



# Indhira College of Education

(Approved by NCTE / Affiliated to the Tamilnadu Teachers Education University)

## INDHIRA COLLEGE OF EDUCATION

### 1. LEAVE POLICY

1.1 Scope: All regular Employees including Trainees with effect from March 01, 2023.

#### 1.2 Authority/ Responsibility:-

- 1.3.1 Recommending authority – Respective immediate superior
- 1.3.2 Sanctioning authority – Respective Head of the Institution

#### 1.4 Leave Provision/Facility:

- 1.4.1 All Employees are eligible for Casual leave.
- 1.4.2 Apart from EL, Employees will also be provided CL for urgent & unforeseen circumstances.

#### 1.5 Casual Leave (CL):

- 1.5.1 Employees are provided Casual Leave of not exceeding 12 days with pay in a Calendar year. Casual leave will be limited to a maximum of 5 days at a time.
- 1.5.2 Casual leave will be credited to leave balance month on month basis.
- 1.5.3 Any unutilized Casual leave at the end of the year shall automatically lapse.
- 1.5.4 No Encashment of Casual Leaves is permitted.

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**1.6 Sick leave (SL):**

- 1.6.1 Every employee will be provided leave on sick grounds not exceeding 6 days sick Leave in a calendar year.
- 1.6.2 Sick leave will be credited to your leave balance month on month.
- 1.6.3 Any unveiled Sick leave at the end of the year shall automatically lapse.
- 1.6.4 No Encashment of Sick Leaves is permitted.
- 1.6.5 An employee who is compelled to avail SL for more than 3 days at a stretch need to submit Medical Certificate from a recognized Medical Practitioner certifying the illness. Any sick leave beyond 6 days, the concerned employee has to get himself / herself checked by the designated superior and submit the said superior recommendation for the leave availed.

**1.7 Earned Leave (EL):**

- 1.7.1 Every employee on completion of 1 year of service is eligible for earned leaves.
- 1.7.2 Every permanent employee will be provided earned leave not exceeding 12 days per Calendar year.
- 1.7.3 Earned leave will be credited to leave balance month on month basis.
- 1.7.4 Earned Leave should be informed in advance with necessary notification in writing. The letter should be passed on to the Principal through immediate Superior & HOD.
- 1.7.5 Any National & Festival Holiday or weekly Off falling or Restricted Holiday in between the Earned leave applied shall be included as continuous Leave.
- 1.7.6 Earned Leave should be applied 15 days in advance.
- 1.7.7 Earned Leave cannot be clubbed with any other type of leave.
- 1.7.8 Earned Leave can be carried forward to the next year and can be accumulated to a maximum of 30 days. No surrender of Earned Leave.

### **1.8 Leave while on probation:**

1.8.1 Employees while on probation will be permitted to avail based on one casual leave and half day sick leave for every 21 working days in the month. No other leave is permitted during probation.

### **1.9 Leave facilities for Teaching staff:**

1.9.1 Faculty members who work 5 - 6 days in a week alone are eligible for 12 days Casual Leave and 12 days Earned Leave.

1.9.2 Faculty members who work below 5 days in a week not eligible for any type of leave.

### **1.10 Availing of leave Procedure**

1.10.1 The employee shall apply for casual leave through prescribed Application form.

1.10.2 For purpose of computation of leave, the calendar year shall be the leave year.

1.10.3 Managerial staff who proceed on leave to any outstation should intimate their outstation contact address with telephone number to the H.R Department.

### **1.11 Extension of Leave:**

1.11.1 Employees granted leave of absence of any kind, are permitted to extend leave after approval of Head of the Institution for the following:-

1.11.2 1 day extension of CL

1.11.3 Any further extension of leave will be with approval of HRD after consulting with the respective Head of the Institution.

### **1.12 Maternity Leave:**

1.12.1 Women employee should have completed at least 2 year of service to become eligible for maternity leave for 1 month.

- Eligible female employees are entitled to a total of 1 month of maternity leave including weekly offs and holidays.

- In case of medical termination of pregnancy for any reason, the number of days i.e., 1 month would be limited to 2 weeks from such termination.
- If an employee who has been granted Maternity leave is found working for any other establishment during leave period, she shall forfeit her claim for Maternity leave and warrant disciplinary action.
- Full paid maternity leave for the 15 days and half pay leave for another 15 days.
- Only for first two children for the entire service period.

**1.12.2** Women employee should have completed more than 5 year of service to become eligible for maternity leave for 3 months.

- Eligible female employees are entitled to a total of 3 months of maternity leave including weekly offs and holidays of which not more than 4 weeks shall precede the date of her expected date of delivery.
- In case of medical termination of pregnancy for any reason, the number of days i.e., 3 months would be limited to 1 month from such termination.
- If an employee who has been granted Maternity leave is found working for any other establishment during leave period, she shall forfeit her claim for Maternity leave and warrant disciplinary action.
- Full paid maternity leave for the 1 month and half pay leave for another 2 months.
- Only for first two children's for the entire service period.

### **1.13 Public and restricted holidays:**

List of public holidays will be declared during the month of December for every subsequent calendar year according to management approval.

