



**SAINTGITS GROUP OF INSTITUTIONS**

**Leave Policy**

Date of implementation: 1<sup>st</sup> April 2023

SAINTGITS believe that all the employees of the 'Mar Gregorios Educational Society' are part of ONE FAMILY and for their personal emergencies and welfare, the following leave policy is adopted.

Leave is to be treated not as a right, but as a privilege to be availed with restraint. Leave planning is to be done with prior approval of the superiors concerned so that the smooth working of our organization is always ensured. When the exigencies of service require so, discretion to refuse or revoke leave of any description is reserved to the sanctioning authority. All employees are expected to be present at all departmental/ Institutional Programs and Staff Meetings. They are expected to apply for leave sufficiently early and can avail of leave only after ensuring smooth and uninterrupted workflow by proper arrangement of a substitute. All leaves are to be reckoned with respect to each financial year viz. April 1<sup>st</sup> to March 31<sup>st</sup> March, unless mentioned otherwise

Confirmed employees are eligible for casual leave, medical leave, privilege leave and maternity leave, the details of which are given below. Probationers are eligible for only casual leave. Trainees are eligible for only ten casual leave in a year. Employees appointed on a contract basis will be eligible for casual leave applicable for confirmed employees.

**General Conditions**

- It is the responsibility of the staff Member availing any type of leave to ensure that a working arrangement with another staff is made and submitted to the respective HOD/ Reporting officer beforehand so that the academic and administrative work of the college is not affected.
- The HoD/ Reporting officer has the right NOT to recommend the leave and recommend Loss of Pay if proper arrangements are not made.
- Second and fourth Saturdays will be regular off for all staff if not mentioned otherwise.
- If Sundays and holidays, are falling between two leaves other than casual leave, such holiday/s also will be treated as leaves.
- Combining different leaves are limited to a maximum of 30 days in year.
- Late Coming & Early Going: Late coming and early going beyond 10 minutes in a day will be counted and three such incidents in a month will be treated as half-day leave.
- Employee, leaving the campus during working time, on personal or official reasons, other than for lunch break (12.30 PM to 1.15 PM) needs to obtain permission from his/her HoD/ Reporting officer and the same needs to be entered in the movement register kept with HoD/ Reporting Officer. If the permission is for more than an hour in a day or more than once in a month, permission needs to be obtained from the Principal/ Head of the Institution.
- The working time for the Staff will be as follows :

*Plenary*

Teaching & Technical staff : 8.55 AM to 4.40 PM

Administrative staff : 9.00 AM to 4.30 PM or 9.30 AM to 5.00 PM

The ready reckoner of usual leaves are follows:

Sl. No	Type of Leave	Eligibility of Employees	Teaching Staff	Technical Staff	Administrative Staff	Supporting Staff
1	Casual Leave	All	12 days	12 days	16 days	16 days
2	Privilege Leave	After 1 year of Confirmation	9 days	9 days	9 days	No
3	Medical Leave	Only Confirmed	3 days	3 days	3 days	3 days
4	Summer Vacation Leave	After 6 months of Joining	2/3/4 weeks*	2/3/4 weeks*	NA	NA
5	Onam Vacation Leave	All	1 week	1 week	4 days	4 days
6	Christmas Vacation Leave	All	1 week	1 week	4 days	4 days

\*Refer the detailed note

### 1. Casual Leave

- Employees other than administrative staff are eligible for 12 casual leave in a year.
- Administrative staff are eligible for 16 days of casual leave in a year.
- Casual leave cannot exceed three consecutive days at a stretch and can be prefixed or suffixed with privilege leave and Medical leave.
- Casual leaves can be availed in half days also.
- Casual leave can be combined with Sundays or other declared holidays but such continuous periods of absence shall not in any case extend to more than five days at a stretch.
- The maximum period of casual leave fixed shall not in any way indicate entitlement to avail of the same in full as a routine matter. The entitlement of casual leave will be proportionate to the completed months of service during a year.

