

## **CHAPTER II**

### **LEAVE RULES**

These rules will be applicable to all employees employed on regular basis at the institution of the Trust. Any kind of leave is not a matter of right and it is purely at the discretion of the management or authority authorized by the management.

#### **Rule-(36) Types of Leaves:**

These rules will cover the following types of leaves:

1. Casual Leave
2. Earned Leave
3. Compensatory off (Non-teaching staff) or compensatory casual leave (Teaching staff)
4. Special Casual Leave
5. Permission Leave
6. Restricted holiday
7. Leave without pay
8. Maternity leave
9. Extra ordinary leave

#### **Rule-(37) Casual Leave:**

1. Casual Leave is primarily intended to meet urgent and unforeseen personal work and as such, cannot be claimed as a matter of right or privilege. Casual leave is a period spends without attending the duty to attend emergency work and is conditional with pay.
2. **Eligibility:** Casual Leave may be granted a maximum of twelve days for regular employees Probationers/ Consolidated salaried employees or Trainees in a calendar year.
3. **Calculation of Leave:** In case of new entrant who has not put in at least one year of service, casual leave is to be granted in proportion to the service rendered by him i.e. one day for every completed month of service.

**4. Procedure of Availing Leave:** Employee, who intends to avail Casual Leave, shall submit an application, in the prescribed form/ card, to the sanctioning/ granting authority, to the head of the department, at least a day in advance. In case of emergency, a message must be sent, preferably in writing, to the Head of the Department/ competent authority.

5. Employee shall satisfy himself that the leave applied by him, is sanctioned before proceeding on leave.

6. Any employee stays away from work, when the leave applied, has not been sanctioned or the same is refused, he shall be marked absent from work and the entire period, shall be treated as unauthorized absence, without pay and such act shall be considered as misconduct and he will be liable for disciplinary action.

#### **7. Conditions For Granting Leave:**

Casual leave will have to be earned first, before seeking sanction. The credit of leave shall be given only after its earning. The sanctioning authority may grant or refuse the leave applied based on merit of each case and exigencies of work. Casual leave shall be granted for a period of minimum half a day and maximum three days, at a time. Casual Leave shall not be granted, in anticipation of leave to be earned during his future service. Casual Leave cannot be clubbed with any other leave except the weekly holidays and other general holidays.

8. Encashment: Any portion of un-availed casual leave shall not be allowed to encash.

#### **Rule-(38) Earned Leave:**

Earned leave means leave earned in respect of periods spent on duty; primarily meant to meet for health and social obligations.

##### **1. Quantum of Leave for Non Vacationed Department:**

Earned leave is eight days half yearly and sixteen days yearly.

##### **2. Calculation and Accumulation:**

a) Earned leave is to be calculated i.e. from 1<sup>st</sup> January to 30<sup>th</sup> of June (1<sup>st</sup> half year) and from 1<sup>st</sup> July to 31<sup>st</sup> December (2<sup>nd</sup> half year). Further, if any employee is appointed in the middle of the half year, earned leave shall be

calculated at the rate of one for actual completed month of service. However he shall be allowed to avail earned leave only after first or second half year.

**b)** While calculating the leave, half a day or more shall be treated as one full day.

**c)** An employee shall be allowed to accumulate one hundred and twenty days Earned leave, at a time.

**d)** Any days of un-availed leave, beyond one hundred and twenty days, shall stand lapsed.

### ***3.Procedure For Availing Leave:***

An employee shall submit an application, in the prescribed form/ card, to the sanctioning/ granting authority, through the head of the department, at least seven days in advance.

The sanctioning authority may grant or refuse the leave applied, based on exigencies of work and genuineness of the reason specified in the application. An employee shall be intimated about the sanction or refusal of such leave, before the leave commences.

After proceeding on leave, if an employee desires an extension thereof , he shall send a written application, well in advance, so that intimation of sanction or refusal, can be sent to him , before the expiry of leave originally granted.

No request, made through telephone or personal message, for sanction or extension of leave, will be considered. Every request for leave, must be made in writing.

In case of an accident or hospitalization or an emergency, the management shall accept a telephonic or personal message. However, messages shall be followed by an application, within three days thereof and if an employee desires the entire period of absence to be treated against balance leave at his credit, the management may consider the same. In case of failure to send message followed by an application duly recommended by competent authority, the entire period of absence shall be treated as unauthorized absence from work without pay and be liable for disciplinary action.

