



## VACATION LEAVE

1. Vacation Period is granted as a reprieve from the academic duties for four weeks during an academic year to the Faculty Members who have attended to their academic duties for at least six months in the preceding year. Even if Vacation Leave is granted, the Faculty/Staff Member is bound to attend to any duties assigned by the Head of the Institution.
2. The Vacation period is granted as slots and Faculty Members are entitled to avail the vacation during the earmarked slots only.
3. Days on Loss of Pay leave if any which falls 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.
4. The Faculty Members who avail Maternity Leave which falls along with Vacation period of the academic year will not be eligible to avail any compensatory vacation leave.