### 2. Privilege Leave

- All confirmed employees who have completed one year of service after confirmation are entitled to privilege leave. The eligibility for privilege leave will commence from the succeeding month of April after the employee is confirmed.

- The employee will be eligible for one privilege leave for every twenty days of worked days in the previous year (April to March) with the maximum number of privilege leave allowed in a year will be nine days.
- Unused privilege leave, maximum of three days per year can be accumulated and carried forward for the succeeding three years;
- Privilege leave, including accumulated privilege leaves can be taken for not more than 15 days in a year.
- Privilege leave can be claimed and availed only on a full-day basis.
- Privilege leave can be either prefixed or suffixed with holidays, medical Leave and vacation; however intervening Sundays and holidays, if any are also counted as privilege leaves

### 3. Medical Leave

- Confirmed employees are eligible for three days' medical leave without a certificate. The eligibility for Medical Leave will commence from the succeeding month of April after the employee is confirmed.
- Medical leave can be either suffixed or prefixed with casual leave, privilege leave, vacation and holiday/s; However, intervening holidays, if any are also will be counted as leave periods.
- Medical leave can be claimed and availed only on a full-day basis.
- Medical leave for prolonged illness/major surgery shall be considered on a case-by-case basis at the discretion of the management only after exhausting all types of leave including vacation leave. Such leave applications are to be routed through the proper channels.

### 4. Special Casual Leave for Research

- Faculty Members who are in confirmed service and registered for Ph.D and Post-Doctoral work are eligible for 12 days per year special casual leave to ensure progress in their doctoral work, coordination with the guide and such connected academic assignments. This Special leave will be available only within a period of four calendar years (2 years for post-doctoral) from the date of registration/ confirmation of registration subject to a maximum of 30 days. (20 days for post-doctoral). The submission of the registration document with the HR department is a pre-condition for the sanction of such leave by the Management. Those availing research leave are bound to continue their service to the Institution for not less than one year from the date of awarding Ph.D/ Post-doctoral certification by the concerned University/ Institution, failing which a one-month salary will have to be repaid. Those who are leaving service after availing of research leave, are also liable to pay a one-month salary.
- Special casual leave for Research can be availed with a minimum duration of two days and only be clubbed with casual leave and privilege leave but not with any other leaves.

## 5. Industry Delegatee Leave

SAINTGITS encourages its faculty members to avail short-term assignments at reputed industry and research institutions by availing of Industry Delegatee Leave. Apart from the opportunity for knowledge enhancement and exposure to the industry, the expected outcomes from such assignments are Student Internships/ Projects, Joint Case Studies, MoUs, consultancy, and training. Industry Delegatee Leave, with no salary, can be availed by faculty members who are confirmed in Saintgits roles to engage in full-time assignments at Industry/ Research centre. Delegatee leave will be three months with a maximum period of three years; but one year may be given in the first instance, extendable by two more years if there is adequate progress as reported by the employee.

Faculty who intend to avail Industry Delegation Leave have to give at least three months' notice and plan the commencement of such leave with the approval of their HOD so that the academic program is not disrupted midway through a semester. They also need to inform the HR department six months before rejoining. SAINTGITS does not have any objection to availing salary or honorarium from the corporate / industry for the service rendered by the employee.

On completion of the Industry Delegatee Leave, the faculty member has to undergo a technical interaction with the management.