An employee shall satisfy himself that the leave applied by him is sanctioned and he receives the intimation, before proceeding on leave. Any employee

stays away from work, when the leave applied has not been sanctioned or the same is refused, he shall be marked absent from work and entire period shall be treated as unauthorized absence, without pay and such act shall be considered as misconduct and he will be liable for disciplinary action.

**4. Encashment:**

Any un-availed Earned leave shall not be encashed.

**5. Limit For Sanction:**

An employee shall be allowed to avail leave, for minimum of four days at a time. In an exceptional case of no casual leave at the credit of an employee the earned leave may be adjusted for one day and above.

**6. Other Conditions:**

No Earned leave shall be granted, in anticipation of leave to be earned during his future service. No Earned leave shall be adjusted against any notice period, when the employee wishes to leave his employment.

Any employee remaining absent from work, beyond the period of sanctioned or subsequently extended leave, shall be liable for disciplinary action. On termination of employment, no wages shall be paid, for the un-availed quantum of leave, calculated till the date of his last attendance.

**7.** The leave at credit of a Trust employee at the close of the previous half year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year does not exceed one hundred and twenty days. Earned leave shall be credited to the leave account of a Trust employee at the rate of one day for each completed calendar month of service in the half of the calendar year in which he is appointed.

**8.** The credit for the half year in which a Trust employee is due to retire or resigns from service shall be accounted at the rate of one day for each completed calendar month of service up to the date of retirement or resignation.

**9. Earned Leave to Trust Servants in Vacation Department:**

The leave account of a Trust employee serving in vacation department shall be credited in advance with earned leave in two installments of 5 days each on the first day of January and July of every calendar year.

**10.** Where a Trust employee retires on attaining the normal age of retirement, the Managing Trustee may grant cash equivalent of leave salary for earned leave, if any, at the credit of the Trust employee as on the date of his/her retirement subject to a maximum of 120 days and twenty years of continuous service in the Trust institute.

### **Rule-(39) Compensatory Off or Compensatory Casual Leave:**

#### ***1. Condition of Granting Leave:***

The employees of clinical and essential departments services who work on general holidays declared by the Government of Karnataka or by affiliated University, shall be granted compensatory casual leave in proportion to the service rendered by him i.e one day for every general holidays of work performed and shall be availed within one week.

***2. Procedure for Availing Leave:*** An employee, who intends to avail Compensatory leave shall submit an application to the sanctioning authority Director HR&IT at least two days in advance and shall avail within one week. Compensatory off or leave cannot be clubbed with earned leave or permission leave.

***3. Accumulation and Encashment:*** Any portion of un-availed compensatory off or compensatory leave shall not be allow to accumulate and encashed.

### **Rule-(40) Special Leave:**

**1.** An employee specially teaching staff who attends the conferences or workshops or seminars or examination duties shall be allowed 15 days in a calendar year, as special leave. Ten days marriage leave may be granted to the employee for his/her marriage as special leave with pay.

***2. Procedure for Availing Special Leave:*** An employee shall submit an application along with call/ invitation letter and other related papers to the sanctioning/ granting authority, at least seven days in advance. He shall also submit certificate to the effect that he has attended the conference or

workshop or seminar or examination duties for which he was called/ invited and allowed by the Institution.

The sanctioning authority may grant or refuse (*during exigency of work*) the special leave applied by the employee.

### **Rule-(41) Permission Leaves:**

The employees of clinical and essential departments who work on Sundays shall be granted permission leave in proportion to the Service rendered by him/her i.e. one day for every Sundays of work performed and should be availed within a week. Any portion of un-availed permission leave shall not be encashed.

### **Rule-(42) Restricted Holiday (RH)**

A regular employee may be allowed to avail two restricted holiday in a calendar year, as declared by the statutory body.

### **Rule-(43) Leave without Pay**

As a matter of policy, no leave without pay shall be considered, in general, to any employee. However, in case of special circumstances, based on merit of each case, at the sole discretion of the management, and there being no casual or earned leave to his credit, leave without pay may be considered, on an application being made by an employee, at least a week in advance. Maximum of ten days leave without pay may be sanctioned.

