

LEAVE POLICY

1. All Teaching and non-teaching staff will be having following leaves per year.

SL - 8 sick leaves

CL-12 casual leaves

EL-12 Earned Leaves

2. SL will be granted on application with respect to health issues only. On return the staff must produce medical certificate for the same.

3. Casual leave maximum of 2 days can be taken. This has to be approved by the Principal before availing through leave forms.

4. Casual leaves and sick leaves must be completed in the period of allotted year. This cannot be carried through.

5. Minimum of 4 days Continuously EL can be availed.

6. EL can be carried to next year. If not it can be compensated as pay in the ongoing year.

7. Maxim of 2 staffs can avail casual and EL at a time. Since the leave forms are filled prior. Who submitted early theirs will be approved for the same.

8. These rules have to be followed strictly and if Management notices any changes made to these, strict action with immediate effect will be taken.

9. Earned Leaves - The staff who have completed 1 year of work experience with us are eligible for ELs. They will be credited with 12 ELs beginning of every Academic year.

10. If staff avail the leave on Saturday or Saturday and Monday, Sunday shall be included if in case of LOP/SL/CL.

11. Only 2 staffs are allowed to avail leaves at a time, whoever gets approved first by Principal.