



Techno India

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EMPLOYEE LEAVE POLICY

For

The Employees of

**Techno India Ramgarh also known as “Government Engineering
College, Ramgarh (Run / Managed by Techno India)**

Version 1.1

Effective from 24th December 2018

1. OBJECTIVE

The objective of these rules is to formalize the grant of all types of leave to the regular employees of the applicable Institutes are entitled. This will also provide an insight to all regular employees into their entitlement of leave depending upon the nature of their employment.

2. NAME AND APPCABILITY

These Service Rules shall be called the **Ramgarh College & Polytechnic, Leave Rule**, and shall be applicable to all the Regular Employees of the following colleges

Techno India Ramgarh also known as “Government Engineering College, Ramgarh (Run / Managed by Techno India)

In this document , the Leave rule is applicable for Regular Employees only unless specifically mentioned.

3. VERSION AND CHANGE

Version No	Date Change	Section Change	Purpose of Change
1.0	1 st January 2017		Original Release
1.1	24 th December 2018	10.6 – Maternity Leave	Period of Leave had been extended from 90 days to 180 days

The Service rule will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame. Each version of the Service rule will be Approved by the Competent Authority before implementation.

4. CLASSIFICATION

The designation, Salary, place and time of work have no bearing / effect / influence while placing any Regular Employee in one of the categories mentioned below. All the regular employee shall fall under one of the two categories mentioned below :

- 1.1 **Teaching Staff / Teaching Employee** – Teaching Principals, HOD , Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Workshop Incharge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class held regularly fall under this category.
- 1.2 **Non-Teaching Staff / Non-Teaching Employee** – Non Teaching Principals, Office Staffs, Admin Staff, Training and Placement Staff, Library, Accounts, Maintenance, Support etc who are appointed / engaged to Support the College falls under this category.

5. LEAVE RULES

- 5.1 Leave cannot be claimed as a matter of right. College authorities / Directors reserve the right to refuse or revoke leave of any description other than Medical Leave for which a certificate from the Govt Hospital will be produced by the applicant.
- 5.2 Leave Year will start from 1st January in each year and will end on 31st December of the same year.
- 5.3 Leave permission should be sought in all cases and address for communication during leave period should be furnished without failure.
- 5.4 Leave has to be earned and then availed at the discretion of the competent authority.
- 5.5 Minimum Three days prior approval of the competent authority is essential before availing any type of leave, except in case of grave emergency.
- 5.6 If an employee is absent without any sanctioned leave his salary will be deducted pro-rata basis considering a month is equal to 30 days.
- 5.7 An employee joining during the middle of a year may avail of leave proportionately.
- 5.8 Leave begins on the day an employee proceeds on leave and ends on the day previous to the day on which duty is resumed, except in case of Half (1/2) days casual leave which comprises of minimal working hours of 4 hours.
- 5.9 Leave, may be either prefixed or affixed to Sunday / holidays or weekly off day. However Leave can not both be prefixed or affixed to holidays or weekly off day.
- 5.10 If a Sunday / holidays or weekly off day is present between the start and end day of a leave then Sunday / holidays or weekly off day will be considered as a leave day and the payroll will be calculated accordingly.
- 5.11 Leave can be taken while on tour , but no daily allowance, Hotel and food bill etc will be admissible for the period.
- 5.12 All the employees may be called during vacation or Holidays by the competent authority if required. In such case they will be entitled for Compensatory Casual Leave (CCL).
- 5.13 No Leave can be availed during Notice Period or Suspension Period.
- 5.14 Only Annual Leave can be adjusted with notice period in case of resignation of an employee. No other Leave adjustment is allowed against notice period

- 5.15 Leave availed over and above the entitlement shall be treated as extraordinary leave without Salary (LWP) and Salary will not be paid for this leave.
- 5.16 Absence of Duty without sanctioned leave (i.e. without proper approval) will be considered as Unauthorized Leave of Absence.
- 5.17 The Procedure to treat Unauthorized Leave of Absence is elaborated in this document
- 5.18 A member of staff working as Contractual Employee, Sub Staff etc Leave will be governed as per his contract.
- 5.19 Persons like Consultants / Advisors / Visiting Faculty / Guest Faculty / Contractors etc are not entitled for any type of leave.
- 5.20 A member of staff working as Temporary Employee or as Probationer or extended probationer (i.e unconfirmed) will be eligible for casual leave only @ 10 days for a full year of working (or Pro rata basis) . Maternity Leave is also applicable for such Female employees as per condition stated in the Maternity Leave section. No other kinds of leave will be applicable.