### **Rule-(44) National and Festival/ General Holidays:**

**1)** National and festival holidays shall be observed by the establishment/ institutions in conformity with the State Government or concerned University or Board. Management reserves the right to call any employee for work, on any holiday and in such cases, the employee shall not refuse to work.

**2) *General holidays:*** The establishment/ institutions being educational institutions are also covered under the General Holiday circular by the Government of Karnataka or Rajiv Gandhi University of Health Sciences or Bangalore/ Tumkur University or Visvesvaraya Technical University.

### **Rule-(45) Essential Services:**

**1)** The following services shall be treated as essential service and shall be maintained at all times, as required by the management, during holidays, closer, strike, lock-out, work stoppage and any other type of agitations.

Watch and ward/ Fire fighting.

Power/ Water supply.

Hospital.

Maintenance of pollution control measures, animal house, sanitary work and disposal/ bio-waste.

Hostel/ Mess, Canteen.

Clinical, Para-medical and Technical Services.

Ambulance service.

Medical College & Hospital.

## **2) Leave For Employee In Essential Services:**

No employee, in essential services, shall remain absent from work, under any circumstances, unless his leave is granted or the absence is permitted by his superiors. An employee, requiring leave for any reason, with or without wages, shall apply well in advance to enable the management to make suitable alternative arrangement to ensure smooth working in his absence.

In case, of any employee remains absent without sanction of leave, his absence will be considered as a serious misconduct and he will be liable for disciplinary action.

## **Rule-(46) Leaves While Under Suspension:**

(1) Leave of absence for a definite period is not admissible to an employee who has been suspended from duty and without obtaining the permission of the authority competent to fill up the appointment; an employee under suspension should not leave the station where his office is situated.

(2) No payment of subsistence allowance shall be made unless the employee continues to reside in the station where his office is situated or in the station in which he is permitted by the authority. Which made the order of suspension.

### **Rule (46 A) Extra Ordinary Leave**

The Managing Trustee in an exceptional case like higher study or health may sanction Extra Ordinary Leave without pay, if the employee is not having any kind of leave at his/her credit.

## **Rule-(47) Leave- General Rules:**

Leave cannot be claimed as a matter of right. Discretion is reserved to the authority empowered to grant leave or refuse or revoke leave at any time.

**1) “Completed year of service” and “One year’s continuous service”** means continuous service of the specified duration and includes periods spent on duty as well as on leave including extraordinary leave.

**2)** A Trust employee who absents himself from duty without sanction of leave will not be entitled to any salary for the days of absence.

**a.** When a Trust employee has attended office late after the expiry of the grace period of [ten minutes] from the appointed time of commencement of office but before 2.00 p.m. he shall forfeit casual leave for half a day on each day of such late attendance. If however, the Trust employee has no casual leave at his credit, he shall forfeit a day’s earned leave.

**b.** Where a day’s duty of a Trust employee is divided into two parts, unauthorized absence for any one part shall be forfeiture of half a day’s pay and allowance.

**3)** Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave (except casual leave).

**4)** General holidays and Sundays within the leave period are considered as leave days.

### **Rule-(48) Maternity Leave:**

A female permanent Trust employee may be granted maternity leave by an authority competent to grant leave for a period of one hundred and twenty days from the date of its commencement. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Maternity leave shall not be admissible to a female servant who has two or more living Children. Maternity leave may be combined with a vacation or any kind of leave. Maternity leave shall not be debited against the leave account. Before availing maternity leave, the female employee shall execute an agreement of return on duty after completion of leave and shall refund four months’ salary if not return on duty.

Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a



woman teacher in her career is not more than 45days, and the application for leave is supported by a medical certificate

**Rule-(49) Procedure Relating to Leave:**

The leave account of an employee shall be maintained, and the entries therein attested, by the head of the institution in which he is employed. An application for leave or for an extension of leave must be made through the immediate departmental superiors if any or to a authority competent to grant such leave or extension.

On each first working day of the month, the Head of institution shall submit to the management, the details of all kind of leave availed or absent from the work without permission by the employee.

