



SANTHIRAM COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi – Affiliated to JNTUA, Anantapur
NH – 18, Nandyal, Kurnool District, Andhra Pradesh - 518501

LEAVE POLICY

Leave rules:

- Any Leave shall not be availed as a matter of right. The competent authority alone shall have the right to sanction it.
- For the purpose of the Leave Rules, the Employees shall be classified as Teaching and Non-Teaching. (Regular and Contract basis).
- A Leave account shall be maintained for each Employee in the office.
- Any kind of leave may be granted in combination with or in continuation with any other kind of leave except CL / SpCL with prior approval of the Principal.
- Regular Employees who have put in less than one year of service are not eligible to avail the vacation.

Employees are eligible for sanction of the following:

1. Casual Leave (CL):

- The Institute usually works for 6 days in a week. All Employees of the Institute shall normally be entitled to 18 days of CL per Calendar year subject to any changes from time to time approved by the Governing Body.
- CL for Half a day can also be granted. Teaching staff when they go on CL should make alternative arrangement for their class work.
- Normally not more than three days of CL can be availed in a month. However, at the discretion of the Principal and with prior permission, CL in excess of three days in a month may be availed. Principal, at the discretion, may also permit CL to be suffixed, prefixed or sandwiched with other public holidays provided the total duration does not exceed 10 days. In case this stipulation of 10 days is exceeded, the total period will be debited to other leave including Loss of Pay to which they are eligible.
- For contract staff CL will be granted in proportion to their service put in.

2. Compensatory Leave:

- Teaching and Non-Teaching Staff including ministerial staff shall be entitled for Compensatory leave on the specific direction or recommendations of the Head of the



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Institute whenever they are required to work on a Holiday / Holidays with prior approval, to a maximum of 6 days per Calendar year.

- Such leave will have to be utilized within 10 months from the date of working on the Holiday only with prior approval. This will not apply to the work of University Examinations / Other duty which is remunerative.

Academic Leave:

- Teaching and Non-Teaching staff shall be entitled for academic leave on the specific direction or recommendations of the Head of the Institute whenever they are required to attend for professional, administrative and evaluation processes with prior approval to a maximum of 6 days per Calendar year.

Medical Leave (ML):

- Teaching and Non-Teaching staff shall be entitled for medical leave (half pay leaves) on the specific direction or recommendations of the Head of the Institute as per the medical certificate provided for not more than 15 days when they met with an uncertain incident in an academic year.
- Medical certificate issued for diseases by Doctors who are not qualified or trained to treat will be rejected.
- Medical Certificate must be addressed to the Principal or the Employer of the Institution and any Certificate addressed as ' Whomsoever' will be rejected.
- Medical Certificate given from back date will not be approved. Fitness Certificate on Advance Date or Back Date will be invalid.
- All Medical Certificates should be MCI certified with Registration No. of Doctor. Alternative medicine cannot be accepted.
- For specific sickness / disease only the concerned Physician can certify.
- Any Medical Certificate is found to be forged or faulty presented for availing leave, will entail Disciplinary action.



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Vacation:

- Vacation generally as stipulated by the Head of the Institution and approved by the President, may be availed of in combination with or in continuation of any kind of leave except CL / SpCL with prior approval of the Principal.

Maternity Leave:

- All Women Employees after satisfactory completion of Probation of two years of Regular Service are eligible for 2 months for one Child. This leave is not debited to leave Account, and can only be availed. No pay will be allowed during this leave.