

Leave Policy

Objectives of Leave Policy:

The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave.

RIGHT OF LEAVE:

“The leave cannot be claimed as a matter of right but can be granted at the discretion of the head of the office or the department, as the case may be. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave”.

Leave year & Applicability

- Leave year will be the academic year, which is 1st July to 30th June.
- The Employees are not allowed to club any two types of leaves.
- The policy is applicable to all the employees.
- This policy is not applicable to consultants / Guest Faculties engaged with the college.
- **Employees with less than one year of service are not entitled to avail any Earned Leaves / Summer Vacations / Winter Vacations/ Maternity Leave.**
- In the event of an employee leaving the service of the organization by the way of resignation or otherwise, except as a result of disciplinary proceedings, he/she shall not earn any earned leave/casual leave during the notice period that the employee needs to serve.
- All the Directors / Principals are expected to observe 6 days working.
- Since most of the hostel wardens, canteen supervisors & Dispensary staff remain on duty on Sundays/other Holidays, they will be allowed to avail compensatory at a time convenient to them with prior approval of the competent authority maximum up to 30 per annum. However, compensatory leaves will not be carried over to next year.

- All leaves should be applied in advance and duly approved by the competent authority. In exceptional cases a telephonic information for leave may be considered which will be purely discretion of the reporting authority and such cases should not be 03 times a semester
- All leaves should be applied through ERP.
- No Leave can be en-cashed. Casual leaves cannot be accumulated for next operational year.

Classification of Employees:-

- **Vacational Staff:-**

Director / Principal, Professor, Associate Professor, Assistant Professor, Lecturer, Laboratory Staff, Workshop staff.

- **Non- Vacational Staff :-**

All Administrative staff like registrar office, Admission Office, HR, Library, Computer Labs, IT Staff, Accounts office.

CASUAL LEAVE :-

Eligibility: -

- All employees are eligible to avail Casual leave.
- Applications for CL in advance should be submitted through proper channel i.e recommended from HOD then approved by Principal/Director in ERP.

Entitlement: -

- **12** days Casual leave Per Annum is allowed to each employee.
- An employee who joins the college other than 1st day of July shall be entitled to casual leave in that respective year on a pro-rata basis.
- Half day CL can be taken as needed.
- An employee can avail only 3 days casual leave at a stretch, in case of more than 3 days leave it will be deducted from EL or LWP.
- If an employee avails more than **12** casual leave during the calendar year, it will be counted as Leave without Pay.

- The employee will be credited with CL, 1 per month basis in case of employee taking more CL; then it will be unpaid leave.

SUMMER & WINTER VACATION

Eligibility: -

- Vocational employee is eligible for summer and winter vacation.
- One week (05 working days) summer vacation is entitled to employees who have completed 1 - 3 years of service with CGC, Jhanjeri
- Two weeks (10 working days) of summer vacation is entitled to employees after completing 3-6 Years of service in CGC, Jhanjeri.
- Three weeks (15 working days) of summer vacation is entitled to employees after completing 6 years and above service in CGC. Jhanjeri.
- One week (05 working days) of winter vacation is entitled after one or more years of service in CGC.
- All the employees are required to submit a leave plan to their respective head of the department stating when he/she intends to take the vacations.
- The vacations will be permissible only in the notified vacations period. The employees cannot plan their leaves in mid of the semester.
- If Vacational staff will be called for duty in college and don't avail the Summer Vacation & Winter Vacation in that particular year. The Vacational Staff can avail their leaves during non-teaching days.

EARNED LEAVE

Eligibility: -

- All Non-Vacational employees are eligible to avail Earned leave.
- Earned leave is calculated from DOJ.
- Employees are entitled to earn leaves only once they complete their successful one year with CGC, Jhanjeri.
- 10 days earned leave Per Annum is allowed to Non Vacational Staff who completes 1 year of service but less than 3 years, 15 days after

completing 3 years but less than 6 years, 20 days after completing 6 years of service.

- Un-availed Earned leaves will be carried forward to the next year.
- All the employees are required to submit a leave plan to their respective head of the department stating when he/she intends to take earned leave.
- The management reserves the right to call anyone in mid of leave if their services are required in the campus.
- An employee can accumulate maximum of **90** days earned leave in his/her tenure with the organization. Any leave above 90 will be lapsed and will not be carried forward.
- If an employee entitled for EL and want to avail leave for more than 3 days then he/she should fill earned leave rather than casual in the leave application form.
- In case an employee has no earned leave in their credit then the leave availed will be Leave without Pay (LWP).

ACADEMIC LEAVE

- Vocational staff are entitled to avail 03 days Special leaves in a year for the purpose of Research/Viva-Voce exam in other colleges under the Punjab Technical University and can avail 05 days special leave for seminars/conference/workshop in a year.
- Executive Director will approve all special leaves after recommendation by Director/Principal.

MEDICAL LEAVE

- An employee can avail 6 days of medical leave with full pay per year or can avail 12 half pay leaves per year.
- An employee can accumulate maximum of **30** days medical leave in his/her tenure with the institution .
- If an employee avails more than 2 days medical leave he/she needs to produce medical certificate from MBBS doctor only.

Saturday Leave

- The Vocational staffs are entitled to avail all Saturdays off.
- The Non-Vocational staff is entitled to avail alternate Saturday off with the approval of the competent authority. The employee needs to work for two Saturday's in a month else it will be counted as LWP.

Short Leave

- All employees are eligible for short leave with prior approval.
- The employees can avail the short leave of 2 hours per month
- Short Leave can be clubbed with any other type of leave.

Maternity Leave

- Maternity leave will be as per statutory bodies guidelines.
- For availing maternity leave one should complete at least one year of service with CGC-J.

Compensatory Leave

- If an employee (Vocational/Non-Vocational) is put on duty on holidays he/she will be allowed for a compensatory leave. The employee can avail the compensatory off within one month.
- No compensatory off will be given in lieu of working beyond normal working hours.
- Directors/Principals/Heads needs to submit a report to Executive Director on the work executed / done by the employee on Saturday.