

LEAVE POLICY

General Guidelines

Leave is a privilege, not a right, and must be availed of with prior approval to ensure the smooth functioning of the institution.

The Head of the Institution sanctions routine leave (Casual, Vacation, and Duty Leave), while the management approves other types of leave.

All leave is calculated on a calendar year basis (January to December).

Employees on probation are eligible for limited leave (Casual and Vacation Leave only after six months of service).

Types of Leave

Casual Leave: Casual Leave is for unforeseen circumstances or short-term needs (1-2 days).

Teaching and lab staff: Up to 15 days annually.

Administrative staff: Up to 20 days annually.

Staff shall not avail Casual Leave that exceeds three consecutive days at a stretch.

Leave may be taken for half-days and combined with holidays, but total absence cannot exceed five consecutive days. Prior approval is mandatory, and work arrangements must be ensured before applying.

Vacation Leave: Granted for up to four weeks annually to teaching, lab, and library staff who have completed one year of service.

Vacation leave is allocated in slots and must be availed during the assigned period.

Faculty on vacation leave may still be required to attend institutional duties as assigned, with compensatory leave provided.

Duty Leave: Granted for official duties like examination duty, conferences, workshops, or Faculty Development Programs (FDPs) but requires prior approval from the HoD and Principal. Supporting documents must be submitted after availing of the leave.

Medical Leave: Confirmed employees may avail of medical leave with proper medical certificates when all other leave types are exhausted. .

Holidays during medical leave are counted within the leave period.

Prolonged illness or surgery cases are considered individually by the management.

Maternity Leave: Eligible for up to 10 weeks (2-4 weeks before delivery and 6-8 weeks after delivery). Only applicable to confirmed employees with at least one year of continuous service. Requires a doctor's certificate and a signed bond committing five years of service post-rejoining.

Study Leave: Granted to pursue higher studies or research directly related to work, up to 3 years (initially 2 years, extendable by one year with satisfactory progress) but requires at least one year of confirmed service. A bond committing five years of service post-study is mandatory.

Research Leave: Faculty pursuing PhD may avail of 10 days annually (up to 30 days over three years) for doctoral research. A bond for three years of post-PhD service is required.

Sabbatical Leave: Faculty with 10 years of continuous service are eligible for up to one year of sabbatical leave.

Purpose: Research, industrial engagement, or community service to enhance proficiency. Approval is at the discretion of management, and a minimum five-year gap is required between sabbaticals.

Other Provisions: Loss of Pay Leave: Granted on a case-by-case basis for extended absences by the Management.

Leave Documentation: All leave applications must be routed through proper channels and recorded in institutional records.

Emergency Leave Management: In exceptional circumstances, the institution reserves the right to revoke approved leave to ensure operational continuity.