

ILAHIA COLLEGE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Policy no.10


Regarding Leave Rules and Regulations

General Rules

For the purpose of leave, Year shall mean the calendar year commencing January and ending 31st December. Application for casual leave should be submitted in the prescribed form on ERP. The following general rules shall govern the grant of leave to the employees:

- A. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind whenever the exigencies of service demand.
- B. Except in an emergency, leave must be applied through the proper channel in the prescribed format on ERP at least 1 day in advance.
- C. Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- D. Proper alternative arrangements in one's absence must be specified in the leave applications by the teaching faculty agreeing to take up the relevant schedule.
- E. Depending upon the exigencies of service, the competent authority, may
 - Refuse, postpone, revoke, or reduce leave of any description.
 - Recall any member of staff from leave before it is wholly availed.
 - Permit an employee, if he so requests, to rejoin duty before the expiry of the leave period.
- F. Casual leave is sanctioned to the employee by the Principal based on the recommendations of Heads concerned of the department/ Sections.
- G. General practice of submitting leave applications after availing of leave is not entertained.
- H. During an emergency, if staff members avail one day of leave, the Principal/HOD/Section head concerned should be intimated through phone / SMS, and the leave application should be submitted on the next day itself when the staff joins their duty.









- I. Separate forms are available for different types of leaves (CL/DL/Comp. Leave etc.) Staff members should therefore submit the appropriate application form.
- J. Staff members should ensure their eligibility for leave from the HR Department before submitting their leave application.
- K. Any kind of leave may be granted in combination with or in continuation with any other kind of leave.
- L. Any employee shall not take up any service or accept any employment, while on leave. If any violates the said instructions, the service of such employee will be terminated.
- M. Before proceeding on leave, faculty members are required to arrange their work schedule for the period of leave in consultation with the HOD /Principal.
- N. In respect of those staff joining the college during the calendar year, leave availability for that calendar year will be calculated on a proportionate basis from the date of joining.
- O. Any un-availed eligible leave during a calendar year cannot be carried over to the subsequent year.
- P. Salary for the days of absence without written approval and/or days of approved leave in excess of permitted and available leave will be deducted from the salary.
- Q. Any absence, not supported with an approved leave application form on ERP will be treated as unauthorized leave and salary deduction will be effected for such days. Moreover, such matters will be viewed seriously by the authorities and suitable action will be initiated against such employees.
- R. All leaves other than maternity leave shall be sanctioned by the Principal.
- S. Leave adjacent to public holidays will not be permitted without prior sanction.

Eligibility

Eligibility for leave is determined with reference to the eligibility on the date on which an employee proceeds on leave.

Directions of the sanctioning authority

Leave cannot be claimed as a matter of right. When exigencies of service so warrants, discretion to sanction, refuse, or revoke leave of any description are vested with the authority empowered to grant the same.



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Recall from leave

An employee may be recalled to duty by HOD/Principal, before the expiry of leave in case of any emergency of service.

Punching Instruction

- ❖ All staff members should punch in on or before 9:00 A.M and punch out at 4:30 P.M
- ❖ Late punch up to 9:10 A.M is permitted upto a maximum of 3 times in a month and if it is more than three days, half day eligible leave will be deducted.
- ❖ One hour early and late punch is permitted once in a month with prior permission from the Principal.

CLASSIFICATION OF LEAVE

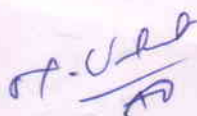
1. Casual Leave

- Teaching staff, Lab / Workshop staff- 15 CL per year.
- Non-vacation staff, Librarian, and Library staff- 20 CL per year.
- Casual leave together with holidays will not be permitted without prior sanction.
- Alternative arrangements will have to be made before availing leave.
- The total CL is divided into 4 trimesters, one trimester consists of three months. Among 4 trimesters, the first three trimester carries 4 leaves each, and the last trimester carries 3 leave for Teaching staff, Lab / Workshop staff. For Non-vacation staff, Librarian, and Library staff each trimester carries 5 leaves each.
- Casual leave will be granted proportionately in a calendar year.
- Staff may be allowed casual leave for half day at their request
- Staff members, for availing Half-day leave in the afternoon session should punch out after 12.50 pm. Those who avail leave in the forenoon session should punch in before 12:50 pm.
- Unavailed CL on each trimester shall be carried forward to the next trimester.

2. Medical Leave

- All employees are eligible for 5 days of medical leave in a calendar year, provided they have completed the period of probation in the College.
- The application for medical leave should be accompanied by a Medical Certificate from a Registered Medical Practitioner. Medical leave can be granted to an









employee during medical treatment/hospitalization of a spouse, children, parents, and siblings.

