



Gregorian Institute of Technology

Kangazha, Kottayam - 686 555

LEAVE RULES AND REGULATIONS FOR ACADEMIC AND ADMINISTRATIVE STAFF WORKING IN THE COLLEGE

(Approved by the BoG in its V meeting held on 31.8.2019.)

1. This Leave Rules and Regulations shall commence from 01.01.2020 onwards <ul style="list-style-type: none"> • This rules and regulations shall apply to all staff members of the college unless it is separately specified. • This rules and regulations are not applicable to employees appointed on part-time, contract and daily basis. • This rules and regulations supersede all the existing rules and regulations of the college now in practice. 	
2. Definition	<p>Leave: Leave is a provision to stay away from work for genuine reasons with prior approval of the competent authority.</p> <p>Holiday: It is a provision to stay away from work without prior approval of the competent authority, unless specifically called through an office order</p> <p>Operational Staff: The non-teaching staff who are appointed for maintenance services which include electricians, plumbers etc., transport, security services.</p>
3. Classification of Employees	<ul style="list-style-type: none"> • Teaching Staff • Non-teaching Staff
4. Right of Leave	<ul style="list-style-type: none"> • Leave cannot be claimed as a matter of right. • When the exigencies of service so demand, leave of any description may be refused or revoked by the leave approving authority • Leave should always be applied for and got sanctioned before it is taken except, in case of emergency and for satisfactory reasons. • The leave account of every staff of the college will be maintained in the college office. • The leave year shall run from 1st January to 31st December of every year. • On emergency/compulsory reasons, a staff on leave may be recalled before the expiry of his/her approved leave.
5. Commencement and Termination of Leave	<ol style="list-style-type: none"> Leave ordinarily begins from the day on which leave as such is actually availed of and ends on the day preceding on which duty is resumed Sunday or other public holidays (except vacations) may be prefixed or suffixed to a leave.
6. Return to Duty on expiry of leave	Except with the permission of the authority who granted the leave, no staff on leave may return to duty before the expiry of the period of leave granted to him/her.
7. Approving Authority for Leave	<ol style="list-style-type: none"> Principal is the approving authority of all leave permissible in the institution except study leave. Study leave for teaching staff will be approved by the Chairman of the college after getting the recommendations of

	<p>the Principal.</p> <p>iii. For maternity leave (MAL) and leave without pay (LWP), the Principal shall approve the leave with due information to the Director (Administration).</p> <p>iv. Operational staff are also eligible for leave at par with non-teaching staff. However, they shall avail such leave on rotational basis as per written adjustment made by the recommending/approving authority.</p> <p>v. The recommending authority in case of operational staff is Campus Supervisor/Estate Officer.</p> <p>vi. In all other cases, the recommending authority will be the respective Reporting Officers.</p>
8. Casual Leave (CL)	<p>i. A full-time regular staff of the college shall be eligible for 12 days CL.</p> <p>ii. CL cannot be carried over to the next year.</p> <p>iii. CL cannot be combined with any other leave.</p> <p>iv. An employee on CL is not treated as absent from duty and his/her pay is not intermitted.</p> <p>v. Public holidays and Sundays falling in between the CL shall be counted a Part of CL.</p> <p>vi. CL availed for half the duty hours shall be treated as half day.</p> <p>vii. CL suffixed and prefixed with holidays and if the total number of days exceeds five then it will be treated as leave without pay (LWP) including the prefixed and suffixed holidays.</p>
9. Special Casual Leave (SCL)	<p>Special causal leave of ten days may be granted in a year to a teaching staff for the following purpose only:</p> <p>i. To conduct examinations of DTE/Public Service Commission or other similar government bodies.</p> <p>ii. To serve as an official in general elections for legislative assembly, parliament and local body.</p> <p>iii. If appointed as Chairman/Member of inspection committee by DTE or any other Statutory Body or State University to inspect academic institutions.</p>
10. On Duty Leave (ODL)	<p>On Duty leave shall be granted for:</p> <p>i. Attending conferences, symposia and seminars representing the institution.</p> <p>ii. Delivering invited lectures in other institutions.</p> <p>iii. DTE examination related valuation work.</p> <p>iv. Any other official work assigned by the Chairman or Principal of the college.</p>
11. Medical Leave (ML)	<p>A staff working in the college is entitled for six days medical leave in a year subjected to the following conditions.</p> <p>i. ML cannot be taken as half day.</p> <p>ii. ML shall not be forwarded to the next calendar year.</p> <p>iii. ML availed for 3 or more days will be approved by the authority only if it is supported by medical and fitness</p>

