

MUSALIAR COLLEGE OF ENGINEERING & TECHNOLOGY

LEAVE POLICY

1. Leave is to be treated not as a right, but as a privilege to be availed with restraint. Leave planning is to be done with prior approval of the superiors/HoD concerned so that smooth working of the institution is ensured. Head of the institution is the sanctioning authority for normal leave (Casual Leave, Vacation Leave & Duty Leave) and the management for all other type of leaves. During exigencies, discretion to refuse or revoke leave of any staff is reserved to the sanctioning authority. All employees are expected to be present at all departmental/ Institutional Programs and Staff Meetings. They are expected to apply for leave sufficiently early and can avail leave only after getting sanction. All leaves are to be reckoned with respect to each Calendar Year viz. January to December.

2. Confirmed employees are eligible for all types of leave but employees on probation are eligible for only casual leave and vacation leave subject to a continuous service of six months. Employees appointed on contract basis will be eligible for leaves applicable for confirmed employees.

Casual Leave.

3. This leave is granted for certain unforeseen situation or where you are requiring to go for one/two days leave. The casual leave entitlement will be proportionate to an employee's total authorization and the services rendered. Employees cannot avail casual leave in advance/excess of their entitlement. Following are other details of casual leave: -

- (a) Employees other than administrative staff are eligible for 15 casual leave in a year.
- (b) Administrative staff is eligible for 20 days casual leave in a year.
- (c) Casual leave cannot exceed three consecutive days at a stretch.
- (d) Casual leaves can be availed for half day also.
- (e) Casual leave can be combined with Sundays or other declared holidays but such continuous period of absence shall not in any case extend to more than five days at a stretch.
- (f) The maximum period of casual leave fixed shall not in any way indicate entitlement to avail of the same in full as a routine matter. The entitlement of casual leave will be proportionate to the completed months of service during a year.
- (g) Any staff availing casual leave must make work arrangement with the approval of the HoD/Section in charge and inform the Head of the Institution, so that the regular functioning of Institution is not affected.

(h) If a faculty member due to unavoidable reasons expects to arrive late to the college, it should be intimated personally over phone to HoD or section in charge at least half an hour before the commencement of the forenoon or afternoon sessions.

(i) It is the responsibility of the Faculty Member to ensure that working arrangement with another faculty is made with the concurrence of the HoD concerned, beforehand in the event of such late coming/casual leave, so that the students are engaged meaningfully in academic work.

(j) Casual Leave for Faculty Members shall be recommended by the concerned HoD and sanctioned by Principal. Sanctioned leave application is to be sent to the college office for updating leave records.

(k) In the case of Lab Instructor/Trades Instructor/Tradesman too, the above procedure will be followed.

(l) The concerned HoD/ Workshop Superintendent has to ensure that the sanctioned casual leave is as per the leave policy by referring to the leave records at the college office.

Vacation Leave.

4. Vacation Period is granted for four weeks during an academic year to all permanent teaching, Lab and library staff who attended to their academic duties for one year. Vacation leave may be sanctioned to staff on probation proportionately. Following need to be observed for vacation leave:-

(a) The Vacation period is granted as slots and Faculty Members/Lab staff is entitled to avail the vacation during the earmarked slots only.

(b) Days on Loss of Pay leave if any which falls in the vacation period of the academic year will not be treated as loss of pay. However this policy is not applicable for those Faculty Members who are in Loss of Pay Leave for longer periods, higher studies etc.

(c) Even if Vacation Leave is granted, the Faculty/Staff Member is bound to attend to any duties assigned by the Head of the Institution for which compensation may be availed.

(d) Vacation leave falls during long leaves will not be eligible to avail any compensation.

Duty Leave.

5. Faculties and staff may be assigned outstation duties like Examination Duty, other assignments engaged by the University, Attending Conferences, workshops & FDPs, consultancy works etc. This is to be recommended by HOD and sanctioned at the discretion of the Head of the Institution. Following are to be observed for Duty Leave: -

(a) Duty leave shall be taken in a planned way that will not disturb the academic program.

(b) Prior permission from HoD/Principal is mandatory for availing Duty Leave.

- (c) Leave application with supporting documents must be submitted immediately after availing duty leave, if not submitted earlier.
- (d) Duty Leave sanction will be on the basis of certificate attached.

Loss of Pay Leave.

6. Loss of Pay leave (long leave) will be sanctioned only by the Management on individual basis after considering the merits of each requirement.

Medical Leave.

7. Confirmed employees may be granted medical leave at the discretion of management with proper medical certificate, provided all other leaves are exhausted.

- (a) Holidays falling within the leave period shall also be included for calculating the number of days of medical leave availed.
- (b) Holidays can be prefixed or suffixed with medical leave and such continuous period of absence not be exceeding 5 days at a stretch.
- (c) Medical leave for prolonged illness/major surgery shall be considered case by case at by the management only after exhausting all types of leave including vacation leave. Such leave applications are to be routed through proper channel.

Maternity Leave

8. All confirmed employees are eligible for maternity leave with pay for a period not exceeding 10 weeks totally viz. with a minimum period of two weeks or maximum period of four weeks preceding the delivery day (including) and a further period of eight weeks or period of six weeks immediately following delivery.

- (a) Maternity leave with pay is permissible only for those who have completed one year of continuous service in MCET with confirmation.
- (b) Those who do not complete one year of continuous service have to avail Maternity Leave as Loss of pay Leave. This condition is applicable for all the staff members having break in service after confirmation too.
- (c) Maternity leave will be granted only on prior written request by employee duly supported by a certificate from the attending doctor and the eligibility will be only for two times.
- (d) An undertaking in stamped paper stating that the employee would serve the organisation for at least five years after rejoining is mandatory for availing maternity leave with pay.

Study Leave

9. Study leave may be granted after a minimum of one year of continuous service after confirmation to pursue a special line of study or research directly related to his/her work in the College or to make a special study of the various aspects of College organization and methods of education. The maximum period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Following provisions are there for availing study leave:-

- (a) Study grant for meeting the books and stationery will be provided at the discretion of management subject to executing a 'Bond' stating that the staff would serve the Musaliar Institutions at least for five years after awarding Higher Qualification/PhD.
- (b) Staff who have got admission for higher studies and not completed one year of confirmed service are not entitled for Study leave. However, such cases will be decided by management according to merit for sanctioning Loss of Pay leave/leave with study grant.
- (c) Faculty who intend to go on study leave has to give at least three months' notice and plan the commencement of such leave with the approval of their HoD, so that academic program is not disrupted midway in a semester.

Research Leave.

10. Permanent Faculty Members registered for PhD are eligible for 10 days Research leaves to ensure progress in their doctoral work, co-ordination with guide and such connected academic assignments. This Special leave will be available only within a period of 3 calendar years from the date of registration, subject to a maximum of 30 days. The submission of the registration document with the MET office is a pre-condition for sanction of such leave by the Management. Those availing research leave are bound to continue their service to the Institution for not less than three year from the date of awarding PhD by the concerned University and required to execute a 'Bond' to this effect.

Sabbatical Leave

11. Permanent Faculty Members with 10 years of continuous service are eligible for sabbatical leave to undertake research, industrial or social pursuits solely for improving their proficiency/fulfilling social commitments. The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty. Sabbatical leave shall be granted only after five years of continuous service after the faculty resume duty from previous study leave or any other kind of training program involving duration of more than six months or more. Details of program to be undertaken during sabbatical leave shall be submitted along with the application to the management for approval. Approval of sabbatical leave will be at the discretion of the Management.