- Medical leave can be combined with other leave limited to 5 working days.
- The total no of medical leave has been limited to 5 working days and restricted to apply a maximum of twice a year.

3. Duty Leave

- Duty leave is permissible to staff who have to perform duty outside the Campus as and when assigned, subject to the recommendation and approval of the authorities concerned.
- Prior permission should be taken from the Principal before proceeding to do duty outside.
- Those faculties who are deputed as External examiners/Observers/Examiners for the CV camp may get prior permission from the HOD by handing over a copy of the appointment mail received from the university along with the schedule. On the day of return itself, they have to attach the duty certificate in the ERP while applying for the duty leave.
- Applications for Duty Leave should be supported with original Duty Certificates.
- Submission of Duty Leave without Duty Certificate is not permissible.

4. Ph.D. Duty Leave

- An employee doing a part-time Ph.D is eligible for 12 days of duty leave in a 4-year period subject to a maximum of 4 days in a year provided they complete probation years of service in the College.
- Employees should submit the Duty Leave form along with the Ph.D. enrolment certificate for the current year.

5. Vacation Leave

- Teaching staff, Lab staff, Workshop staff - those who have completed 1 year of service in the College are eligible for Vacation leave for 20 days during the semester break.
- The Head of the Institution, depending on the academic schedule semester, examination, etc. will determine the period of vacation.
- Vacation leave can be availed continuously or day-wise.

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- Those teaching staff who have availed long LWA will be allowed only the vacation leave proportionately.

6. Earned Leave

- Non-vacation staff - those who have completed one year of service and successfully completed probation period in the College, are eligible for earned leave.
- During the first year of service, the employee is eligible for 1 day' EL for 22 working days. For Subsequent years, the employee is eligible for 1 day EL for 11 working days.
- The period of leave, other than Casual Leave and Medical Leave availed during a year, will not be counted for Earned Leave.
- Un-availed EL automatically lapse at the end of the calendar year.

7. Compensatory off

- Compensatory off may be granted to the employees in lieu of working on public holidays or weekly off, with prior permission from the higher authorities, he/she needs to work:
 - Min of 3 Hr. for 1/2 day's compensatory off
 - Min of 6 Hr. for 1 day's compensatory off
- An employee is allowed to earn a maximum of 2 compensatory offs in a month, permitted the maximum number of compensatory off that can be availed is 4 per month.
- Validity of a compensatory off will be limited to that semester is 90 days from the duty which has been carried out, after which they will expire.
- The maximum number of days of compensatory off has limited to 12 days per year.
- Compensatory leave is not permitted for attending examination duty of external agencies where the honorarium is paid.
- The faculty member who is assigned university examination duties on holidays is also not eligible for compensatory off.
- When a faculty is assigned an overtime duty during regular working days he/she shall not be eligible for compensatory off.
- When a staff member is deputed to accompany a student for an industrial visit on holidays he/she is eligible for compensatory off.

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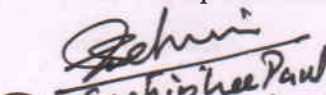
- No compensatory off will be granted for attending FDP/ STTP/ Conferences/ seminars/ workshops.
- If any employee is deputed for duty by the Principal during holidays, he/she shall be eligible for compensatory off.

8. Leave Without Allowance (Loss of Pay)

- Request for LWA (leave without allowance) may be considered by the Manager based on the genuine and unavoidable circumstances of employees and may be sanctioned at the discretion of the Manager after considering all aspects of the Institution's requirements in respect of academic activities based on the recommendation of the Principal.
- LWA is granted to an employee when no other leave is admissible or when the employee specifically applies in writing to the Manager for such leave.
- LWA beyond three months at a time will not be counted towards the service of the faculty concerned for yearly annual increments.

9. Maternity Leave

- Maternity leave will be granted to permanent employees who have completed five years service for a period of 120 days from the date of its commencement. Out of 120 days, 30 days with full pay and 90 days with loss of pay.
- For those, who have not completed five years of service, other eligible leaves can be availed.
- Maternity leave can be combined with any other leave.
- Maternity leave can be sanctioned to employees only for the first and second delivery during the entire period of service.
- Maternity benefits shall be paid after the completion of five years of service.
- Maternity benefits shall not be applicable for abortion. Application for maternity leave shall be submitted sufficiently in advance and intimation of delivery shall be given soon after the event.
- Maternity Leave can be sanctioned by the Manager with the recommendation of the Principal.


Dr. Sachin Paul
29/09/23
IQAC Coordinator


AO


Principal


Chairman
29/9/23