

LEAVE POLICY

AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G College

**Shivpuri, Fatehpur - 212656
(U.P.) INDIA**

<https://www.asksapgccollege.in/> | asksapgccollege.in@gmail.com

0		Issued for Implementation
Rev.	Date	Description
	05/08/2024	Leave Policy

LEAVE RULES

The following leave rules have been framed by the Governing Body of Amar Shaheed Kanchan Singh Autonomous P.G College, Shivpuri, Fatehpur which supersedes all previous leave rules and will be effective from 1st July 2014.

These leave rules are subject to alteration/modification/review at the exclusive discretion of the Governing Body either in part or whole, at any time here after.

APPLICABILITY

1. These leave rules shall apply to all regular and contractual Faculty, Admin and Technical Staff of the college as per the respective eligibility criteria specified under each category.

RIGHT OF LEAVE

1. Leave cannot be claimed as a matter of right by any employee whatsoever, and when exigencies of work so demand, leave of any description may be refused or revoked, postponed or reduced by the authority empowered to sanction leave.

SANCTIONING AUTHORITY

1. Unless otherwise stated, leave of all kinds for all Faculty/Technical staff shall be sanctioned by Principal and Registrar will be the sanctioning authority of all kinds of leave for all administrative staff.
2. The Governing Body shall sanction all kinds of leave for the Director, Registrar and DOS. All kinds of leave of HODs shall be sanctioned by their respective DOSs.
3. Special Casual Leave of Faculty shall be sanctioned by the Director. Due prior approval /permission must be obtained for such leaves and in no case "post facto" approval/sanction will be given.
4. Study Leave shall be sanctioned by the Governing Body on the recommendations of the Director.

GENERAL RULES

1. Leave should always be applied through proper channel and on the prescribed form and prior sanction taken except in emergency cases. In case of emergency and absence without prior sanction, the sanctioning authority should be notified over the phone and "post facto" sanction should be obtained within 24 hours of date of leave.
2. If any employee resigns, then he/she shall not be entitled to any further leave during the notice period. Leave already credited into his/her account can be availed subject to the approval of sanctioning authority.
3. During the period of leave, an employee shall not take up or accept any employment or work whether on remuneration or without remuneration.

4. During the period of suspension, an employee may not be granted any kind of leave.
5. Before proceeding on leave, an employee shall intimate to the sanctioning authority his/her address including email address while he/she is on leave and shall keep the said authority informed of any changes in address.
6. Taking leave or extending leave without sanction will be treated as un-authorized absence from duty and shall render an employee liable to disciplinary action including suspension and/or termination from the services of the Institute.
7. An employee on leave may be allowed to return to duty before the expiry of leave provided, he/ she should notify the administration department in writing giving reasons for resuming work before expiry of leave or for cancellation of leave duly approved by the sanctioning authority.
8. Besides disciplinary action which could include suspension and/or termination from the services of the Institute, three late arrivals to work (not exceeding ½ an hour each) and/or early departure from work before the scheduled time (before ½ an hour of the day end) in a month will be considered as ½ day CL.
9. Salary of staff member will be withheld if he/she is absent without intimation for more than 3 days. Salary in such cases can be released only after specific approval by the GB.
10. Any leave availed during the month with pending sanction on the last working day of that month shall be treated as "Leave Without Pay" irrespective of leave balance/entitlement

CATEGORIES OF LEAVE

The following categories of leave shall be admissible to members of the staff.

- a. CASUAL LEAVE (CL)
- b. EARNED LEAVE (EL)
- c. MATERNITY LEAVE (ML)
- d. SHORT LEAVE
- e. STUDY LEAVE

a. CASUAL LEAVE

- All regular and contractual employees are eligible for 10 days of Casual Leave per calendar year. CL will be credited in two halves in advance @ 5 days each on January 1st and July 1st of each year. Employees who are appointed during the course of the year shall be entitled to it on pro - rata basis.
- Casual leave cannot be combined with any other kind of leave.
- Casual leave may be granted at the exclusive discretion of the sanctioning authority as and when the occasion arises, provided that the total period of absence from duty does not exceed three days at a time.

- Leave taken on a Saturday will be considered as a FULL DAY leave. No half day leave/short leave can be sanctioned on a Saturday.
- Unutilized casual leave in any calendar year will lapse and can neither be carried forward nor encashed.
- Proportionate deduction/recovery will be made at the time of separation, if an employee has availed CL in excess of his/her eligibility.

b. EARNED LEAVE

- Earned leave will only be granted to a confirmed employee subject to a maximum of 15 days for each completed year of service. Faculty will be encouraged to avail the EL during the non-teaching period.
- Earned leave cannot be availed for less than one day at a time.
- Earned leave cannot be combined with casual leave under any circumstances.
- The leave account of every employee shall be credited with earned leave on 1st January of each year, for all permanent/confirmed staff.

c. MATERNITY LEAVE

- Maternity leave may be granted to a female member of the staff who has been in the continuous regular service of the Institute (without a break) for not less than one year prior to the date of application for such leave.
- Maternity leave can be availed up to a maximum period of 6 months i.e. 180 days in one stretch with prior sanction.
- Maternity leave may be combined with earned leave, if any, under special circumstances.
- Immediately after delivering a child, a member of the teaching faculty may apply to the Governing Body, for permission to attend the Institute on a "part time basis" without any break in service for a period of six months. All the provisions of the "Part Time Faculty" will apply if such conversion is approved by the GB.
- A person on maternity leave cannot engage in any other employment whatsoever.
- Maternity Leave will not be applicable for contractual employees.
- Maternity Leave is applicable once in two years and cannot be permitted more than twice in an employee's service with the Institute. However, it must be clearly understood that, this permission is not automatic and, shall be subject to the approval, if at all, by the Governing Body.

d. SHORT LEAVE

- Short leave up to 2 hours in a month may be granted for genuine reasons after obtaining due sanction of the competent authority. Part – time employees are not eligible for any Short Leave.

e. STUDY LEAVE

- Faculty members who have completed ten years of continuous service may be considered for study leave, on a case-to-case basis, to be approved by the Governing Body on the recommendations of the Director.
- This duration shall not be counted for calculating the service period. During this period faculty shall not be entitled to any leave credit or increments.
- Whenever the faculty is on Study Leave, the Institute shall not be liable for any financial obligations whatsoever incurred by the faculty.

Approved by

Principal