leave will lead to salary cut in the current month itself.

- Individual leave records of all faculties will be maintained.
- All salary/payment adjustments are to be on monthly basis. (Not on annual basis). 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.
- 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.
- 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.
- For Non-teaching staff also, casual leave cannot be exceeded 3 days at a time.
- Non-teaching staff can also encash Casual leave at the end of the calendar academic leave.

## 5. ON DUTY (OD)

All regular faculty/staff members shall take OD with prior approval from the Director. The On Duty is categorized into three types as follows:

- On Duty for participation and/or presentation of paper in National / International seminars / Conferences / Symposium / Workshops.
- Exam On Duty for University examination supervision work.
- Other On Duty for any other institution related work.

Prepared & Issued by:	Approved by:
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