



LEAVE CALCULATION POLICY

Leave Calculation Period

- The leave cycle shall be calculated from the **26th of every month to the 25th of the succeeding month.**

Casual Leave (CL)

- Each staff member is entitled to **12 Casual Leave (CL) days per academic year.**
- There is **no restriction that only one CL must be taken every month.** If required, a staff member may utilize **up to 3 CLs in a month**, provided sufficient leave balance is available.
- For example, a staff member may avail **3 CLs in the first month, another 3 CLs in the second month**, and similarly utilize the **entire 12 CLs within the first four months** of the academic year, if necessary. In such cases, no CL balance will remain for the rest of the academic year.
- Any leave taken **after exhausting the annual entitlement of 12 CLs** shall be treated as **Loss of Pay (LOP)** unless covered under any other approved leave category.

Half-Day Leave Adjustment

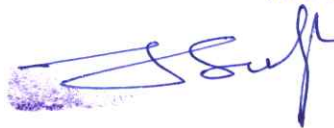
- If a staff member avails **1.5 days of leave**, the **additional half-day** shall be carried forward and adjusted against the next eligible half-day leave, ensuring proper leave accounting.

Permission

- Every staff member is eligible for **two permissions per month.**
- Unused permissions shall **not be carried forward** to the subsequent month.



For AKSHAYA COLLEGE OF ENGINEERING
AND TECHNOLOGY


Chairman