## **2. PERMISSION POLICY**

### **2.1 Purpose:**

- To enable all the staff to understand and follow the laid down procedure on obtaining permission to leave the place of duty on personal work.

**2.2 Applicability:** Applicable to all full time/part time staff of the organization.

**2.3 Grace Time:**

- Every employee is allowed a 10 minutes grace time as per his shift for late coming in a day. For a shift of 8.30/9.00 am to 3.30 pm / 4.30 pm.

**2.4 Process:**

- The employee is permitted to take one hour permission three times in a month to attend to any of his personal related works during his duty hours. The following procedure should be strictly adhered in all cases where permission to report late / leave early/ going out in between duty hours is required.

**2.5 Policy:**

**2.5.1** Prior written permission of Head of the Institution on the permission slip to be obtained and forwarded to HR department failing which the period will be considered as absence.

**2.5.2** Permission shall not be availed for more than 3 times in a month. Each time can avail 1 hour.

**2.5.3** Any unutilized permission will automatically lapse.

**2.5.4** No grace time with permissions is allowed.

**2.5.5** Permission of more than 3 hours in a month is subject to deduction of half day Leave / Salary as per procedure.

**2.5.6** The individual has to enter the same in the Movement Register which will be subject to verification by HR with the permission of the Head of the Institution.

### **3. ON-DUTY POLICY**

**3.1 Purpose:**

On certain Occasions, Employees who are required to work outside their designated office (Jurisdiction) or Place of work or to attend scientific conferences and the like and go as external examiners / inspectors. Whenever on such outdoor duty employee is required to notify the HRD through their respective Head of the Institution and regularize their attendance with proper supportive documents.

**3.2 Scope:** all employees including the trainee staff.

### 3.3 Policy:

- Every employee who is required to go outside his / her designated place of work, he/ she needs to submit the on-duty form, duly signed by the HOD& Head of the Institution of the designated place of work, at least 1 day prior to travel. In case of any emergency, the concerned staff may regularize the attendance by submitting their on-duty form, duly signed by the HOD, to the HRD immediately after their arrival / return.

### 4. TRANSFER POLICY:-

- 4.1 In the interest of the college/hospital's effective functioning, any employee shall be liable to be transferred at the discretion of the management from one job to another or from one department / section to another or from one unit or hospital of the trust to another.
- 4.2 The employee will be governed by the terms and conditions of service applicable to his cadre or grade at the department, section, unit or office or Hospital to which he/ she is transferred.

### 5. Loss of Pay:

- 5.1 Executive (HR) to identify 'No Pay Days' from the Leave Register/Bio metric reports for employees who have exceeded leave against the leave entitlement for the year. The same shall be informed to Manager (HR), and shall not be considered for payroll processing.

- 5.2 In case of employees late coming/Early going is marked as Leave/LOP as per the below norm:

No. of Late	Leave/LOP Days
1	0.5 day

### 6. Compensatory Leave Policy :

#### 6.1 Compensatory Leave for working on public holiday or weekly off:

When a Head of the Institution / supervisor so requests an employee may be required to work on public holidays or on week off. In such a case the employee

will be entitled to Compensatory Leave in lieu of working on a holiday. This will be governed by the following policies:

- All employees of the institution who have worked on declared holidays are eligible to avail compensatory leave up to 20 days in a calendar year. The compensatory leave must be availed within 6 months from the date attending the holiday duty after which they will expire.
- A maximum of 10 Compensatory Leaves can be availed in a 6 months by an employee.
- Compensatory Leave can be availed only when the supervisor at his/her discretion requests the employee to work on holiday/weekend. The employee cannot decide to work on a holiday and then seek Compensatory Leave.
- Supervisor/HOD requires to intimate an employee and mark a copy to [payroll@indiraeducational.org](mailto:payroll@indiraeducational.org) if any employee needs to work on public holiday or weekly off in advance offering his approval for the same with a short justification
- HR shall verify employee's presence on said days by the bio metric system / attendance. The supervisor will also be held accountable in case records show that an employee who was expected to turn up on a holiday did not turn up for work. Supervisors are advised to use their discretion and minimize instances of Compensatory Leave requirements. This is to enable employees to have rest every week from work. If an employee is working during weekly off or public holiday.

#### **7. Bio metric**

Bio metric is mandatory for attendance maintenance and payroll process. Every employee should mark attendance through bio metric device. If anyone is failing to punch in to bio metric they should produce the proper supporting documents with approval from Head of the Institution otherwise it could be counted as Leave.

#### **8. Clubbing of leaves**


Leave of different types can be clubbed, subjected to the eligible days and approval by the Head of the department and the Head of the Institution.

All the employees shall furnish leave forms for availing any type of leave. In planned leave the leave form should be submitted in advance. In case of emergency, leave form can be submitted during rejoining, however HOD should be informed over phone or sms/WhatsApp. Otherwise it will be considered as unauthorized absence and is liable for disciplinary action.

#### 10. Recalling

In an extraordinary or emergency situation if the administration require the presence of the employee who is on casual leave can be recalled and the leave cancelled can be availed at a later date.

Authorized by

  
V G Rajendran  
Managing Trustee