6. TYPE OF LEAVE

The Following Types of Leaves are admissible

1. Casual Leave – Here in the Document also mentioned as CL
2. Study Leave – Here in the Document also mentioned as SL
3. Medical Leave – Here in the Document also mentioned as ML
4. Special Disability Leave – Here in the Document also mentioned as DL
5. Quarantine Leave - – Here in the Document also mentioned as QL
6. Maternity leave – Here in the Document also mentioned as PL
7. Annual Leave – Here in the Document also mentioned as AL
8. Vacation Leave – Here in the Document also mentioned as VL
9. Special leave with Pay – Here in the Document also mentioned as SLP
10. Leave Without Pay – Here in the Document also mentioned as LWP

7. AUTHORITY COMPETENT TO GRANT THE LEAVE

“Authority Competent to Grant Leave” means the Director / Principal or any Subordinate authority to which Director may delegate the Power by writing to the College, subject to any condition that may be specified in the delegation.

Normally Principal is the authority for sanctioning Leave of All employees in the college. However Director may overrule and sanction leave of specific employees. Director is the Leave Granting Authority of All the Principals.

Certain types of Leaves can be granted only by the persons specified in this document and can not be Delegated.

8. PROCEDURE FOR AVAILING LEAVE

- 8.1 Application for leave shall be submitted to Director / Principal Office for approval with recommendation of reporting authority by physical form or through electronic mail in the prescribed format. The Application without Signature / Approval of the approving authority will not be considered as leave granted and will be treated accordingly in the payroll and in the evaluation system.
- 8.2 The HOD / reporting authority needs to put his/her recommendation before the authority grant the leave.
- 8.3 Absence without Leave will be considered as Unauthorized Leave of Absence
- 8.4 The Leave Application of Principals will be Sanctioned by the Director, The Leave Application of HOD and All other Non Teaching Staffs will be Sanctioned by the Principal.
- 8.5 Director may overrule the authority of sanctioning authority and may grant leave to an employee if he/she feels suitably.
- 8.6 Leaves needs to be applied through prescribed format
- 8.7 The leave rule will be applied to all the leave application

9. MAINTENANCE OF THE LEAVE RECORD

- 9.1 Director / Principal / HR Office shall be responsible for maintaining the leave account of all the Employees.
- 9.2 All employees / salaried person will get their salary as per attendance record maintained through Biometric System / Web System / Attendance Registrar (as applicable) and the record may be maintained through Physical Attendance Registrar / Electronic Media (As applicable)

- 9.3 All employees shall also be individually responsible to ensure that they keep record of leave availed by them. This is essential to avoid their absence from Duty without having leave credit in their account.
- 9.4 Leave Applications will be accepted only on the prescribed format through Proper Channel duly recommended with reasons / views of concerned reporting authority.

10. LEAVE DESCRIPTION

10.1 Casual Leave :

1. A Regular Employee will be eligible for 10 days casual leave per calendar year of regular working.
2. Casual Leave will be granted by the Principal. For Principals the Casual Leave will be granted by the Director.
3. Casual Leave Can be availed on monthly prorated basis. If joining date falls on or before 5th day of any month then only he / she will be entitled for casual leave of that month.
4. Unused Casual Leave Expires on 31st December of each calendar year.
5. Casual Leave can not be combined with any other kind of leave.
6. Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual Leave. Sundays/public holidays/restricted holidays/weekly offs can be prefixed/ suffixed to Casual Leave. However If a Sunday / holidays or weekly off day is present between the start and end day of a leave then Sunday / holidays or weekly off day will be considered as a leave day and the payroll will be calculated accordingly.
7. Casual leave may be sanctioned to a member of staff for a period not exceeding 3 days at a time subject to the maximum limit of 10 days in an calendar year and balance of such leave, if any, can not be carried forwarded to the next year.
8. Casual Leave can be taken for half day also. No other leave can be taken for Half Days.

Employees who have got only half day's leave at credit when applying for half-day Casual Leave for the afternoon of a day should ensure that they attend office the next day since Casual Leave can not be combined with any other Leave. In this case it will automatically lead to Break of Service.

9. **Compensatory Casual Leave (CCL)** – All employees may be called during vacation or holidays for special reasons. In such cases, they will be entitled for compensatory leave, This is the leave which is granted to an employee as compensation for his working days on holidays. It is a type of casual leave so all the characteristics of the casual leave applies on the same.

