

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, a 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 coincide with the 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 members 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 12 days casual leave and 19 days of sick leave and 13 days of NFH in a calendar year. In short, in a year, there are 96 days of leave for academic staff and 84 days leave for non academic staff members including the 52 weekly off days. For non academic staff CL 7, Sick 12 and 13 days of NFH.
- 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.

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- The entire 96 or 84 days leave are divided into 12 and every month the academic staff can avail 8 days and non academic staff can avail 7 days of leave. If the leaves are not availed it can be encashed in the same month.
- Absence without any kind of leave will lead to a salary cut in the current month itself.
- Individual leave records of all faculty members are maintained.
- All salary/payment adjustments are to be on a monthly basis. (Not on an annual basis). Leave is not a right. The management may deny leave to any faculty members 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 7 CL, 12 SL 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 is applicable.
- 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 by:	Approved by:
Ms Yasmin Samad Administrator	Dr. Thomas George K., Director
	