**Rule-(50) SANCTIONING AUTHORITY:  
CASUAL LEAVE**

**College: SHRIDEVI INSTITUTE OF MEDICAL SCIENCES AND RESEARCH HOSPITAL**

<b>Sl. No</b>	<b>Post</b>	<b>Quantum of Leave</b>	<b>Sanctioning Authority</b>
<b>1</b>	<b><i>Medical Director</i></b>	1 day and above	Managing Trustee
<b>2</b>	<b><i>Dean/Principal/Vice Principal</i></b>	1 day and above	Medical Director
<b>3</b>	<b><i>Department :</i></b>		
	<b>1) Head of the Department</b>	1 day and above	Medical Director
	<b>2) Teaching Staff</b> <i>Professor/Associate Professor</i> <i>Asst. Professor</i> <i>Tutors/Demonstrators</i>	1 Day and Above	Medical Director
	<b>3) Non-Teaching Staff</b> <i>Technician/FDA/SDA/Attendrs</i>	Up to 2 Days More than 3 days	Director HR&IT Medical Director
<b>4</b>	<b><i>Library Staff</i></b>		
	<b>1) Chief Librarian</b>	Up to 2 days	Director HR&IT
	<b>2) Asst Librarian</b>	3 Days and Above	Medical Director

	<i>FDA/SDA/Attenders</i>		
5	<b>Physical Education Director</b>	Up to 2 days 3 Days and Above	Director HR&IT Medical Director
6	<b>Administrative Staff</b> 1) <i>Office Superintendent</i> 2) <i>FDA/SDA/Attenders/Drivers</i>	Up to 2 Days More than 3 days	Director HR&IT Medical Director
1	<b>Hospital:</b> Medical Superintendent/ Dy Medical Supt.	1 day and Above	Medical Director
2	1) <b>Head of the Department</b> 2) <b>Teaching Staff</b> <i>Professor/Associate Professor</i> <i>Asst. Professor</i> <i>Tutors/Demonstrators</i> 3) <b>Non-Teaching Staff</b> <i>Technician/FDA/SDA/Attenders</i>	1 Day & Above 1 Day 2 Days and Above More than 3 days Up to 3 days More than 3 days	Medical Director HOD Principal Medical Director Director HR&IT Medical Director
3	<b>Causality Medical Officer</b>	up to 3 Days More than 3 days	Medical Superintendent Medical Director
4	1) Nursing Superintendent / Deputy Nursing Superintendent / Asst Nursing Superintendent. 2) Staff Nurse/ Nursing Sister	up to 3 Days More than 3 days up to 3 Days More than 3 days	Medical Superintendent Medical Director Vice Principal Medical Director
5	1) <i>Medical Record Officer/</i> <i>Asst. Medical Officer</i> 2) <i>FDA/SDA</i>	up to 3 Days More than 3 days	Director HR&IT Medical Director

6	<b>Technicians</b>	Up to 3 Days	Director HR&IT
		4Days and Above	Medical Director
7	<b>Administrative Staff</b> <b>a. Manager/Office Superintendent</b> <b>b. Public Relation Officer/ Insurance coordinator</b> <b>c. Receptionist</b> <b>d. Accounts Officer / FDA/SDA/office assistants</b> <b>e. Floor Supervisors</b> <b>f. Maintenance Dept- Electrical, Plumber, Blacksmith</b>	4Days and Above	CEO/ Medical Director
8	<b>Central Stores</b> <b>1) Stores &amp; Purchase Officer</b> <b>2)FDA/SDA/office assistants</b>	Up to 3 Days	Vice Principal
		4 Days & above	CEO/Medical Director
9	<b>Blood Bank</b> <b>1) Officer</b> <b>2) Supervisor/Technicians/Nurse/ Attender</b>	Up to 3 days	Vice Principal
		4 Days and above	Medical Director
10	<b>Pharmacy</b> <b>1) Chief Pharmacist</b> <b>2) Pharmacist</b> <b>3) Other staff</b>	Up to 3 days	Vice Principal
		4 days and above	Medical Director/CEO

