



SRIVENKATESHWARAA GROUP OF INSTITUTIONS
Hospital|MedicalCollege|Dental|Nursing|Physiotherapy|Paramedical|Engineering|Pharmacy
No.13-A, Pondy-Villupuram Main Road, Arivur,Puducherry-605102.

**HUMAN RESOURCES
DEPARTMENT**

Doc. No.	SVGI / HRD/LEAVE POLICY / 01
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TEACHING STAFF – LEAVE RULES

SRI VENKATESHWARAA COLLEGE OF ENGINEERING & TECHNOLOGY

GENERAL:

- Leave cannot be claimed as matter of right.
- Any leave can be availed only with the concurrence of the Head of the department and Head of the Institution.
- Only emergency leave (Accident / Demise) will be permitted to avail on same day (oral communication to Head of the department is accepted).
- Rest of the leave (Marriage / Bank work / School meeting, etc.,) should be planned in advance for approval from Head of the department.
- Proper leave form should be submitted to the Office Manager/Administrative Officer. Even if LOP.
- Administration / Management has the right to cancel any type of leave even already approved leave during emergency situations like inspections, university exams, natural calamities etc.
- Once in a year 10 days continuous leave can be availed.
- Not more than one person can avail leave on the same day in the same department.
- In any kind of continuous leave except CL, the intervening holidays/Sunday will be treated as the same kind of leave.

WORKING HOURS:

- The working hours for teaching staff:

Monday to Friday : 8.30 am to 4.30 pm
Saturday : 8.30 am to 1.00pm

- 45 Minutes lunch break is permitted between 1.00pm to 01.45pm for faculty without completing closing the department.

GRACE TIME:

- 10 minutes grace time is permitted for 5 times in a month from their duty time.



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PERMISSION:

One hour permission will be allowed 3 times in a month either between 8.30am to 9.30pm or 3.30pm to 4.30pm. Any 4th permission will be considered as half day CL or half day LOP (if CL is not eligible). Half day leave and permission cannot be combined together.

CASUAL LEAVE (CL):

- Once casual leave is permitted for each month of working. CL is eligible only if that staff worked for atleast 23 days in a month (Including Sundays, declared holiday and eligible leaves except LOP).
- CL will not be granted for more than 3 days at a stretch.
- Half day CL is calculated as 8.30am to 1.00pm morning session / 1.00pm to 04.30pm afternoon session.
- Unavailed CL cannot be carried over after 31st December of every year.

EARNED LEAVE (EL) :

- EL is eligible only after completion of one year service continuously.
- EL cannot be encashed.
- EL can be accumulated for a maximum number of 24 days. Any EL beyond 24 days will get lapsed automatically.
- EL can be availed for maximum only 5 days continuously (for any reason).
- Holidays, Sundays falling in between continuous EL will be considered as EL only.

ACADEMIC LEAVE:

Academic year (January - December)

- AL may be granted for the faculty (Professor / Asso. Prof. / Asst. Prof) from the date of joining **(10 days / per year)**.
- AL cannot be availed for more than 3 days continuously.
- Only one faculty in each department is permitted to avail AL at any point of time.
- AL may be granted for attending work shop/conference (only for paper presentation) and External examiner in (Reputed institution).
- Subject to work shop/conference/External examiner should get approval in advance with supportive documents for sanction of respectively to the Head of the Institution.



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VACATION LEAVE:

Academic year (January - December)

- a. 12 days of Vacation leave per Academic year is eligible (Prof./Asso.Prof./Asst.Prof.) after completion of one year.
- b. 06 days of Vacation leave per Academic year is eligible (Tutor) after completion of one year.
- c. Vacation leave for Prof./Asso.Prof./Asst.Prof should be availed – summer 6 days / winter - 6 days.
- d. Vacation leave for Tutor should be availed – summer 3 days / winter - 3 days.

ON DUTY (OD):

- a. Any faculty going on "ON DUTY" should submit OD form in advance latest one day before the date of on duty.
- b. Any leave should be planned and informed in advance with proper approval otherwise it will not be considered as CL / EL and etc.,

RESTRICTED HOLIDAY:


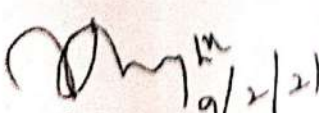
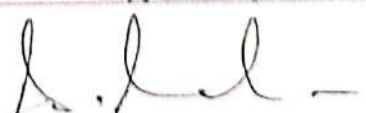
- a. RH can be availed for 2 days in a year from the list of Restricted Holidays.
- b. First RH should be availed (Jan to June) and Second RH (July to Dec).
- c. First RH cannot be carry forward to next half month.

WEEK OFF (W/O):

- a. Week off will be eligible for 4 working days in respective week in addition to post week off day to be present.

LEAVE ON LOSS OF PAY (LOP):

If any staff availing leave on loss of pay for more than a month, that period will not be considered in their working experience.

Prepared By	Verified By	Approved by
 HR HEAD (SVGI)	 COO (SVGI)	 CHAIRMAN/MANAGING DIRECTOR (RET)