SREE VIDYANIKETHAN ENGINEERING COLLEGE

LEAVE RULES

Sree Sainath Nagar, A. Rangampet-517 102
Chandragiri Mandal (Near Tirupati)
Chittoor District, Andhra Pradesh
LEAVE RULES

1. GENERAL

a) These rules shall be called “Sree Vidyanikethan Engineering College, Leave rules”.

b) They shall be deemed to have come into force with effect from 1st June 1998. They shall be applied to all the employees of the College.

c) "Employee" fits into any of the following categories.

i) Appointed on ad-hoc/temporary basis.

ii) Regular Employee appointed against an approved post and who is on probation.

iii) Regular employee, whose probation has been declared.

d) A leave account shall be maintained for each employee in the appropriate form.

e) Leave is earned by “Duty” only. Duty for the purpose of leave includes.

i) Any period of absence on casual leave and special casual leave.

ii) Any period of absence on Public Holidays whether in combination with casual leave or when permitted to be prefixed or suffixed to leave under these rules.

iii) Any period of absence during vacation either during a continuous period spent on duty or when permitted to be either prefixed or suffixed to leave under these rules.

f) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.

g) The sanctioning authority may recall an employee to duty before the expiry of his/her leave.

h) Unauthorized absence from duty may be treated as misbehavior involving disciplinary action.
i) An employee on leave shall not take up any service or accept any employment without the prior sanction of the appointing authority.

j) Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner/Asst. Civil Surgeon, in the panel of experts approved by the Governing Council. No Employee who has been granted leave on medical grounds may return to duty without producing a medical certificate of fitness.

k) Leave on loss of pay, half pay leave, and earned leave cannot be availed for a period of less than three days.

l) An employee who leaves his place of duty during vacation is liable to be recalled.

m) The principal shall be the authority competent to grant leave to all employees. In the case of the Principal, Chairman of the Governing Council or his nominee will be the authority to sanction leave.

n) An employee cannot return to duty before the expiry of leave sanctioned to him unless he is permitted by the competent authority to do so.

2. CASUAL LEAVE (CL)

a) Casual leave will be admissible to an employee of the college for a total period not exceeding 15 days in a calendar year. If any employee joins the college in the middle of the calendar year, the quantum of casual leave admissible to him/her will be on prorate basis. It may be granted for a period not exceeding 10 days at a time, including holidays. Any balance period of casual leave shall lapse with the calendar year.

b) Casual leave should not be combined with any kind of regular leave discussed in the following sections or with vacation.

c) Casual leave required advance sanction and the employee has to make alternative arrangements for his/her work.

3. SPECIAL CASUAL LEAVES (SCL)

a) Special casual leave for a total period not exceeding 10 days in an academic year may be granted to a Regular Employee of the college towards any of the following.
i) When an employee attends seminars/symposia/workshops etc., organized by institutions of national and international repute.

ii) When the employee is prevented from attending to his/her duties on account of prevalence of any infectious disease in his/her house. No SCL is admissible when the employee is infected himself/herself.

iii) When the employee is prevented from attending his/her duties for want of transport facilities owing to a local or regional or state-wise “Bandh" or the like.

iv) When the employee undergoes sterilization operation under the family planning scheme, once during the service period, subject to the production of a medical certificate.

v) When a male employee’s wife undergoes a non-peripheral tubectomy operation under the family planning scheme.

b) Special casual leave cannot be combined with ordinary casual leave or with any other leave or with vacation.

4. EARNED LEAVES (EL)

a) The teaching staff, whose services are regularized shall be eligible for vacation limited to 45 days in an academic year. In case of employees appointed in the middle of the academic year, they shall be eligible for vacation proportionately. Vacation may be declared for a minimum period of 15 days including holidays and Sundays.

b) The teaching staff whose probation has been declared shall be credited with 3 days of Earned Leave for every year of completed service from the day of declaration of probation.

c) When the employee is not allowed to avail a part or whole of vacation for the benefit of the college, additional Earned Leave shall be credited at the rate of one day for every two days of vacation that he/she was deprived of.

d) The Regularized Non-Teaching Staff may avail vacation limited to 15 days in not more than two stretches.

e) In addition to the above, the Non-Teaching Staff, whose probation has been declared, shall be eligible for Earned Leave of one day for every 22 days of service from the day of declaration of probation.
f) An employee will however, can have a maximum Earned Leave of 240 days to his/her credit at any given time.

g) Vacation may be taken in combination with or in continuation of Earned Leave, half-pay leave and extra-ordinary leave provided that the total duration of vacation and leave shall not exceed 120 days.

h) The grant of Earned Leave at a time shall not exceed 120 days. The competent authority for special reasons may however, relax this limit.

5. MEDICAL LEAVES (ML)

a) Medical Leave admissible to an employee, whose probation has been declared, will be 10 days for each completed year of regular service. However, the employee may avail twice as many days with half-pay.

b) Medical Leave may be granted to an employee based on the Medical Certificate obtained from any of the doctors in the panel of doctors approved by the College Authorities.

c) Medical Leave can be accumulated up to maximum of 120 days in the entire service.

6. EXTRA-ORDINARY LEAVES (EOL)

a) Extra-ordinary Leave may be granted in the special circumstances at the discretion of the Management for the purpose of attending to illness in the immediate family and for the purpose of improving the academic/professional qualifications of the employee.

b) Such leave is not debited against any leave account. No salary is admissible during such leave.

7. LEAVE ON DUTY (LOD)

a) Leave on Duty, not exceeding 15 days in an academic year may be granted to teaching staff for academic purposes such as an external.

Examiner of a practical examination/spot evaluation/attending Board of Studies Meeting relating to the affiliated university of the College.

b) Leave on Duty may not be granted during the vacation period.
8. MATERNITY LEAVES

a) Maternity Leave is admissible only to women employees appointed on regular basis.

b) The leave may be sanctioned up to 30 days on full pay and half-pay for another 30 days.

c) The leave is not admissible in case of an employee, who has two or more surviving children.

9. LEAVE SALARY

a) An employee on Earned Leave is entitled to Leave Salary equal to the pay drawn in his/her post before the day the leave commences.

b) An employee on half-pay leave is entitled to leave salary equal to half the rates of pay in (a) above.

c) An employee on extra-ordinary leave is not entitled to any Leave Salary.