

LEAVE POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
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Title	LEAVE POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

Maharani Lakshmi Ammanni College for Women, Autonomous has clearly laid out a set of guidelines related to the types of leave available to employees in the Employee Handbook issued to employees at the time of appointment.

Objectives:

1. To inform employees about the nature of leave available to them
2. To acquaint employees with procedures related to availing leave
3. To understand the rules governing the various types of leave
4. To enable administrators follow uniformity in granting leave
5. To facilitate smooth functioning of the college

Following is the leave policy extracted from the Employee Handbook.

The discretion of granting leave is reserved to the authority, empowered to sanction leave. The concerned authority reserves the right to refuse or revoke leave at any time according to the exigencies of the organization work. Leave shall be availed with proper notice so that the work of the organisation does not suffer. Leave shall not be claimed as a matter of right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college. The following types of leave are available for staff:

Casual Leave

- Casual leave is granted at 12 days per year for all employees. However, for temporary and probationary staff of teaching and administrative/ non-teaching category, the eligible casual leave is only at 1 day for every completed month of service.
- Casual leave is granted on the basis of calendar year, that is, from 1st January to 31st December
- Every employee, except temporary and probationary, can avail 3 days of casual leave consecutively with prior permission. Casual leave will not be combined with any other leave except compensatory off.
- Casual leave may be availed at a minimum of 1 day; while availing casual leave the absence from duty should not exceed 6 days.

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- Casual leave can be availed prefixing, sandwiching or suffixing Sundays and other sanctioned / declared holidays.
- Casual leave is to be ordinarily applied at least 2 days in advance bearing in mind that classes and other duties, if any, are adjusted with other staff.
- However, if casual leave is taken on any emergency, the same has to be informed to the Principal and HOD at the earliest possible time and the casual leave application has to be submitted on the day of resuming duties after the leave.
- As far as possible, all requests for casual leave should be made at least one day in advance forwarded by the HoD with prior sanction of the Principal.
- All requests for casual leave should be made in writing in prescribed form to the competent authority through concerned Supervisor/ HoD/ Principal

Special Leave

Special leave is granted at 10 days per year to teaching faculty and 15 days per year to administrative/ non-teaching staff. Such leave is admissible only to the permanent employees of mLAC.

Compensatory Leave

- All employees are eligible to Compensatory Leave for work performed on official holidays or beyond working hours (over time) to complete the assigned work.
- Prior approval shall be obtained in writing from the Principal/Administrative Officer or his/her nominee for work on holidays and/ or over time and the same is to be noted in the prescribed register.
- Compensatory leave may be availed within a month and cannot be accumulated.
- One day compensatory leave cannot be split into half days.
- Compensatory leave cannot be claimed for work on holidays or outside office hours to complete work left undone due to the negligence of staff and as such notified by the supervising officers to complete working prescribed time.

Maternity Leave

- Maternity leave on full pay would be admissible to permanent women employees for a period not exceeding 90 (ninety) days (45 days before child birth and 45 days after child birth, in case the leave taken before the child birth is less than 45 days the remaining days will be carried forward after child birth) from the date of commencement, on production of the requisite medical certificate.
- Such leave would not be admissible on more than two occasions in the entire period of service, provided the number of surviving children does not exceed two.
- During the period of such leave, the leave salary will be equal to the salary drawn immediately prior to proceeding on maternity leave.
- In case of miscarriage/other related medical conditions, all employees eligible for Maternity leave shall be entitled to leave for a period of 45 calendar days immediately

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- following the day of her miscarriage. The request for such leave must be supported by Medical Certificate from a registered gynaecologist.
- Application for Maternity leave should be supported by a certificate from the registered attending gynaecologist stating the date of confinement/the birth certificate of the child.

Paternity Leave:

- All permanent male employees are entitled to Paternity leave for a period of 30 days from the date of birth of the child.
- Paternity leave on full pay would be admissible to permanent male employees for a period not exceeding 30 (thirty) days from the date of birth of the child, on production of the requisite birth certificate.
- Such leave would not be admissible on more than two occasions in the entire service, provided the number of surviving children does not exceed two.
- During the period of such leave, the leave salary will be equal to the salary drawn immediately prior to proceeding on paternity leave.

