



NCP - A 0170

Date: 17-03-2022

## LEAVE RULES

### General provisions:

- Approval of the concerned authority should be obtained before availing any type of leave.
- If, previous approval could not be taken, on account of emergency or unforeseen reasons, the concerned authority should be contacted over phone at the earliest possible opportunity and oral permission obtained. This should be followed by written application and ratification of availing the leave.
- Availing leave without previous sanction will be treated as unauthorized absence and will be considered for loss of pay.
- Unauthorized absence for a continuous period of more than 30 days will be treated as voluntary desertion of service and the service of such persons shall be automatically terminated.
- All kinds of authorized leave will be counted for seniority and increment, except study leave, unless otherwise specified. Study leave on QIP/FIP scheme of AICTE/UGC will be counted for seniority and increment, but other types of study leave will be counted only for seniority.
- Leave not availed in a calendar year will not be carried over to the subsequent year.
- It is the duty of the staff going on leave to make suitable alternate arrangement in academic and other activities, with the approval of the Principal. Failure to transfer the assigned duty on account of leave shall be treated as dereliction of duty.

### Category of leaves:

#### 1 Casual Leave (CL):

- All members of the staff are eligible for **12 days' casual leave** in a calendar year. No carryover is permitted. Application for casual leave should be submitted to the Principal/ Administrator in advance through ERP / leave application form with proposal for alternate arrangement.
- If application cannot be submitted in advance on account of some emergency or unforeseen reason, the principal should be contacted over the phone/ email.



- Casual leave cannot be availed for more than three days at a stretch and it cannot be combined with any other type of leave except sick leave. Principal is the authority to sanction casual leave to all faculties. Any absence without proper sanction will be treated as unauthorized absence and salary will be deducted for the days of such absence.

## 2. Sick Leave (SL)

- Sick leave may be granted by the Administrator/ Principal in the case of genuine need such as sickness. A medical certificate will be insisted in the case of leave on account of sickness.
- Number of sick leave will be **five days in a calendar year** and the staff should upload medical certificate in ERP to avail the sick leave.

## 3 Maternity Leave (ML)

- All female members of the staff, who have satisfactorily completed the probation period and have been confirmed in the service, are eligible for maternity leave. Maternity leave will be **for a period of 90 days** with basic payment but maternity leave facility will not be available for abortions.
- Maternity leave can be availed 15 days before the expected date of child birth and application for the same leave should be submitted to the authority in advance.
- No other leave will be allowed to be combined with maternity leave. Management may sanction loss of pay leave to be combined with maternity leave, on submission of medical certificate, and limited to a maximum period of 90 days. All leaves combined should not exceed 180 days.

## 4. Study Leave:

- A faculty member who has successfully completed probation period in Nirmala College of Pharmacy will be eligible for **five days** study leave in a calendar year. The Principal and Administrator has the right to sanction leave for other courses for appropriate durations if the management is convinced that such a study by a member of the faculty will be beneficial for the institution.
- Study leave shall be counted for service if it is availed through QIP/FIP scheme of AICTE/UGC. The number of persons on study leave at a time from a department shall be limited to two. If there are more eligible applicants at a time, preference will be given on the basis of seniority.
- The individual on study leave should rejoin the institution on the expiry of study leave, unless the management permits him/her to extend the leave for genuine reasons.





#### 5. Academic leave(AL)

- Academic leave of a maximum of **10 days in a calendar year** will be granted with full pay to the faculty members.
- Management may sanction academic leave in excess of 10 days, if it is found necessary to enable the faculty member/staff to perform duties assigned by the University or the Principal.

#### 6. Duty leave (DL)

- Duty leave will be assigned by the principal or administrator and granted with full pay to the faculty members for **three days**.
- Faculty can utilize the duty leave for the following:-
  - Accompanying students to attend conferences/seminars/workshops/ Industrial visit on rotation basis
  - To interact with industry for college.
  - To attend meetings of the University for representing the college.
  - To perform any other task assigned /approved by the Principal / Administrator for the institution.

#### 7 Special Leave Loss of Pay (SPL)

- Special Leave (Loss of pay leave) may be granted by the Administrator based on the recommendations received from Principal in the case of genuine need, if the Administrator is satisfied the reason that the staff member will not be able to attend duties in spite of his best efforts and that he has exhausted all other types of eligible leave.
- The number of special leave will be **five days** in calendar year. This leave can be utilized for delivering invited talks in other institutions, PCI/ KUHS inspection duty etc.

  
**ADMINISTRATOR**  
**NIRMALA COLLEGE OF PHARMACY**  
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