

LEAVE POLICY

PREAMBLE

Leave Policy of Mangalam Educational Institutions (MEI) is developed for the personal emergencies and welfare of their employees. This revised Leave Policy is effective from June 2021.

As Leave is generally treated as a privilege and not as a right, all employees are advised to avail the same with restraint. For the smooth running of the organization, it is expected that employees do advanced planning and obtain necessary approval from the Competent Authority prior to proceeding on leave (other than in case of emergency). When the exigencies of service require so, discretion to refuse or revoke leave of any description is reserved to the Sanctioning Authority. For all leave calculations, calendar year stating from January to December splitting in to two semesters of six months each will be considered.

CASUAL LEAVE

1. Teaching faculty & laboratory staffs are eligible for 15 days casual leave in a year. All administrative staffs are eligible for 18 days casual leave in a year. Total eligible casual leave will be proportionate to the number of months employed with the Institute/Group in a particular year.
2. The entitlement of casual leave shall be on semester basis (Odd Sem - January to June & even Sem- July to December) and carry forward only to the second semester of the year in consideration. Casual leaves can be availed in half days also.
3. The maximum period of casual leave fixed shall not exceed three consecutive days at a stretch.
4. Any faculty/staff availing casual leave must apply through leave management Portal and wait for the approval before availing the leave. In case of any technical issues, leave may be applied manually to HOD/Principal in the prescribed Leave Application Form detailing alternate work arrangement with co-faculty/staff & obtain approval prior to proceeding on leave. Leave taken due to emergency/unforeseen circumstances should be intimated to HOD before 8:50 am on the day of leave.
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 **three days** at a stretch. In any case where the total absence exceeds 3 consecutive days, the Holidays/Sundays falling in between the absence will be counted as leave. However, for very genuine medical cases, written permission and approvals from concerned Department Heads/Principals will be considered the Institute Management to club the continuous casual leave with holidays or any other type of leave. The request for such approvals should be attached with supporting evidence.

Approved by:-

Secretary, Mangalam Educational Society

Signature:-

COMPENSATORY LEAVE

1. Employees are eligible for compensatory leave against extra institutional duty carried out during Holidays/vacations if such duties assigned and approved by the Competent Authority of the Institute/Group.
2. Compensatory leave has to be taken within three months from the date of extra duty attended.
3. Compensatory leave clubbed with casual leave shall not exceed a continuous period of three days

MATERNITY LEAVE

1. All confirmed employees are eligible for maternity leave for a period of 6 months in total. Maternity leave will be granted only on prior written request by employee duly supported by a medical certificate from the attending doctor.
2. For teaching faculty, maternity leave availed during the declared vacation will be treated as Maternity Leave and hence no extra vacation leave can be availed.

VACATION LEAVE

1. Block leave is granted as a reprieve from the academic duties for 15 days during an academic year to the Faculty Members who have attended to their academic duties in the preceding year for a continuous period of one year. One week block leave will be sanctioned for those who have completed at least six months. Even if Vacation Leave is granted, the Faculty/Staff Member is bound to attend to any duties assigned by the Head of the Institution/Institute Management.
2. Loss of Pay leave if any which falls in the declared 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.

Approved by:- Secretary, Mangalam Educational Society	Signature:-
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DUTY LEAVE

Employees attending authorized outside Institutional work will be considered as on duty. Such outstation Duty shall be in a planned without disturbing the conduct of the academic programmes and prior sanction from HOD/Principal is mandatory for such outstation duties. All such approved external duty assignments are to be reported to HR for attendance records.

SABBATICAL LEAVE

Faculty members are eligible for Sabbatical leave for further advanced professional training/research in their field of specialization. Confirmed faculty of an Institute who have completed twelve years of continuous may be granted sabbatical leave to undertake research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Mangalam Educational Institutions. 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 rejoining from previous study leave or any other kind of leave taken for professional growth with duration of more than 3 months. The details of the Training/Research to be undertaken during sabbatical leave & admission letter from the inviting Organization shall be submitted to the Institute Management for approval sufficiently early and approval of such sabbatical leave will be solely at the discretion of the Management of Mangalam educational Institutions.

LOSS OF PAY LEAVE

Loss of Pay leave for longer period is strictly discouraged as it will affect the career advancement. However, it will be considered only by the Management on individual basis after considering the merits of each requirement.

Approved by:- Secretary, Mangalam Educational Society	Signature:-
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