Leave on Loss of Pay (LLP)

If an employee has no leave available to his / her credit, he/ she may request for leave on loss of pay under exceptional circumstances. It must be clearly understood that during leave without pay, each calendar day shall be recorded as a day without pay. Leave without pay is applicable to all employees and it is only a privilege and not a right.

Absence from duty due to bandh, hartal, etc.

mLAC does not subscribe to bandh/hartal as legitimate means of protest and therefore no special leave will be sanctioned to the staff on days of bandh/hartal. If the staff is prevented from attending duty due to obstruction or non-availability of transport facility the same must be explained in writing to the Principal. The Principal may at her/his discretion grant special leave under such circumstances.

Furnishing address of residence while on leave

A staff member, who has been sanctioned leave and leaves her/his place of duty, shall furnish to the office of mLAC the address at which she/he can be contacted while out of station.

General Conditions:

- Leave is earned by duty or services and it cannot be claimed as a matter of right.
- The leave year is calendar year that is from January to December.
- In case of the exigencies of work or any other academic work, it will be open to the competent authority to refuse, postpone, revoke, modify or reduce the duration of sanctioned leave of any description.
- During the period of leave, staff members shall not take up or accept any employment or work outside the institution either with remuneration or without remuneration.

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- Note- When an employee on leave with salary takes up an employment, all salary for that period will automatically cease and disciplinary action shall be taken. However, this does not apply to service as examiner or similar appointment, which is officially permitted.
- Sundays and/or holidays as may be declared by the institution, may be prefixed and /or suffixed to any kind of leave, but intervening Sundays and Holidays, will be counted as a part of leave.
- Before proceeding on any kind of leave, staff members shall furnish to the competent authority (HoD/Principal) her/his address while she/he is on leave and shall keep the said authority informed of the changes in address, if any.
- Overstay beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned staff member has got the extension of leave sanctioned (by competent authority) before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the competent authority shall satisfy itself that there were no extenuating circumstances, which prevented the staff member from obtaining prior sanction for overstay. Overstay of leave beyond 10 days, without proper sanction shall call for disciplinary action.
- An employee on leave shall be permitted to resume duty before expiry of leave only with the permission of the sanctioning authority.
- National, regional and declared holidays will be decided in December each year for every calendar year (January to December).
- On resignation from the service of the institution, if the employee has taken any leave in excess of the admissible leave for that period, the same shall be considered as leave without pay
- Any staff under suspension, shall not be eligible for any leave during such period.

Sabbatical Leave:

- (i) The permanent, whole-time teachers of the colleges who have completed seven years of service as an Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the college and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- (ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
- (iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled)/ Half pay/ LOP at the pay applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may

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- (v) however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council/Governing Body may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the college on the expiry of his/her leave.

Procedure of application for leave:

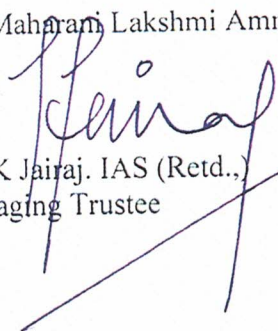
Below is the SOP for leave application process.

- Application to be made in hard copy and given to the HoD/Administrative Officer/ Office superintendent
- Superior to recommend with reasons and forward to the Principal.
- Medical leave, if in an emergency may be availed without prior intimation, but needs to be backed up by a medical certificate.
- Sabbatical Leave, may be availed only on approval by the competent authorities subject to submission of relevant documents


Note: Employees may proceed on leave only after sanction by competent authority. Non adherence to this will tantamount to misconduct and shall be seriously viewed. Therefore, all unapproved leave will be treated as leave without pay and salary deduction shall take place accordingly.

Before leave is granted to an employee, the authority sanctioning the leave should ensure availability of such leave to her/his credit and to satisfy herself/himself that the leave applied for is admissible and could be granted without materially affecting the work of the institution.

For Maharani Lakshmi Ammanni College Trust (Regd.)


Sri. K. Jairaj. IAS (Retd.),
Managing Trustee

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