

SRI SAIRAM ENGINEERING COLLEGE

LEAVE RULES

The following rules and regulations will be in force with immediate effect for both Teaching Staff and Non-Teaching Staff in respect of Casual Leave, Compensatory Leave, On Duty, Vacation Leave, Permission, Late Coming and for Relief and for strict compliance.

I. CASUAL LEAVE:

1. Every Employee of the College is eligible to avail up to a maximum of 12 days of Casual Leave in a Calendar Year.
2. Normally only one day casual leave will be sanctioned in a month.
3. Continuous absence beyond 10 days will be treated as Leave on Loss of Pay for the actual number of days absent.

II. VACATION LEAVE:

Teaching Staff Members are eligible to avail vacation.

Every Teaching Staff Members who ^{has} fully served for two semesters in an academic year is eligible to avail 45 days of vacation leave during that academic year. If they have served only one semester, they are eligible to get only 20 days of vacation. For service period less than one semester, the vacation will eligible for 7 days.

Non-Teaching Staff Members are eligible to avail vacation.

Every Non Teaching Staff Members who has fully served for two semesters in an academic year is eligible to avail 25 days of vacation leave during that academic year. If they have served only one semester, they are eligible to get only 10 days of vacation. For service period less than one semester, the vacation will eligible for 7 days.

Vacation leave can be availed only during the vacation period. Vacation period will be declared by the Principal every time. Generally the vacation period will be as follows:

For both ODD and EVEN Semesters the Vacation period starts from the date of commencement of University Theory Examinations and ends on the date to be announced then and there.

The vacation period for these staff will be declared then & there.

VACATION LEAVE MAY BE AVAILED IN TWO SPELLS IN EACH VACATION WITH A MINIMUM OF SEVEN DAYS IN EACH SPELL

In November - December, the vacation leave will be restricted to a period not more than 15 days.

Vacation leave should be applied well in advance and got sanctioned before availing the same.

Vacation leave may be curtailed or refused depending upon the exigencies of works.

COMPENSATORY LEAVE:

The staff members those who have worked in Sundays and in any other Government holidays, will be taken in to account for calculating Compensatory Leave. The Compensatory Leave should be availed within 2 months after the actual date of working.

Compensatory leave will not be granted to any staff for Educational Tours and University Practical Examinations conducted during Holidays for which they are getting remuneration.

ON DUTY:

On Duty permission will be granted only with the prior permission in writing from the Head of the Department & on approval by the Principal. The staff must also sign the Register maintained for availing On Duty.

The Teaching Staff Members will be allowed a maximum of 15 WORKING DAYS in an academic year as "ON DUTY" for the purpose of attending Board Meetings / Central Valuation/ External Examiner for Practical Examinations connected with University / DOTE during the College working days. Staff who wishes to avail ON DUTY for the above purposes must obtain prior approval and produce an evidence from the competent authority for the sanction of ON DUTY. Otherwise this absence will be treated as Leave. Suppose if the staff member going for central valuation and practical examination exceeds the allowed 15 days, it may be considered on specific cases for one or two days.

ALL OTHER DUTIES IF ANY PERTAINING TO THE COLLEGE SHOULD BE SPECIFICALLY INFORMED TO THE HOD AND PRINCIPAL AND PERMISSION OBTAINED IN ADVANCE.

MATERNITY LEAVE:

This leave can be granted to all Lady staff subject to the following conditions:

1. Should have completed one year of Probation.
2. Should give an undertaking that they will work for one year after rejoining the duty.
3. Such leave will not be granted for more than once.
4. They must forego the vacation to the extent of 50% of the maternity leave availed.
5. The Maternity Leave is limited to a maximum of 90 days only.
6. The lady staff members who are availing Maternity Leave are not eligible for Medical Leave.

MEDICAL LEAVE:

This leave is eligible to the staff members who are hospitalized for serious illness or major surgery/fracture which are supported by authentic approved Medical Practitioner's certificate acceptable to the management. If the staff members with serious illness but not hospitalized are eligible for Medical Leave. But they have to forego the Vacation period to the extent of the Medical Leave availed.

This leave can be granted to all, subject to the following conditions:

1. Should have completed one year of service.
2. Should give an undertaking that they will work for one year after rejoining the duty.
3. They must forego the vacation to the extent of 50% of the medical leave availed. Those who have serviced one year will be eligible for 30 days Medical Leave per academic year.

PERMISSION

Generally permission is given for one hour only. Permission for more than one hour will be treated as half day Casual Leave. Only one permission is allowed in a day.

Permission is allowed only either at the beginning of the Forenoon session or end of the Afternoon session. Only two permissions are allowed every month.

In case of permission obtained on any day, the staff should sign in the permission register maintained in the Office.

LATE ATTENDANCE:

All Employees should follow the prescribed working hours strictly. They should come in time, before the commencement of the class work and leave the college only after the scheduled close of work. All Employees should sign the attendance register at the time of coming and at the time of leaving. If any staff is late he/she has to sign in the late register maintained in the Office. Late attendance upto one hour only is treated as one permission. Late attendance for more than an hour will be treated as half a day leave. If any staff members comes late for more than two times in a month, each such late attendance will be treated as half a day leave.

RELIEF:

Staff members desirous of resigning their posts in the College, have necessarily to give a NOTICE period of ONE clear MONTH. For notice period, no vacation or casual leave in their credit will be taken into account. In case of any shortage in the one month notice period before their relief, appropriate recovery will be made.

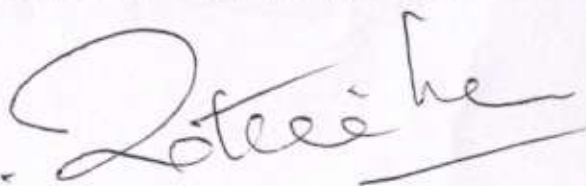
Staff members are normally considered for relief only at the end of the semester as relief at the beginning or middle of the semester is likely to affect the academic work.

In some special cases, depending upon the exigencies of the work will be allowed.

GENERAL GUIDELINES:

1. Avail leave only when it is a must and leave cannot be availed as a matter of right.
2. Avoid taking leave when the semester classes are going on.
3. Get your leave sanctioned before availing it.
4. In the case of long leave like Vacation Leave, the staff should apply at least one week in advance.
5. In the case of long leave always a relieving report and joining report is to be sent at the time of leaving and at the time of reporting for duties after availing the leave.
6. Except Casual Leave & Vacation Leave, all other leave will be sanctioned by the Management.


Secretary

M. 
Chairman.
7/11/07