10.2 Study Leave:

1. The Study Leave is a special facility to the regular faculties (Teaching Employees) in order to enable them to update their knowledge and experience so that they will be of greater use to the Institute on their rejoining. It should be applied 4 months in advance to the Director through proper channel.
2. Study leave shall be granted on his furnishing satisfactory evidence to the competent authority about correctness of the case and an undertaking that he shall serve the College for at least 2 years on his return after completion of the intended course subject to his age of superannuation and on such terms and conditions as may be decided by the concerned Authority.
3. All applications for study leave shall, before submission to the the competent authority be examined by the Principal and the concerned Head of the Department offer their comments. Study Leave may be granted by the Director on such recommendations.
4. Study leave may be granted to a member of the faculty subject to the conditions hereunder mentioned, provided he has already put in at least 5 years of service, for a maximum period of 3 years, for advanced study of the various aspects of Institution and methods of education to a regular faculty and/or member of administration of the College not more than 2 times during the entire period of service and such leave once granted cannot be granted again before a lapse of 5 years after such leave once enjoyed.
5. Study Leave will be “Leave on without pay basis”. For the purpose of awarding annual increment and deciding the seniority of service, the above leave of absence will be duly excluded i.e. no annual increment (notional or any other) will be payable during the said period of leave.
6. The faculty member availing study leave shall submit to the Institute a six monthly report of progress in his/her studies through the Institution or the instructor, under whom training or study is being pursued. This report shall be submitted within days of the expiry of every six month of the study leave.
7. In the event of the report not being found satisfactory, the competent authority will have the right to revoke the leave at any time it deems fit. The study leave will be granted depending upon whether the faculty can be spared.
8. The faculty member shall, on his return from the study leave after completion of his study, submit to the Institute a certificate from the Institute of examination passed or of a special study or training undertaken indicating the dates of commencement and termination of the course with the remarks of the instructor under whose supervision the course was done.
9. The service of the faculty member who fails to return to duty on the expiry of the sanctioned leave may be terminated by the Competent Authority without pay reference to the person concerned as from the date on which he/she should have rejoined the duty and take such other steps as the authority may decide.

10. Director has special power to grant the study leave to a teaching employee, even if the above conditions are not met.

10.3 Medical Leave:

1. All regular employees may be granted medical leave of 16 days during each completed year of service. Medical leave will be on half pay leave basis i.e 16 days half pay leave is equivalent to 8 days full pay leave.
2. Principal of the College will grant the Medical Leave.
3. Medical leave must be accompanied with a certification for the necessary of leave from a Registered Medical Practitioner.
4. In the event of an employee availing medical leave more than 15 days, a certificate from the Govt Hospital is required to be produced.
5. Authority will have the right to form Medical Board in the event of an employee availing medical leave more than 15 days with/without information or with/without medical certificate from an Government Hospital.
6. The medical leave can be carried forward upto the limit of 60 days but can not be used any other purpose except the Medical need.

10.4 Special Disability Leave:

1. If any member of the staff meets with an accident, while performing duty , which makes him unfit to attend his normal duty and requires treatment followed by rest, he may be granted “**Special Disability Leave with Pay**” on merit of each case for a period not exceeding 90 days, as may be decided by the authority, only when recommended by a Registered Medical Practitioner of a Govt Hospital. Such leave may be sanctioned with full pay up to 90 days and under exceptional circumstances, on merit of the case, one may be granted such leave beyond the limit of 90 days, but on without pay basis.
2. If any member of the staff meets with an accident, while not performing duty, which makes him unfit to attend his normal duty and requires treatment followed by rest, he may be granted “**Special Disability Leave without Pay**” on merit of each case for a period not exceeding 90 days, as may be decided by the authority, only when recommended by a Registered Medical Practitioner of a Govt Hospital. Such leave may be sanctioned up to 90 days and under exceptional circumstances, on merit of the case, one may be granted such leave beyond the limit of 90 days. There will not be any payment for “Special Disability Leave without Pay” category.
3. Special Disability Leave will be granted only when an employee does not have any credit balance in his Medical Leave.
4. Director will grant the Special Disability Leave.

10.5 Quarantine Leave

1. Where, in consequence of the presence of an infectious disease of an employee at his place of duty, residence, or adjourns to his residence, his attendance of his office is considered as hazardous to the health of other employee, such employee may be granted quarantine leave. Quarantine leave may be granted by Principal / Director on the certificate of a Medical Officer or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances 30 days.

10.6 Maternity leave

1. Maternity leave may be granted to a woman employee with less than two surviving children, on full pay for a period of 180 days from the date of its commencement which can be availed twice in the entire service life including tenure under previous employer(s).
2. Maternity leave for a period not exceeding 45 days in the entire service can also be granted to an woman employee in cases of miscarriage including abortion, (irrespective of the number of surviving children) subject to the condition that the total leave granted in respect of this to a female employee in her entire service life is not more than 45 days.
3. Any temporary or contractual employees will be eligible for maternity leave for a period of 90 days without pay.
4. Any female employee under probation will be eligible for Maternity Leave only after completion of 11 months of continuous service.
5. The application for all type of Maternity leave need to be supported by medical certificate from Authorized Medical Attendant (AMA) of a Government Hospital.
6. The Full Salary will be paid. The leave salary will be equal to pay drawn immediately before proceeding on leave except any special allowances.
7. Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
8. Principal will grant the Maternity Leave.