### **Casual Leave:**

**College: Engineering/Polytechnic / Degree College & Post Graduate/Pre-University Education**

<b>Sl. No</b>	<b>Post</b>	<b>Quantum of Leave</b>	<b>Sanctioning Authority</b>
<b>1</b>	<b><i>Principal/Vice Principal/Director</i></b>	Up to 3 Days More than 3 Days	CEO/Medical Director Managing Trustee
<b>2</b>	<b><i>Department :</i></b>		
	<b>1) Head of the Department</b> <b>2) Teaching Staff</b> <i>Professor/Associate Professor</i> <i>Asst. Professor</i> <i>Senior Lecturer/Lecturer</i> <b>3) Non-Teaching Staff</b> <i>Technician/FDA/SDA/Attenders</i>	Up to 3 Days More than 3 Days	Principal CEO/Medical Director
<b>3</b>	<b><i>Library Staff</i></b> <b>1) Chief Librarian</b> <b>2) Asst Librarian</b> <i>FDA/SDA/Attenders</i>	Up to 3 Days	Principal
		More than 3 Days	CEO/Medical Director
<b>4</b>	<b><i>Physical Education Director</i></b>	Up to 3 days	Principal
		4 days Above	CEO/Medical Director
<b>5</b>	<b><i>Administrative Staff</i></b> <b>1) Office Superintendent</b> <b>2) FDA/SDA/Attenders/Drivers</b>	Up to 3 Days	Principal
		More than 3 days	CEO/Medical Director
<b>6</b>	<b><i>Placement Officer</i></b>	Up to 3 Days	Principal

		More than 3 days	CEO/Medical Director
7	<i>Purchase and Stores Officer</i>	Up to 3 Days	Principal
		More than 3 days	CEO/Medical Director

**Casual Leave:**

**College: Industrial Training Institute**

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<i>Principal</i>	1 day and Above	CEO/Medical Director
2	<i>Trade- Teaching Staff</i> 1) Training Officer	Up to 3 days	Principal
	2) Junior Training Officer (JTO)	4 days Above	CEO/Medical Director
	3) <i>Non-Teaching Staff Workshop Attenders</i>		
3	<i>Administrative Staff</i> <i>FDA/SDA/Attenders</i>	Up to 3 Days	Principal
		4 days and above	CEO/Medical Director

**Casual Leave:**

**College: Primary & Higher Secondary School**

Sl. No	Post	Quantum of Leave	Sanctioning Authority
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<b>1</b>	<b>Head Master</b>	1 day and above	CEO/Medical Director
<b>2</b>	<b>Teaching Staff</b> <i>Assistant Master/ Mistress Physical Education/ Craft Teacher</i>	Up to 3 days	Head Master
		4 days and above	CEO/Medical Director
<b>3</b>	<b>Administrative Staff</b> <i>FDA/SDA/Attenders</i>	Up to 3 Days	Head Master
		4 days and Above	CEO/Medical Director

### **Casual Leave:**

#### **College: Nursing / Paramedical**

<b>Sl. No</b>	<b>Post</b>	<b>Quantum of Leave</b>	<b>Sanctioning Authority</b>
<b>1</b>	<b>Principal</b>	1 day and above	CEO/Medical Director
<b>2</b>	<b>Department :</b>		
	<b>1) Teaching Staff</b> <i>Professor/Associate Professor Asst. Professor/ Senior Lecturer/ Tutor/Lecturer/Clinical Instructor/ Lab Asst.</i>	Up to 3 days	Principal
	<b>2) Non-Teaching Staff</b> <i>Instructor/ Asst. Instructors</i>	4 days and above	CEO/Medical Director
<b>3</b>	<b>Library Staff</b>	Up to 3 days	Principal

	1) Chief Librarian 2) Asst Librarian FDA/SDA/Attenders	4 days and above	CEO/Medical Director
4	<b>Physical Education Director</b>	Up to 3 days	Principal
		4 days and Above	CEO/Medical Director
5	<b>Administrative Staff</b> 1) Office Superintendent 2) FDA/SDA/Attenders/Drivers	Up to 3 days	Principal
		4 days and Above	CEO/Medical Director

### **Casual Leave: College: Distance Education**

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<b>Administrative Staff</b> 1) Coordinator 2) FDA/SDA/Attenders	1 day and above	CEO/Medical Director
		Up to 3 days	Coordinator
		4 days and above	CEO/Medical Director

### **Casual Leave: TRUST OFFICE**

Sl No	Post	Quantum of Leave	Sanctioning Authority
	<b>Admission Staff</b> 1. Chief Account Officer	1 day and above Up to 3 days 4 days and above	Managing Trustee CEO/Medical Director Managing Trustee

