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Circular No: KGR CET/CIRCULAR/2022-23/244

Date: 01.08.2024

## CIRCULAR

### Leave Policy

#### Casual Leave (CL)

- **Entitlement:** Every employee listed on the institute's roster is entitled to one day of casual leave per month.
- **Accrual:** Leave is earned for each month of duty, up to a maximum of twelve (12) days per academic year.
- **Carry Forward:** Unutilized CLs will be carried forward to the next academic year.
- **Usage Limit:** A maximum of 2 CLs can be availed in one stretch and second CL will be considered if not used in previous month or next month.
- **Pro-Rata Basis:** Employees serving part of a year are entitled to annual leave on a pro-rata basis for each completed month of service.
- **Leave Calendar:** The leave calendar runs from August to July (Academic Year).

#### Study Leave

- **Eligibility:** Confirmed full-time faculty with at least two years of continuous service and not retiring within the next five years.
- **Approval:** Granted based on the Director's recommendation and approval by the competent authority.
- **Bond Requirement:** A bond of Rs.3.50 lakhs on non-judicial stamp paper of Rs.20/- stating a commitment to serve the institute for at least two years after returning from study leave.
- **Non-Entitlement:** Study leave cannot be claimed as a right based on length of service or others' grants.
- **Purpose:** Granted for specific study programs/training that benefit the College.
- **Duration:** Study leave may be granted for a maximum of 2-3 years.

#### Maternity Leave

- **Eligibility:** Women employees appointed on a regular basis after satisfactory completion of 2 years of service in this Institution.

- **Conditions:** Not admissible if the employee has two or more surviving children.
- **Duration and Pay:** Total permissible paid leave is six months, with half of the monthly salary paid during this period. If the employee does not rejoin or resigns after the leave, they must return two months' salary.

#### **Paternity Leave**

- **Eligibility:** Men employees appointed on a regular basis after satisfactory completion of 2 years in this Institution
- **Duration:** Paternity leave of 15 days during the confinement of their wife, granted up to two children.

#### **Academic Leaves (AL)**

- **Approval:** Requires approval from the reporting head and principal.
- **Maximum AL:** 10 days per year.

#### **Categories:**

- **Professional Development:** FDPs, Workshops, Conferences.
- **Examination Work:** Lab, Projects appointed and forwarded by COE, NPTEL, NET or SET
- **Research:** Independent studies, funded projects, Ph.D. research, Ph.D. reviews, pre-Ph.D. exams, Ph.D. Course work.

**Note:** It is important to submit proofs or supporting documents along with your application to ensure all information is verified and complete.

#### **On-Duty (OD) Leave**

- **Approval:** Requires approval from the reporting head and principal.
- **Categories:**
  - **Assigned Work:** Work assigned by the principal or Management outside the college premises.
  - **Collaborations:** Industry, Community, and other collaborations.

#### **Special Leaves (SL)**

- **Maximum SL:** 6 days.
- **Eligibility:** Staff members who have been with the institution for more than 2 years.
- **Usage:** For personal events such as marriage or the sudden demise of immediate family members.

### Medical Leaves (ML)

- **Maximum ML:** 6 days.
- **Documentation:** A doctor's certificate is required for absences exceeding 2 days, including admission summary reports if applicable. One or two days of leave can be taken for health issues without additional documentation.

Note: Medical leaves should not be taken for granted and cannot be combined with casual leaves (CLs).

### Summer Vacation (SV)

- **Maximum SV:** 6 days.
- **Availability:** Departments must ensure that at least half of the staff is available at all times.
- **Approval:** Leave approval requires final sanction from the Department Head, followed by the principal's approval.

### Compensatory Casual Leave (CCL)

- **Purpose:** CCL is given to employees for carrying out assigned work throughout the holidays and attending examination duties during tests conducted on holidays.
- **Late/Early Permission:** Staff can avail 2 Late permissions or 2 early permissions in a month.

### Special permission:

- **2 Hours permission** can be given for the faculty who are assigned external examiner to nearby colleges in the fore noon and limit is 5 times in a academic Year with prior approval of HOD, COE and Principal.
- **3 Hours permission** can be given for the faculty who are assigned project works to be executed at rural villages wit prior approval of HODs, Heads of that centers and Principal.

### Important Notice:

1. **All teaching, non-teaching, and office staff must obtain final approval from the principal.**
2. **All leaves must be approved in advance, except in cases of medical emergency.**
3. **Leaves will only be sanctioned if proper adjustments for academic responsibilities (such as class work, labs, examination duties, and scheduled events) are made.**
4. **If the designated staff member does not attend the assigned work, it will be considered as Leave Without Pay (LOP), even if the leave was previously approved.**

5. Faculty must check in and check out using the Biometric attendance system is mandatory. If either check-in or check-out is missed, it will be considered a half-day casual leave. Failure to record both check-in and check-out will result in a full-day casual leave.
6. Any On-Duty (OD) will only be approved with proper notification and authorization from the sanctioning authorities; otherwise, it will be considered as casual leave (CL) or leave without pay (LOP).
7. Any staff member absents without prior or Post leave approval will incur a penalty of two days leave without pay.



**Principal**

**Copy to All Deans, HODs, Centre Heads, all Staff for circulation**