	<p>certificates from a Govt. Medical Officer.</p> <p>iv. ML less than 3 days shall be availed without medical certificate, however such leave will be sanctioned only if the staff has exhausted all the CL and has no balance CL in the year.</p> <p>v. Submission of factitious medical certificate as supporting document shall lead to disciplinary action against the staff.</p> <p>vi. The college management is empowered to refer any staff to a medical board, if they have ambiguity in the ML availed by the staff.</p>
12. Compensatory Duty Leave (CDL)	<p>i. All staff of the college are eligible for CDL.</p> <p>ii. CDL is granted only if the Chairman or Principal have assigned official duty in the college or outside the college on a holiday.</p> <p>Note: Any staff who have come to college on a holiday (for conducting extra classes or similar work) without the instructions of the Chairman or Principal cannot claim CDL.</p>
13. Study Leave (SL)	<p>i. Study leave may be granted to a permanent full time teacher, who has put a continuous service of five years and more in the college, to pursue higher studies (M.Tech., Ph.D.)</p> <p>ii. Principal shall forward such requests from the teacher to the Chairman of the college along with his recommendations and comments.</p> <p>iii. The teacher who seeks SL shall give a full plan of work to be adopted for the higher study proposed.</p> <p>iv. Faculty are eligible for full pay during the period of SL approved by the Chairman.</p> <p>v. No substitution will be made for the teacher (who is on SL) in the department and the existing staff have to share the work till the completion of study by the teacher.</p> <p>vi. A teacher availing SL shall give an undertaking in stamped paper that after completion of the higher study he/she will serve the college continuously for double the period of SL availed.</p>
14. Maternity Leave (MAL)	<p>i. Maternity leave shall be availed by all women staff for two times during their entire service in the college.</p> <p>ii. MAL shall be granted for three months with full pay.</p> <p>iii. Extension of MAL beyond three months to a maximum of six months is allowed with half pay.</p> <p>iv. Normally MAL is sanctioned 15 days prior to the date of delivery. However, in extraordinary cases MAL shall be sanctioned well in advance but the date of delivery must be within three months of MAL availed.</p> <p>v. If the date of delivery is not within the sanctioned MAL period then such leave will not be considered as MAL and treated under other categories of leave permissible.</p>

15. Vacation Leave (VL)	<ul style="list-style-type: none"> i. The period of VL will be decided by the Principal depending on course completion/period of non-contact classes/DTE semester examinations etc. ii. Teaching staff who are in probation period are not eligible for VL iii. VL of 7 days in winter session and 15 days in summer session is permissible. iv. VL shall be availed on rotational basis with 50% teaching staff of the department are attending the college.
16. Leave without Pay (LWP)	<p>LWP is permitted only if the staff has exhausted all his/her eligible leave in the year. Such leave will be approved only if the approving authority is convinced that the leave applied by the staff is very essential for him/her. Approval of LWP is totally left to the discretion of the Chairman/Principal and the staff cannot claim it as his/her right.</p> <ul style="list-style-type: none"> i. One day salary shall be deducted for one day LWP, if approved by the competent authority. ii. Two days salary shall be deducted for one day LWP, if prior intimation/approval is not received/obtained from the staff/competent authority.
17. Retirement and Resignation	<ul style="list-style-type: none"> i. Age of retirement for all staff is as per the Govt. of Kerala norms. ii. The management reserves the right to appoint a retired person on suitable terms if it considers that such a step is in the interest of the Institution. iii. Retired teachers will not be given extension as per AICTE after the age of 65. However their services can be availed on a contract payment if the management desires so. iv. Management has the right to terminate the services of a staff member by giving notice of 3 months/3 months' pay in lieu of notice if his/her performance/conduct is not satisfactory. v. Notice of resignation should be given three months in advance. If there is shortage in notice period, salary for a proportionate period should be paid to the management. vi. Normally mid-semester resignation will not be accepted.