	<b>2. Director HR &amp; IT</b>	Up to 3 days	CEO/Medical Director
		4 days and above	Managing Trustee
	<b>3. Liaison Officer</b>	Up to 3 days	CEO/Medical Director
		4 days and above	Managing Trustee
	<b>4. Chief Accounts Officer</b>	Up to 3 days	CEO/Medical Director
		More than 4 days	Managing Trustee
	<b>5. Accountant</b>	Up to 3 days	Chief Accounts Officer
		4 days and above	CEO/Medical Director
	<b>6. Director Admission &amp; Admission Account</b>	Up to 3 days	CEO/ Medical Director
		4 days and above	Managing Trustee
	<b>7. Staff working under Director Admission &amp; Admission Account</b>	Up to 3days	Director Admission & Admission Accounts
		More than 3 days	CEO/Medical Director
	<b>8. Network Administrator and all Staff IT</b>	Up to 3 days	Director HR & IT
		4 days and above	CEO/Medical Director
		1day &above	Director HR & IT



<b>9.</b> <i>FDA/ SDA/ Attenders</i>		
<b>10.</b> <i>Facility Manager</i>	1day &above	Director HR & IT
<b>11.</b> <i>All Technical Staff, Electrician, Plumbers</i>	1 day and above	Director HR & IT
<b>12.</b> <i>Head of Civil Department</i>	1 day and above	CEO/Medical Director
<i>Staff Civil Department</i>	1 day and above	Director HR & IT
<b>13.</b> <i>Cleaning Supervisors/sweepers Gardeners/ Watchman</i>	1 day and above	Director HR & IT

### **Casual Leave: HOSTELS**

<b>Sl. No</b>	<b>Post</b>	<b>Quantum of Leave</b>	<b>Sanctioning Authority</b>
1	<i>Administrative Staff</i> 1)Chief Warden/Warden 2)Deputy warden/Manager	1 day & above	CEO/Medical Director

2	Accountant / Store Keeper Supervisor	Up to 3 days	Chief Warden/warden
	Head Cook/ Assistant Cook Assistant/ Helpers/ Sweepers	4 days and above	CEO/Medical Director

### Vehicle Drivers and Cleaners

1	Ambulance Driver	Up to 3days	Director HR &IT
	Cleaner	3days and above	Medical Director
2	Driver of Managing Trustee	1 day and above	Managing Trustee
3	All other Drivers	1 day and above	Director HR &IT

### **Earned Leave: College: SHRIDEVI INSTITUTE OF MEDICAL SCIENCES & RESEARCH HOSIPTAL**

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<i>Medical Director</i>	1 day and above	Managing Trustee
2	<i>Dean/Principal/Vice Principal</i>	1 day and Above	Medical Director
3	<i>Department :</i>		
	1) Head of the Department	1 Days & above	Medical Director

	<p>2) Teaching Staff  <i>Professor/Associate Professor</i>  <i>Asst. Professor</i>  <i>Tutors/Demonstrators</i></p> <p>3) Non-Teaching Staff  <i>Technician/FDA/SDA/Attenders</i></p>	<p>1 Days &amp; above</p> <p>Up to 4 Days</p> <p>5 days &amp; above</p>	<p>Medical Director</p> <p>Director HR&amp;IT</p> <p>Medical Director</p>
4	<p><i>Library Staff</i></p> <p><b>1) Chief Librarian</b></p> <p><b>2) Asst Librarian</b>  <i>FDA/SDA/Attenders</i></p>	<p>Up to 4 Days</p> <p>5 days &amp; above</p>	<p>Director HR&amp;IT</p> <p>Medical Director/CEO</p>
5	<p><i>Administrative Staff</i></p> <p><b>1) Section Officer/ Office Superintendent</b></p> <p><b>2) FDA/SDA/Attenders/Drivers</b></p>	<p>Up to 4 Days</p> <p>5 days &amp; above</p>	<p>Director HR&amp;IT</p> <p>Medical Director/CEO</p>
6	<p><i>Hospital:</i>  Medical Superintendent/  Dy Medical Supt.  Casualty Medical Officer</p> <p>Nursing Superintendent / Deputy  Nursing Superintendent / Asst  Nursing Superintendent.</p> <p>Staff Nurse/ Nursing Sister</p> <p><i>Medical Record Officer/  Asst. Medical Officer</i></p> <p><i>FDA/SDA</i></p>	<p>1 day and above</p> <p>Up to 4 Days</p> <p>5 days &amp; above</p> <p>Upto 4 Days</p> <p>5 days &amp; above</p> <p>Up to 4 Days</p>	<p>Medical Director</p> <p>Director HR&amp;IT  Medical Director/  CEO</p> <p>Director HR&amp;IT</p> <p>Medical Director</p> <p>Director HR&amp;IT</p>

