



ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,
Recognized Under Section 2(f) of UGC Act 1956-New Delhi)

Amaravathi Road, Gorantla, Guntur – 522034 (A.P)

Email: st_anns_coll@yahoo.co.in Website: www.stannscollegeforwomen.org

Criterion: VI

Metric – 6.2.1



Criterion-VI Governance, Leadership & Management

6.2.1 The Functioning of the Institutional Bodies is effective and efficient as Visible from Policies, Administrative setup, Appointment and Service rules, Procedures, Deployment of Institutional Strategic/Perspective/Development Plan etc.

Leave and Vacation Rules



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RULES REGARDING LEAVE AND VACATION

LEAVE RULES IN GENERAL:

The purpose of granting leave to an employee is to facilitate her/him sufficient relaxation and rest so that her/his efficiency can be enhanced and does not deteriorate. Keeping this in view all leaves shall be granted as per the feasibility prevailing in the unit /department concerned and will be governed by the exigencies of services there in and the possibilities of alternative arrangements that can be made to ensure the efficient discharge of the duties of the employee in his /her absence.

All leaves will be allowed to employee subject to the exigencies of work.

- i. Any employee who desires to obtain leaves shall apply to the principal or correspondent in writing.
- ii. Application for leave of absence for duration of less than three days must be made at least 48 hours prior to the time from which this leave _ is required, except on compassionate ' grounds .
- iii. Application for leave of absence for a duration of more than one week shall be made at least 15 days in advance from the date from which the leave is required .
- iv. A record shall be maintained of all leave of absence, which is sanctioned, in the personal sheet of each employee.
- v. An employee who absents himself for 15 consecutive days or overstays leaves (including Sunday and holidays) beyond the period of leave originally granted or subsequently extended by eight consecutive days will be deemed to have lost his lien on his employment.
- vi. Leave shall be granted in accordance with the "leave rules".

D. R. F. S. S.
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- vii. Leave cannot be claimed by any employee as a right.
- viii. For the purpose of leave, the leave year shall be reckoned from 1 January to 31 December.
- ix. Sundays and /or holidays falling within the period of leave shall be counted as part of the leave.
- x. All leave applications forwarded to the principal for sanctioning shall contain the recommendation of head of the department.
- xi. A record of all sanctioned leave shall be maintained in a proper register in the department.
- xii. No leave shall be 'granted to any employee against whom any disciplinary procedure is pending.
- xiii. An employee who has been granted leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- xiv. The temporary and part – time staff are not eligible to any leave except casual leave, proportionate to the duration of their appointment.

CASUAL LEAVE:

It is granted to meet the special and urgent personal affairs.

- i. Every employee shall be entitled to have – 15 days of casual leave in each calendar year subject to the necessities and exigencies of work. Employee joining the services in the middle 'of a calendar year shall be eligible for casual leave proportionate to the remaining period of the year for which she/he is employed.
- ii. Casual leave may be either prefixed or suffixed to Sundays, weekly day off or statutory holidays.
- iii. Casual leave is not granted for more than three days at a time.



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- iv. Casual leave may be availed of for half a day.
- v. Unveiled casual leave shall lapse on the close of the leave year. This leave cannot be added.

MATERNITY LEAVE:

A married permanent female employee can avail 3 months maternity leave on full pay. If a female employee applies for maternity leave after two surviving children, it will be treated as level of loss of pay. If an employee already has two surviving children before joining the institution, that employee will not be entitled for maternity leave with pay

MEDICAL LEAVE:

A staff member may be granted 5 days of leave with full pay on medical grounds. It may be extended to 10 days at the discretion of the institution authority. In case of medical leave for more than three days, a medical certificate must be submitted from the authorized medical practitioner for computing the number of days of medical leave, all intervening holidays and Sundays shall be counted. However institution vacations cannot be prefixed or suffixed such leave in which case the whole period including the college vacation shall be treated as medical leave and the rules of leave without pay and shall apply.

EXTRA- ORDINARY LEAVE (LEAVE WITHOUT PAY):

- i. Under extraordinary circumstances leave on loss of pay up to 10 days in a leave year may be held at the discretion of the principal concerned. The nature of the exigency shall be clearly recorded
- ii. Leave for more than 10 days or extension of leave already granted may be permitted by the principal only to cover periods of sickness or other extraordinary personal situation.




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- iii. All leave on loss of pay shall be promptly intimated by the principal to the office accountant for necessary salary adjustments.
- iv. An employee who continues to be absent for 10 days without permission in excess of the period for which leave without pay has been granted shall be liable for disciplinary action

OFFICIAL LEAVE:

The purpose of official leave is to carry out official work outside the institution. Members of the staff will be considered to be on duty and given official leave to be away from the institution under the following circumstances:

- i. Carrying out official work at the direction of the principal such as invigilation / paper valuation / practical examination etc. This will ordinarily be for periods varying from one day to two weeks. This leave will be approved by the principal.
- ii. Short term training / In- service education

SANCTIONING AUTHORITY:

Principal will be the sanctioning authority for all categories of leave to all the members of the staff except long and ex-ordinary leave which is granted by the President.

Apart from Management Government Leave rules are also followed.



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