



## CASUAL LEAVE

1. Employees other than administrative staff are eligible for 12 casual leave in a year.
2. Administrative staff are eligible for 16 days casual leave in a year.
3. Casual leave cannot exceed three consecutive days at a stretch and can be prefixed or suffixed Medical leave.
4. Casual leaves can be availed in half days also.
5. Casual leave can be combined with Sundays or other declared holidays but such continuous period of absence shall not in any case extend to more than five days at a stretch.
6. 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.
7. Any staff availing casual leave must make work arrangement with another staff with the approval of the Head of the Institution, so that the regular functioning of Institution is not affected.
8. If a faculty member due to unavoidable reasons expects to arrive late to the college that may be intimated by him personally over phone at least half an hour before the commencement of the forenoon or afternoon session to the concerned HOD, who will attach a note of the facts in a slip of paper in the attendance register, so that the Principal will be aware of it when the register is put up to him for each session.
9. It is the responsibility of the Faculty Member to ensure that working arrangement with another faculty is made by the concerned HOD beforehand in the event of such late coming/casual leave, so that the students are engaged in meaningful academic work.
10. Casual Leave for a day for Faculty Members shall be sanctioned by the concerned HODs and the sanctioned leave application is to be send to the Principal for information and updation of leave records at the college office. Casual leave other than a day recommended by the concerned HOD is to be put up to the Principal for sanction.

11. In the case of Lab Instructor/Trades Instructor/Tradesman also, one day casual leave and late coming shall be dealt by the Workshop Superintendent in consultation with the respective HOD in the same manner.
12. The concerned HOD/ Workshop Superintendent has to ensure that the sanctioned casual leave is as per the leave policy by referring to the leave records at the college office

#### SPECIAL CASUAL LEAVE FOR RESEARCH

1. Faculty Members registered for Ph.D are eligible for 15 days special casual leave to ensure progress in their doctoral work, co-ordination with guide and such connected academic assignments. This Special leave will be available only within a period of 3 calendar years from the date of registration, subject to a maximum of 30 days. The submission of the registration document with the corporate office is a pre-condition for 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 PhD by the concerned University.