## 6. Vacation Leave

The teaching staff and the technical support staff are eligible for vacation. Faculty and technical staff members who have put in one year of service are eligible for six weeks of vacation per year of which one week will be in the form of Onam holidays and one week in the form of X'mas holidays. Four weeks of vacation shall ordinarily be given during the month of May / June. However, the period of vacation may be changed and reduced if required. The College has the right to prevent any staff member from availing a portion or whole of the vacation without any compensation if his / her services are considered essential during that period

- Vacation Period, other than Christmas and Onam holidays is granted for four weeks during an academic year to the members (teaching & technical support staff) who have attended to their academic duties for one year as of 31<sup>st</sup> March in the preceding year. Staff who have completed nine months, but less than one year as on 31<sup>st</sup> March is eligible for only three weeks of vacation whereas staff who have completed six months, but less than 9 months as of 31<sup>st</sup> March is eligible for only two weeks of vacation.
- Faculty who are on the loss of pay or study leave with more than 6 months will not be eligible for vacation for that year.
- Even if Vacation is granted, the Faculty/Staff Member is bound to attend to any duties assigned by the Principal/ Head of the Institution.



- The Vacation period is granted as slots and staff are entitled to avail of the vacation during the earmarked slots only.
- Days on Loss of Pay leave if any which fall in the vacation period of the academic year will not be treated as loss of pay. However, this policy is not applicable for those Faculty Members who are in Loss of Pay Leave for longer periods, higher studies etc.
- The Faculty Members who avail of maternity leave which falls along with the vacation period of the academic year will not be eligible to avail of any compensatory vacation leave.
- Vacation leave can be either suffixed or prefixed with privilege leave and holiday/s; However, intervening holidays, if any are also will be counted as a leave period.

#### 7. Maternity Leave

- All confirmed employees can apply for maternity leave on full pay for 12 weeks totally viz. with a minimum period of two weeks or maximum period of six weeks immediately preceding the delivery and including the day of delivery and a further period of six weeks or maximum period of ten weeks immediately following delivery.
- Maternity leave with pay is permissible only for those who have completed one year of continuous service in SAINTGITS with confirmation. Those who do not complete one year of continuous service have to avail Maternity Leave as Loss of pay Leave. This condition is applicable for all the staff members having break of service after confirmation.
- Maternity leave will be granted only on a prior written request by an employee duly supported by a certificate from the attending doctor and the eligibility will be only for two times in their service at SAINTGITS
- Maternity leave can only be clubbed with privilege leave not with any other leaves.

#### 8. Study Leave

- Study leave, with loss of pay, may be granted after a minimum of one year of continuous service, to pursue a special line of study or research directly related to his/her work in the College or to make a special study of the various aspects of College organization and methods of education. The maximum period of study leave can be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. They are bound to fulfill the conditions specified by the Management while sanctioning the Study Leave.
- Faculty who intend to go on study leave have to give at least three months' notice and plan the commencement of such leave with the approval of their HOD, so that the academic program is not disrupted midway in a semester.

## 9. Sabbatical Leave

- Full-time faculty of the College who have completed eight years of continuous service as Assistant Professors/Associate Professor/Professor, may be granted sabbatical leave to undertake research or other academic pursuit such as the writing books, solely for the object of increasing their proficiency and usefulness to the College and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty. The Sabbatical leave shall not be granted until after the expiry of five years from the date of the faculty return from previous study leave or any other kind of training program involving a duration of more than four months. The program to be undertaken during sabbatical leave shall be submitted to the management for approval along with the application for grant of leave sufficiently early and will be granted at the discretion of the management.

## 10. Special Leave:

Special leave is granted at the discretion of Management for meeting special occasions or incidents like marriage, medical reasons, death at family etc. Special leave is usually sanctioned for non-confirmed employees, since they do not enjoy leaves applicable for confirmed employees.

## 11. On Duty Leave

Duty leaves are for employees who are deputed for working outside SAINTGITS. Such employees need not report at SAINTGITS during the allotted days. Duty leave shall be taken in a planned way that will not disturb the academic program. Prior sanction from HOD is mandatory. Leave submission is to be done with supporting documents only and leave approval will be done on the basis of the certificate attached. During an academic day, more than 20% of staff are not allowed to claim duty leave. Duty leaves can be for:

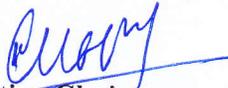
Duty leave for Institutional Activities: Staff is eligible for availing duty leave for undertaking official activities like representing the college for official meetings, visiting organizations, engaging assigned responsibilities at external venues etc. These responsibilities are assigned by the Head of the institution and no attendance report is required to submit as proof. Leaves for attending conferences, training etc are also will be treated under this category, but the sanction of such leaves is at the discretion of the higher authorities and the proof of attendances needs to be submitted at the time of rejoining.

