



Leave Policy and Procedure

1. General Instructions

- Leave will be granted to the staff members to fulfil their needs as well as that of the institution. Request for leave shall be made in mode. The concerned office staff will look into the application and give approval after consultation with the Principal. Leave taken without prior application will be treated as non-attendance and salary will be deducted accordingly, except in case of emergency wherein leave shall be granted at the discretion of the Principal.
- A total of 13 days Casual Leave (CL) during an academic year may be availed by the staff members and these leaves may not be carried forward to the next year. CL shall not be combined with any other leave.
- For teaching staff, other than semester breaks/annual break, no annual leave will be granted during academic sessions.
- Staff members on probation can avail only casual leave.
- Medical leave of 8 days on full pay shall be granted for every completed year from the date of confirmation (i.e. after two years of appointment) of the staff member. This leave shall be granted strictly after producing medical certificate from a registered medical practitioner. This leave can be accumulated up to a maximum of 60 days.
- Maternity leave of 3 months with full salary may be granted after the date of confirmation (i.e. after two years of appointment) of the staff member.
- In case of illness or absence for any other unforeseen cause, the concerned authority should be informed at the earliest.
- Need based study leave/duty leave for research activities, participation in national/international seminars shall be granted for



teaching staff. The proposals for the same should be routed through the HoDs to the appropriate committee appointed. The leave shall be granted by the committee after considering the merits of situation and ensuring alternative arrangements. The Principal will be the final sanctioning authority and may approve or reject the proposal without assigning any reason thereof. Detailed procedure should be followed as stipulated in the Research guidelines. The concerned parties may also refer to the appropriate sections in the Financial guidelines in this matter.

- Leave without pay may be sanctioned at the discretion of the Principal, and the same period shall not be counted for seniority and service.
- Compensatory leave will be granted at the discretion of the Principal to individual/s engaged in special task/s and working on holiday/s.
- Late arrival shall be marked for staff reaching after the designated reporting time. Half day CL will be marked after one hour of the reporting time. Staff with 4 late arrivals in a month will be marked with one day CL.
- In case of genuine reasons, the teaching staff can avail one hour leave after class hours by getting approval from concerned authority.
- In case of genuine reasons, the non-teaching staff can avail one hour leave after getting approval from concerned authority.
- Leave records shall be an integral part of performance appraisal, which will have a bearing on salary hike and promotions.**

2. Policy for Duty Leave and Special Leave

2.1 Duty Leave:

The institution may grant Duty Leave to the faculty-members for attending Rural



Camps, Field Visits, Industrial Visits, Excursions, Adventure Camps, Student Exchange Programmes or any other visit so arranged for the student community. However, prior permission for the same should be availed from all concerned authorities and intimation to all concerned should be made before availing the Duty Leave. The faculty member/s availing Duty Leave will be required to do mandatory documentation with proper reports.

2.2 Special Leave:

i. Special leave of the maximum of 10 days in an academic year may be granted for the following:

- Attending Orientation Programmes, Refresher Courses, Research Methodology Workshop, Faculty Induction Programmes, Conferences, Congresses, Symposia and Seminars on behalf of the institution with the permission of the Principal
- Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the college, and accepted by the Principal. A request letter addressed to the Principal from the inviting institution should be submitted to the Principal.
- Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the College and an order is made by the Principal to this effect
- Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, University or any other body, as approved by the Principal
- Performing any other duty for the University or College

ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

iii. The leave may be granted on full pay. If the faculty member receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay



and allowances.

Eligibility of availing Duty Leave will be based on rotation basis, once in two years for permanent teachers (who have completed 2 years of service in the college). The Principal reserves the right of sanctioning any duty leave/special leave, whatsoever under consideration.


Director
(Fr. Selvichan John)


