

ADITYA EDUCATIONAL INSTITUTIONS

Surampalem – 533 437

Date : 25-01-2020

EMPLOYEE LEAVE, VACATION, PERMISSION, ON DUTY AND BIO-METRIC SYSTEM POLICY

This policy is w.e.f. from 26-01-2020.

FOR FACULTY AND ADMIN STAFF

LEAVE / VACATION

- Leaves should be treated as a privilege offered to the employee but not as a right.
- Every employee will be eligible for 1 CL per month i.e. 12 CLs for the academic year.
- A newly joined employee who works for at least 7 physical working days in a particular month will only be eligible for one CL during that month.
- Leave calendar year starts from 26th May of every year and ends on 25th May of succeeding year or up to the reopening of the college.
- CLs will be calculated on pro-rata basis.
- CL should be prior sanction by the concerned sanctioning Authority.
- CL can be accumulated up to the end of leave calendar year i.e. up to 25th May or up to the reopening of the college of succeeding year. After the end of every leave calendar year any CL credit will be automatically lapsed.
- CL can be availed for half a day also (Forenoon upto 1 PM and Afternoon from 1 PM) with the approval of respective sanctioning authority.
- If the employee works above 5 hours (continues) after office hours/holidays, he will be eligible for $\frac{1}{2}$ day CCL. The same should be considered based on biometric system only. The CCL credit for the employees, if any, shall be utilized within the academic year of every year. Otherwise, it will be automatically lapsed.

SPECIAL LEAVES :

- As a good will gesture, max. of 6 working days special leave along with summer vacation in a year will be sanctioned with full pay to teaching staff who have registered and doing Ph.D. for attending the Ph.D. work, provided relevant documents from the University confirming the guide and a letter from the guide are submitted.
- If the college/s declared holiday on account of any bandh, curfew, environmental calamity etc., a special leave will be granted to all employees with full emoluments. But in compensation to his/her absence, the employee has to attend the duties on some Non Working day/Holiday as required and specified by the management.

SUMMER VACATION :

(a) Teaching Staff:

- Satisfactory Service with one complete academic year 6 working days
- Satisfactory Service with two complete academic years 12 working days

(b) Admin and Technical staff :

- Satisfactory Service with one complete academic year 6 working days
- Summer vacation for the department staff of Admission Cell, Examination Section and Placement Department shall be eligible to utilize their summer vacation (at a stretch) before December of every year. The department heads shall plan the staff summer vacation without disturbing the regular office works. After December, any summer vacation credit for the above department staff will be lapsed.

BIOMETRIC SYSTEM

- Monthly attendance will be calculated strictly on the basis of biometric system only.
- Every employee should put his/her thumb daily 2 times i.e. before attending the duties and before leaving the duties.
- Teaching staff : Duty reporting time @ 9-25 AM and leaving time 4-25 PM
- Admin staff : Duty Reporting time @ 8-30 AM and leaving time 5-50 PM
- Employees who wish to avail $\frac{1}{2}$ day leave should put his thumb during entering into the campus and leaving from the campus.
- In case employee applied $\frac{1}{2}$ day (first half) leave, he/she put their in thumb before 1 PM
- In case employee applied $\frac{1}{2}$ day (second half) leave, he/she put their out thumb after 1 PM
- Any employee works after 6 PM and before 8 AM he/she put their thumb at Security Gate before leaving/entering. Otherwise their duty timings will not be considered.

PERMISSIONS

- Staff permissions shall be allowed only for 2 per month (late coming/early going/in between permissions in the working hours).
- Third and Fourth late mark will be treated as $\frac{1}{2}$ day CL each if CL credit available, otherwise $\frac{1}{2}$ day LOP each will be applicable.
- Fifth Late onwards every late will be treated as $\frac{1}{2}$ day LOP and will be viewed seriously.
- No permissions will be allowed for $\frac{1}{2}$ day leaves.
- Each permission time is maximum 1 Hour.

ON DUTIES (ODs)

- On Duties (ODs) shall be authorized by both Dept. HOD and Principal concerned. OD register shall be maintained at college level.
- OD letter/s should be approved in advance or within one day from the date of OD by the concerned and the same should be entered in ECAP on the same day. Late approval of ODs strictly rejected and will be treated as LOP.
- Faculty members are permitted to utilize ODs restricted to 4 per semester and 8 per academic year for their professional development (attending seminars, conferences, workshops etc.). Anyhow, the faculty member can utilize more than 4 in odd semester subject to continue his services in the even semester.

GENERAL

- After expiry of any kind of sanctioned leave period, employee should report back immediately on the next working day to the authorities of the college concerned.
- Leave should not be recommended and sanctioned without ensuring the alternative arrangements.
- During the Resignation/Termination notice period, employee is not eligible for availing accumulated CLs if any, except one CL of that particular month in order to complete the pending work and facilitate handing over by the reliving date. In case, employee avail more leaves during that month they are required to extend their notice period till completion of pending work and handing over process. During this extended period they will not get any remuneration.
- Employee should attend the inspections and in any emergency cases during any kind of leave/vacation period. In that case, no compensation and TA will be granted.
- Late mark should be highlighted with red ink for admin staff (only horizontal line) in the manual attendance register sharp at 8-31 AM by the concerned college AO.
- Monthly attendance statement shall be checked by Mr. Papayya, AO before forwarding to the Accounts Department.
- Monthly attendance statements shall be submitted on or before 28th of every month to the accounts Department.

FOR CONSTRUCTION, ELECTRICAL, PLUMBING, GARDENING & HOSTEL

- Construction Dept.: 2CLs per month & 30 days working in a month. CLs will be carry forwarded or en-cashed with 1:2 ratio (maximum 2 CLs will be encashed per month).
- Electrical & Plumbing Dept. : 2 CLs per month and 30 days working in a month. CLs will be carry forwarded or can be en-cashed with 1 : 1 ratio (maximum 2 CLs will be encashed per month). Electrical In-charge : 4 CLs per month, 30 working days, No CL encasement facility and CLs will be carry forwarded. Electrical Supervisor : 2 CLs per month, 30 working days, No CL encashment facility and CLs will be carry forwarded
- Gardening Dept. (Gardeners, watchmen, tractor drivers) : 2 CLs per month and 30 days working in a month. CLs will not be carry forwarded and No encashment facility. But, CLs will be carry forwarded to the Tractor Drivers.
- Hostel Wardens : 2 CLs per month and 30 days working in a month. CLs will be carry forwarded.
- Hostel Ayas & Hostel Watchmen : One CL per month, 30 working days. CL will not be carry forwarded.

Management from time to time can issue amendments and clarifications to the prevailing leave rules. They will be chronologically numbered and part of this policy.

Management reserves the right to suspend/dissolve/review/modify/change part or whole of these leave rules.

It is advised to the employees to be aware of guidelines and conditions for availing leaves and try to accumulate the leaves for any future emergencies.



VICE CHAIRMAN