Duty leaves for remunerative work: The Principal/ Head of the institution, at his discretion, may permit faculty members to engage in duties of other colleges/ institutions (work not directly related to the functioning of the SAINTGITS ) in connection with academic and administrative works related to University / external institutions and other bodies such as Academic Council BoS meetings, Inspection, Valuation of answer scripts, Conduct of viva voce & Practical Examinations, Invigilation etc. Prior written permission from the Principal / head of the Institution has to be obtained before proceeding on duty leave.



12. Loss of Pay Leave

Loss of Pay leave, will be sanctioned only by the Management based on the recommendation of HoD/controlling officer and Head of the institution on an individual basis after considering the merits of each requirement. If Sundays and holidays are falling between loss of pay leave, such holiday/s also will be treated as loss of pay leave, if the leaves were not authorized and permitted. Those availing Loss of Pay can rejoin only if a vacancy is available at the time of rejoining.



**Executive Chairman**

Annexure 1 : Proper channel for Leave Recommendation & Approval Hierarchy

Proper channel for Leave Recommendation & Approval Hierarchy				
SI No	Type of Leave	Recommendation level		Approval Authority
		Level 1	Level 2	
1	Casual leave	HoD/RO	NA	Principal / HoI
2	Privilege Leave	HoD/RO	NA	Principal / HoI
3	Medical leave	HoD/RO	NA	Principal / HoI
4	Special casual leave for Research*	HoD	Dean-Research	Principal / HoI
5	Industry Delegate Leave	HoD & Dean Research	Principal/ HoI	Management
6	Vacation leave -Onam#	NA	NA	NA
7	Vacation leave - Xmas#	NA	NA	NA
8	Vacation leave - Summer#	NA	NA	HoD
9	Maternity Leave	HoD/RO	Principal/ HoI	Management
10	Study leave	HoD/RO	Principal/ HoI	Management
11	Sabbatical leave	HoD/RO	Principal/ HoI	Management
12	Special leave	HoD/RO	Principal/ HoI	Management
13	Duty Leave - Institutional	HoD/RO	NA	Principal / HoI/MGT
14	Duty Leave - Non-Institutional	HoD/RO	NA	Principal / HoI

RO : Reporting Officer

\*Prior approval from Management is required

HoI : Head of the Institution

#Subject to the approval of vacation period



Annexure 2 : Form for Applying Research Leave

**SAINTGITS GROUP OF INSTITUTIONS**

Application for research leave to pursue Ph.D./ PDF degree programme

Name			
Institution Name (SCE/SCAS/SIM/SDS/..)			
Employee ID			
Designation			
Department			
Date of joining in the College			
<b>Ph.D./ PDF Registration details</b>			
Name and place of the University/ Institute where registered for Ph.D. degree			
Department in the University			
Name and affiliation of the guide			
Area of research (tentative)			
Date of registration			
Part time / Full time			
Expected start and end dates for course work			
Expected month & year of completion of the degree (month and year)			
No. of days of research leave availed so far (give details)			
From	To	Days	Purpose
No. of days with dates of research leave applying now and purpose			
Class work as per time table			
Alternate arrangements made			
Signature of applicant			
Recommendation of HOD			
Recommendation of Dean (Research)			
Recommendation of Principal			
Approval from Management			



Encl: Copy of Ph.D./PDF registration letter from the University/ Institute

1. Maximum number of days of research leave for part time Ph.D. is 30 and PDF is 20.
2. Maximum number of days of leave that can be sanctioned in year is 12.
3. Leave can be availed within four years for Ph. D and two years for PDF from the date of registration.

