

Leave Policy

Working Hours for the Teaching and Non – Teaching staff:

College	Time	Office	Time	Holiday
Monday to Saturday	8.45am to 5.00pm	Monday to Saturday	8.45am to 5.00pm	First Saturday, Third Saturday, all Sundays, Government and Local Holidays

Leave Rules for Teaching, Non – Teaching and Ministerial staff.

1) Casual Leave (CL)

- a) Twelve Days are permitted per calendar year.
- b) CL will be calculated from **January - December**.
- c) No advance CL will be given.
- d) Maximum of 3 days can be availed out of the eligible CL during a month.
- e) Staff who have taken Maternity Leave will be eligible for CL only after completing one month of service from the date of rejoining duty.
- f) Compensation leave can be sanctioned to any staff working on a declared holiday subject to the condition that the nature of work is not a remunerative one. This will be treated like the case of casual leave.

2) Permission – For teaching, non-teaching and ministerial staff, one-hour permission will be allowed twice in a month either in the morning or evening, only on emergency and medical grounds.

3) Medical Leave (ML)

- a) 5 Days Leave on Medical grounds in case of hospitalisation, can be availed by the staff in a year after successful completion of one year probation period.

4) Maternity Leave

- a) 6 Months maternity leave with one month salary can be availed twice in her career.
- b) One month salary will be sanctioned only if the faculty rejoins during the seventh month.

5) On Duty Leave [Attendance Certificate is mandatory for the sanction of OD]

- a) **Examination Work** - 14 Days per Semester which includes Practical Examination and Hall Invigilation Duty.

Valuation and AUR Duty (Mandatory duty as instructed by Anna University).

- b) Teaching and non-teaching staff participating in educational tours are eligible for on duty.
- c) The period of absence of teachers who are Programme Officers conducting NSS/YRC Programmes during working days is treated as On duty. O.D. is also applicable to such Programme officers of NSS who participate in General Orientation Courses conducted by the University.
- d) **For Part – Time Ph.D. Scholars sponsored by ACET** – 3 Days per Semester.
- e) **Workshop / Seminar / Conference / invited Lectures / Committee Members / STTP / FDP** – 6 Days per year.
- f) **OD** is applicable for ministerial staff also in case of any official duty including AICTE, DOTE, Anna University and office administrative works.

6) Vacation Leave (VL)

a) Staff who have not completed one year of service are not eligible for VL.

b) Continuous service with completion of 12 months and upto two years

Vacation Leave (VL) : Odd Semester – 3 Days & Even Semester – 6 Days.

c) After completion of two years of continuous service

i) Odd Semester – 7 Days & Even Semester – 14 Days.

ii) CL cannot be clubbed with VL.

iii) All declared holidays and Sundays (prefix, suffix and intervening) will be included.

iv) Clubbing of OD with VL will be allowed in case of any work related to Anna University.

v) Anna University work within the vacation period will be treated as VL only.

vi) Vacation period and slots are subject to change based on the closing and reopening dates announced by Anna University, Chennai or interim orders from ACET Management.

vii) If the situation warrants, any or all the staff members can be called to attend duty by the HOD or the Principal or any other Designated Authority.

viii) Any unavailed part of VL cannot be carried over to the next semester.

ix) Staff should report for the duty after availing VL, otherwise, the VL will also be treated as LoP.

d) Vacation Leave for Non-Teaching technical staff – Odd Semester – 3 Days & Even Semester - 7 days for those who have completed two years of continuous service.

e) Vacation Leave for Ministerial staff – Odd Semester – 3 Days & Even Semester - 7 days for those who have completed two years of continuous service. If the ministerial staff is prevented from availing vacation, an equal number of days can be sanctioned as casual leave subject to the same conditions applicable for casual leave.

7) Leave on Loss of Pay

a) Any unauthorized leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LoP). If such absence extends to more than 7 days at a stretch, Principal has the right to call for explanation.

b) Before availing leave, an alternate arrangement must be made.

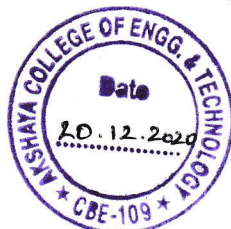
c) If an employee has no CL at his/her credit and if both the preceding and succeeding days of the holidays are leave on LoP, then all intervening declared holidays and Sundays will also be treated as Leave on LoP.

d) If the second half of preceding day and first half of succeeding day are Leave on LoP then all intervening leave will be treated as Leave on LoP.

NOTE: The above mentioned leave policy will be effective from 01 January 2020 for the calendar year at Akshaya College of Engineering and Technology, Coimbatore.


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