10.7 Annual leave

1. Teaching Employees as defined in Section 4.1 above, will be entitled for 8 (Eight) days of Annual Leave per year of work .
2. The Non Teaching Employees including Office & administrative Staff members as defined in Section 4.2 above , will be entitled to 16 (sixteen) days of Annual Leave per year of work .
3. Annual Leave will be credited to a regular employee only after completion of minimum 12 (Twelve) months of continuous service.
4. Annual Leave may be sanctioned only when he has a Credit Balance.
5. Annual Leave may be sanctioned for a period of not less than 4 days a time.
6. If approved Annual Leave availed by a staff exceeds the entitlement, the additional number of days of absence from duty shall be treated as Leave Without Pay (LWP)
7. If un- approved Annual Leave availed by a staff exceeds the entitlement, the additional number of days of absence from duty shall be treated as Unauthorized Leave of Absence and suitable action will be taken as described below.
8. 50% of the Annual Leave will be credited on 1st January of each year and the rest 50% will be credited on 1st July of the year.
9. Annual Sundays and Holidays falling during a period of Annual Leave are counted as part of Annual Leave. Sundays/public holidays/restricted holidays/weekly offs can be prefixed/ suffixed to Annual Leave and will not be counted as Leave.
10. 50% of Annual leave can be carried forward upto limit of 60 days.
11. Only Annual Leave can be adjusted with notice period in case of resignation of an employee.

10.8 Vaccational leave

1. Vaccational leave will be applied Only to Teaching Employees as defined in Section 4.1 above who will be treated as vacational Staff.
2. Vacational Staff may be given a leave of maximum of 30 days vacation / Semester Break in an year in two phases (15 days each) in a specific period which to be declared by the College Authority based on the situation with approval from the Director.
3. Vaccational Leave may not be declared for a Department / Employee / Section of Employee if there is any special classes / training scheduled for the students during the vacation period or if there is any specific work assigned during the college vacation. In case of any statutory requirement or special requirement the Vaccational Leave may not be granted.

4. A new faculty joining 7 Days before the vaccational Leave starts or joined during the vacation period is not eligible for vacation during that period.
5. A faculty joining in the middle of the academic year is eligible for a proportionate vacation for that academic year
6. No Leave can be clubbed with the Vaccational Leave.
7. No Carry Forward of the Vaccational Leave
8. Vacation / Semestar Breaks are to be declared by the Principal / Director

10.9 Special leave with Pay

1. In exceptional cases, based on the situation , the Director may grant a special leave to an employee called “Special leave with Pay” after receiving an application from the employee duly recommended by the Principal with proper reason. It is not a right to an employee nor it is a common practice to grant this type of Leave.
2. This is an exceptional situation and any grant of this type of leave to an employee cannot be shown as a precedence by same/ another employee for asking this leave.
3. Only Director have the Authority to Grant this type of Leave. Director have full authority of granting / refusing this type of leave without ascertaining any reason to the employee.

10.10 Leave Without Pay

1. In exceptional cases, to avoid the discontinuity of the service and when no other leave is available to an employee, the authority may grant a special leave to an employee called “Leave without pay” after receiving an application from the employee duly recommended by the Principal. It is not a right to an employee nor it is a common practice to grant Leave without pay.
2. This is an exceptional situation and any grant of this type of leave to an employee cannot be shown as a precedence by same/ another employee for asking this leave.
3. Only Director have the Authority to Grant this type of Leave. Director have full authority of granting / refusing this type of leave without ascertaining any reason to the employee.

11. PROCEDURES TO TREAT UNAUTHORIZED LEAVE OF ABSENCE :

- 11.1 If any employee remains absent without approved leave he will loose lien on his service until & Unless he reports to the Office within 7 days and explains to the satisfaction of the authority the reasons for his absence.
- 11.2 To this effect a letter to be issued by the principal communicating the “LOSS OF LIEN ON HIS SERVICE” and seeking explanation within 7 days.
- 11.3 If no explanation is received within stipulated period it will be deemed that such employee is ceased to exist as a employee of the College. The same will be communicated to the concerned employee vide a letter duly signed by the Principal / Director of the College.
- 11.4 His / Her outstanding Salary payable will be adjusted against the notice period.
- 11.5 Competent authority may initiate a disciplinary and legal action against such employee.