ESWAR COLLEGE OF ENGINEERING: NARASARAOPET

Approved by AICTE, New Delhi., Affiliated to JNTUK, Kakinada
Kesanupalli Village, Narasaraopet – 522 601, A.P.

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LEAVE RULES

1. LEAVE

1.1. Leave shall not be claimed as a matter of right.

1.2. A member of the staff shall not normally or on any pretense absent himself / herself from his/ her duties without prior permission of his / her superior officer authorized to give permission.

1.3. Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.

1.4. In case of absence on Medical grounds, intimation should be sent to the Principal/Designated Authority within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.

1.5. Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.

2. CASUAL LEAVE (CL):

2.1. All employees are eligible for 15 days of casual leave in a calendar year from 1st January to 31st December. However, the employees should avail 7 CLs in the 1st half of the year i.e., from 1st January to 30th June and the remaining 8 CLs in 2nd half i.e., 1st July to 31st December.

2.2. Carryover of lapsed CL is not permissible.

2.3. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority / Principal.

3. VACATION LEAVE (VL) FOR TEACHING STAFF

3.1. These rules govern the availing of vacation leave for each academic year. The maximum duration and number of days shall be decided by the Principal/Designated Authority.

3.2. Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

3.3. The total number of VL days for members of faculty (teaching staff) is limited to 20 (Twenty), for a continuous service of 12 months in the institution.

3.4. These 20 days can be availed during summer vacation in the months of May or June or as per the academic calendar issued by the affiliating university.

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3.5. However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.

3.6. A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 30th June. i.e., from 1st July of a calendar year to 30th June of the following academic year.

3.7. Any unused part of VL cannot be carried over to the next academic year.

4. EARNED LEAVES (EL)

4.1. EL is applicable to faculty members only with eligible service.

4.2. The total number EL days for faculty depend on their in house experience.

4.3. These ELs should be utilised to participate in National/ International Conferences, Seminars, Workshops, etc., including paper presentation

4.4. The unused ELs will lapse on 31st December of every year.

5. LEAVE WITH LOSS OF PAY

5.1. Any Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If the quantum of LOP is more than 10 days in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/ Designated Authority shall be final in such cases.

5.2. If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LOP. Such absence will also be considered as a Break-in-Service.

5.3. Absence with or without permission and without making alternative arrangement for class or other important duty will also be treated as LOP. Such absence will also be considered as a Break-in- Service.

5.4. Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay.

6. MATERNITY LEAVE RULES

6.1. A woman employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity Leave (ML) for a maximum of 180 days, subject to prior approval of the Principal/ Designated Authority.

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6.2. Employees are advised to contact Administrative Officer to know the leave record and then apply for leave.

7. SPECIAL LEAVE

7.1. A special leave for 5 days will be granted to the faculty those who are getting married and willing to continue in this Institution after marriage.

7.2. Only regularized faculty is eligible for this special leave, subject to prior approval of the Principal/ Designated Authority.

8. OUT-STATION DUTY (OD)

8.1. OD will be granted when staff members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than JNTUK, OD will not be granted.

8.2. Number of days on OD for Exam duty is limited to 12 for a year at the rate of 6 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.

8.3. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

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