	<i>Technicians</i>	4 Days & above	Medical Director/CEO
7	<i>Administrative Staff</i> <b>A. Manager</b> <b>B. Public Relation Officer/ Insurance Co-ordinator</b> <b>C. Receptionist</b> <b>D. Accounts Officer / FDA/SDA/office assistants</b> <b>E. Supervisors</b> <b>F. Maintenance Dept- Electrical, Plumber, Blacksmith</b>	Up to 4 Days  5 days & above	Vice Principal  CEO/Medical Director
8	<i>Central Stores</i> <b>1) Stores &amp; Purchase Officer</b> <b>2) FDA/SDA/office assistants</b>	Up to 4 Days  5 days & above	Vice Principal  CEO/ Medical Director
9	<i>Blood Bank</i> <b>1) Officer</b>	Up to 4 Days & above	Medical Director
	<b>2) Supervisor/Technicians/Nurse/ Attender</b>	Up to 4 Days & above  5 days & above	Director HR&IT  CEO/ Medical Director

10	<i>Pharmacy</i> 1) <i>Chief Pharmacist</i> 2) <i>Pharmacist</i> 3) <i>Other staff</i>	Up to 4 Days	Vice Principal
		5 days & above	CEO/Medical Director

### **Earned Leave:**

**College:** Engineering/Polytechnic/Degree College & Post Graduate/Pre-University Education

<b>Sl. No</b>	<b>Post</b>	<b>Quantum of Leave</b>	<b>Sanctioning Authority</b>
1	1) <i>Principal/Vice Principal/Director</i>	1 day and Above	CEO/Medical Director
2	<b>Department :</b>		
	2) <i>Head of the Department</i> 3) <i>Teaching Staff</i> <i>Professor/Associate Professor</i> <i>Asst. Professor</i> <i>Senior Lecturer/Lecturer</i> 4) <i>Non-Teaching Staff</i> <i>Instructor/ Asst. Instructors/</i> <i>System Administrator/ Technical</i> <i>Helpers</i>	Up to 4 Days  5 days & above	Principal  Medical Director/ CEO
3	<i>Library Staff</i> 1) <i>Chief Librarian</i> 2) <i>Asst Librarian</i> <i>FDA/SDA/Attendees</i>	Up to 4 Days  5 days & above	Principal  CEO/Medical Director

4	<i>Physical Education Director</i>	Up to 4 Days 5 days & above	Principal CEO/Medical Director
5	<i>Administrative Staff</i> <b>1) Office Superintendent</b> <b>2) FDA/SDA/Attenders /Drivers</b>	Up to 4 Days 5 days & above	Principal CEO/ Medical Director
6	<i>Placement Officer</i>	Up to 4 Days 5 days and above	Principal CEO/Medical Director
7	<i>Purchase and Stores Officer</i>	Up to 4 Days 5 days & above	Principal CEO/Medical Director

### **Earned Leave:**

#### **College: Industrial Training Institute**

<b>Sl. No</b>	<b>Post</b>	<b>Quantum of Leave</b>	<b>Sanctioning Authority</b>
1	<b><i>Principal</i></b>	1 day and Above	Medical Director/CEO
2	<b><i>Trade- Teaching Staff</i></b> <b>1) Training Officer</b> <b>2) Junior Training Officer (JTO)</b> <b>3) Non-Teaching Staff</b> <b><i>Workshop Attenders</i></b>	Up to 4 Days 5 days & above	Principal Medical Director/ CEO
3	<b><i>Administrative Staff</i></b>  <b><i>FDA/SDA/Attenders</i></b>	Up to 4 Days	Principal

		5 days & above	CEO/Medical Director
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**Earned Leave: College: Primary & Higher Secondary School**

