



VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD

Autonomous institution, affiliated to JNTUH

LEAVE RULES

Seeking leave is not a matter of right. Leave has to be used judiciously by all the employees. It is mandatory to seek prior approval from the concerned HOD before proceeding on leave. Also, it is the responsibility of every employee of the institute to apply leave through online portal (faculty log-in) with necessary alternate arrangements of his/her classes so as to ensure the students will not be put into any inconvenience/deprived of their class/learning.

The leave approving authority shall respond to employee leave request and accord the necessary approval at the earliest (online), so that the employees are not put into any inconvenience. It is the responsibility of every approving authority such as HOD, AO, Librarian, TPO, COE, Principal and others to check their logins (online) twice in a day (first in the morning and second before leaving the campus in a given day) and approve the leave requests, if any.

Please be informed that an employee can proceed for the OOD & Other Leaves only after obtaining the due approval from the concerned authorities. Any employee shall not proceed on leave if their leave is not approved by the immediate authority.

The following are the leave approving authorities:

SNo.	Applicant	Recommending Authority	Approval Authority
1	Faculty / Staff	HOD/AO/Librarian/TPO/COE	Principal
2	HODs	-	Principal
3	Deans/ Associate Deans	Principal	Management Nominee
4	Principal	-	Management Nominee

TYPES OF LEAVE

1. CASUAL LEAVE (CL)

- a) Casual Leaves are intended essentially for short periods of absence due to unexpected contingencies.
- b) The total casual leaves admissible are 12 per employee per year. The total CLs should not exceeding 12 days in a calendar year.
- c) If an employee join the college in middle of a calendar year, the number of casual leaves admissible will be on *prorate basis* in that year that is one CL for after one month of service.
- d) **Casual leave should not be combined with holidays, vacation or any kind of regular leaves (as discussed in the following sections).**
- e) **In a stretch, an employee cannot apply for more than 3 days of CL.**
- f) Casual leaves required advance approval and the employee has to make alternative arrangements for his/her academic work.



VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD

Autonomous institution, affiliated to JNTUH

- g) The unused CLs in an academic year cannot be carry forwarded to the next calendar year and deemed to be lapsed.

2. SPECIAL CASUAL LEAVE (SCL)

- a) An employee is eligible for special casual leave benefits only after completion of one year satisfactory service in the College or should have satisfactory completion of the specified Probation Period.
- b) Special casual leave construed seminars/symposia/workshops/PhD class works/projects viva/paper presentations/guest lecture/external duties etc., organized by institutions of national and international repute for professional development.
- c) Special casual leaves cannot be combined with Casual leave or with any other leave or with vacation.
- d) The Employee can avail SCL in case of sudden demise of his/her first relation (Spouse, Children and Parents)

3. ON OFFICAL DUTY (OOD)

Any faculty/staff deputed by the college for representing the institute for presenting research project presentations/AICTE/JNTUH/Technical Education/UGC or any other work related to administration, they may seek OOD.

Note: All SCLs/OODs are to be recommended by the concerned immediate authority (recommending authority) and to be approved by the Principal, limiting to a maximum of 10 days in a calendar year.

4. COMPENSATORY OFF (CO)

Compensatory Off shall be provided to an employee if s/he worked against assigned duties by the College that fall during holidays or extended hours during regular days (the number of hours shall be more than 6 hours at a stretch). The approval of the compensatory off is at the discretion of leave approving authorities.

The total number of Compensatory Leaves shall not exceed 3 days in a Calendar Year and these leaves cannot be extended to the next academic year.

5. SICK LEAVE (SL)

- a) Sick Leaves admissible to an employee, whose probation has been satisfactorily completed.
- b) Sick Leaves are limited to 4 days for each completed year of regular service.
- c) Sick Leave may be sanctioned only after producing a discharge



VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD

Autonomous institution, affiliated to JNTUH

summary/report obtained from refereed hospital/doctors approved by the College Authorities.

- d) Sick Leave can be accumulated up to maximum of 120 days in the entire service.

6. MATERNITY LEAVE

- a) Maternity Leave is admissible to women employees appointed on regular basis and after satisfactory completion of the probationary period.
- b) The leave is not admissible in case of an employee, who has two or more surviving children.
- c) The total permissible leave is maximum of 120 days with half pay.