

MARWADI EDUCATION FOUNDATION

LEAVE RULES

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Notes:

- Leave year is considered from January to December (Calendar Year).
- Existing leave rules are amended by the management and will be effective from January 01, 2012
- No leave is a matter of right. The management reserves right of sanctioning the leave.
- All leave rules are subject to amendments/modification as and when required.

Structure of Leave		
TYPE OF LEAVE	DURING PROBATION PERIOD	AFTER PROBATION PERIOD
	Non - Teaching Staff	Non - Teaching Staff
CASUAL LEAVE	12	12
SICK LEAVE	NIL	10
MATERNITY LEAVE	NIL	3 Months
PATERNITY LEAVE	NIL	3 Days
PRIVILEGE LEAVE	1/3 of off days (Sunday / Holiday)	30 + 1/3 of off days (Sunday / Holiday)

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1 CASUAL LEAVE (CL)

- 1.1 CL is leave with pay.
- 1.2 CL cannot be carried over to the next Calendar year.
- 1.3 Total number of CL that can be granted to all staff members shall not exceed 12 days in one calendar year.
- 1.4 In case of official joining / leaving in the middle of year, the limit may be proportionately reduced.
- 1.5 CL should not normally be granted for more than 5 days at any one time, except under special circumstances.
- 1.6 Sundays and Holidays cannot be suffixed or prefixed to CL. If taken it will be a counted as a leave.
E.g.: (1) If an employee go on CL on Saturday & Monday, Sunday also will be considered as CL.
(2) If an employee go on leave before and after days of holidays, it will be considered as continuous leave.
- 1.7 Except in emergency, employee must submit CL Report in Advance. In emergency, it is compulsory to send telephonic SMS to HOD & the respective HR person.

2 SICK LEAVE (SL)

- 2.1 SL is leave with pay.
- 2.2 SL is earned by duty and hence it is not available during the probation period.
- 2.3 Total number of SL shall be 10 in a Calendar year.
- 2.4 SL can be carried over to the next leave year and can be accumulated up to 180 days.
- 2.5 If requested SL is for more than 3 days, a medical report from recognized doctor has to be enclosed with leave report or submit to HR Dept.
- 2.6 Employee must submit Sick Leave Report either in advance or within 2 days of returning from the leave.
- 1.8 Sundays and Holidays cannot be suffixed or prefixed to SL. If taken it will be a counted as a leave.
E.g.: (1) If an employee goes on SL on Saturday & Monday, Sunday also will be considered as SL.
(2) If an employee goes on leave before and after days of holidays, it will be considered as continuous leave.
- 2.7 Any attempt for false SL will invite disciplinary action.

3 MATERNITY LEAVE (MatL)

- 3.1 Maternity Leave shall be granted after the completion of probation to female employees for 3 months with pay on the submission of a Medical certificate.
- 3.2 Maternity Leave shall be granted only twice during the entire service.
- 3.3 Maternity Leave is granted on full pay.

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4 PATERNITY LEAVE (PatL)

Paternity Leave of 3 days may be granted to male employees during the confinement of their wives, provided, the limit is up to 2 Children.

5 ON DUTY LEAVE (ODL)

- 5.1 On Duty Leave shall be decided and sanctioned by the HOD as and when required for any official duty assigned by the competent authority.
- 5.2 Any employee applying for the On Duty Leave shall have to submit a detailed report on returning from Leave within 2 days approved by HOD.
- 5.3 Failure to submission On Duty Leave Report in time limit to HR Dept., LWP (Leave without Pay) will be considered.
- 5.4 The institute may Sponsor any faculty for further study of M.E. /M.Tech., Ph.D., & PDF course for appropriate period.

6 PRIVILEGE LEAVE (PL)

- 6.1 PL shall be considered for all Staff Members.
- 6.2 PL of 30 days is considered. It is not eligible during the probation period.
- 6.3 All employees will be given credit of leave in PL account @ 1/3 of the period during which he/she is required to perform duty during Sundays, Holidays & Vacation (for vacational staff).
- 6.4 PL can be carried forward up to 300 days.
- 6.5 PL is not encashable for any staff.
- 6.6 After performing duty on off days, employees must submit Privilege Leave Report (available at HR dept) to HR dept with all details and prior approval.
- 6.7 In & Out Punch must be done in biometric punch machine in off days.
- 6.8 Sundays and Holidays cannot be suffixed or prefixed to PL. If taken it will be a counted as a leave.
E.g.: (1) If an employee goes on PL on Saturday & Monday, Sunday also will be considered as PL.
(2) If an employee goes on leave before and after days of holidays, it will be considered as continuous leave.

7 LEAVE WITHOUT PAY (LWP)

- 7.1 Leave without Pay (LWP) upto 30 days can be considered in extra ordinary circumstances with prior permission from the management.
- 7.2 If an employee fails to report on duty after completion of 30 days LWP, management can terminate service of such an employee.
- 7.3 We have implemented individual auto mail to remind them to submit online leave. Hence HR dept will deduct all pending leaves as Leave without Pay (LWP) on 21st day of any month.
- 7.4 In any case, employee shall not claim back the salary reduced on account of LWP.

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8 IMPORTANT INFORMATION

- **Teaching Staff** – Director/Dean (Non Vacational), Faculty members, Technical staff (Teaching Assistant, Lab Asst., Workshop Staff etc.,)
- **Non Teaching Staff** – Admin, Accounts, Civil – Construction, Purchase & Store, Student Section, Library, Hostel, Branding & Marketing, Training, Placement & Counseling Dept., System Dept, Hardware Networking Dept, Electric.
- During the notice period, no leave will be granted.
- During the Probation period, only CL will be considered per month. If any employee takes more than 12 CL, excess leave will be counted as LWP.
- All employees must keep record of their leaves. If an employee submits the Leave Application for the type of leave wherein an employee has no leave in balance, HR dept reserves the right to adjust the leave against any leave in balance or it may be treated as LWP.
- We make a daily report regarding presence, hence if an employee go on sudden leave without inform to HR Dept we have mark as “Leave with No Massage” it will be effected on your performance appraisal. So employees who go on sudden leave, must send a Telephonic SMS to HR Dept and adjust their load with their Head of Dept by telephonic conversion. Otherwise HOD will reject their leave. After using the leave employee must submit their leave online.
- There is no provision for overtime payment in MEFGL.
- Employees appointed on adhoc basis can use either Casual Leave or Sick Leave in proportion to the service they put in subject to maximum 12 in a Year.