<b>Sl. No</b>	<b>Post</b>	<b>Quantum of Leave</b>	<b>Sanctioning Authority</b>
1	<b>Head Master</b>	1 day and Above	CEO/Medical Director
2	<b>Teaching Staff</b> <i>Assistant Master/ Mistress Physical Education/ Craft Teacher</i>	Up to 4 Days  5 days & above	Head Master  CEO/ Medical Director
3	<b>Administrative Staff</b> <i>FDA/SDA/Attenders</i>	Up to 4 Days  5 days & above	Head Master  CEO/Medical Director

**Earned Leave: College: Nursing / Paramedical**

<b>Sl. No</b>	<b>Post</b>	<b>Quantum of Leave</b>	<b>Sanctioning Authority</b>
1	<b>Principal</b>	1 day and Above	CEO/ Medical Director
2	<b>Department :</b>		
	<b>1) Teaching Staff</b> <i>Professor/Associate Professor Asst. Professor/ Senior Lecturer/ Tutor/Lecturer/Clinical Instructor/ Lab Asst.</i>	Up to 4 Days  5 days & above	Principal  CEO/ Medical Director
	<b>2) Non-Teaching Staff</b> <i>Instructor/ Asst. Instructors</i>		

3	<b>Library Staff</b> 1) Chief Librarian 2) Asst Librarian FDA/SDA/Attenders	Up to 4 Days	Principal
		5 days & above	CEO/Medical Director
4	<b>Physical Education Director</b>	Up to 4 Days	Principal
		5 days & above	CEO/Medical Director
5	<b>Administrative Staff</b> 1) Office Superintendent 2) FDA/SDA/Attenders/Drivers	Upto 4 Days	Principal
		5 days & above	CEO/Medical Director

**Earned Leave: College: DISTANCE EDUCATION**

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<b>Administrative Staff</b> 1) Coordinator 2) FDA/SDA/Attenders	1 day and above	CEO/Medical Director

**Earned Leave: TRUST OFFICE**

Sl. No	Post	Quantum of Leave	Sanctioning Authority
1	<b>Administrative Staff</b> a. Chief Executive Officer	1 day & above	Managing Trustee
2	b. Director HR & IT C Liaison Officer Chief Accounts Officer Director Admission And Admission Accounts	Up to 4 Days	CEO/Medical Director
		5 days & above	Managing Trustee
3	c. Accountant	Up to 4 days	CEO /Medical Director
4	d. Network		



5	<i>Administrator and all Staff IT</i>	5 days and above	Managing Trustee
	<i>e. Office superintendent/FDA/SDA/ Computer operator</i>		
6	<i>Attenders/security</i>		
7	<i>f. Facility Manager</i>		
	<i>g. All Technical Staff, Electrician,</i>		
8	<i>Plumbers/Driver</i>		
9	<i>h. Civil Department</i>		
10	<i>i. Cleaning Supervisors/sweepers</i>		
	<i>j. Gardeners</i>		

### **Earned Leave: Civil Department**

<b>Sl. No</b>	<b>Post</b>	<b>Quantum of Leave</b>	<b>Sanctioning Authority</b>
1	<i>Head of Civil Department</i>	1 day & above	<i>CEO/Medical Director</i>
2	<i>JE/AEE &amp; all Staff helpers Electricians</i>	1 day & above	<i>Director HR&amp;IT</i>

### **Earned Leave: HOSTELS**

<b>Sl. No</b>	<b>Post</b>	<b>Quantum of Leave</b>	<b>Sanctioning Authority</b>
1	<i>Administrative Staff a) Chief Warden</i>	1 day & above	<i>CEO/Medical Director</i>

	<b>b) Deputy Warden</b> <b>c) Manager</b> <b>d) Accountant</b> <b>e) Supervisor</b> <b>f) Head Cook/ Assistant Cook</b> <b>g) Assistant/ Helpers/ Sweepers</b>	    Up to 4 Days 5 days & above	     Director HR&IT CEO/Medical Director
<b>Drivers and Cleaners</b>			
<b>1</b>	Driver of Managing Trustee	1 day & above	Managing Trustee
<b>2</b>	Ambulance Driver	Up to 4 Days & above	Director HR&IT
<b>3</b>	All other Drivers	Up to 4 Days	Director HR &IT
<b>4</b>	Carpenter/Maintenance staff/ Civil Department	Up to 4 Days	Director HR& IT

### CHAPTER III