

Holy Cross College
Accredited by NAAC with 'A' Grade
Affiliated to
TRIPURA UNIVERSITY
(Central University)

Leave Rules

The underlying matters in connection to the leave rules of Holy Cross College are in accordance with the Holy Cross Education Foundation (HCEF) hand book 2021 (refer page no 120-125).

1) Casual leave.

- a) It is absence from duty for unforeseen events, such as sudden sickness or injury, sickness or death of a family member.
- b) If prior permission cannot be obtained, the employee should give prompt intimation.
- c) Casual leave (CL) may be given by the Head up to a maximum of 12 days in a calendar year to the employees.
- d) C. L. to the Principal, Vice-Principal and Administrator shall be given by the Chairman (HCEF).
- e) Casual leave may not be enjoyed ordinarily more than 5 days at a time, except under special circumstances.
- f) Casual leave shall not be combined with any other kind of leave.
- g) Casual leave can be combined with vacation and special casual leave.
- h) Casual leave can be taken for half a day also.
- i) Sundays and Holidays falling in between C.L are not treated as C.L.
- j) Holidays can be prefixed or suffixed to CL.
- k) Casual leave will be forfeited for late arrivalsto college (to be calculated from appointed time) at the rate of one day's Casual Leave for every three late arrivals in a calendar month.

2) Special Casual Leave(S.C.L)

- a) S.C.L. may be granted for 10 days in a calendar year to a teacher for attending conferences/seminar/FDP/Orientation & refresher Corse or meetings.
- b) S.C. L may be granted for examination and valuation duties.
- c) S.C. L may be combined with any other type of leave or CL, but not with both at the same time.
- d) Sundays and Holidays in between S.C.L are not treated as S.C.L.

3) Medical Leave:

A regular employee or a tenure employee who has completed two years of service may be granted 15 days of leave with full pay on medical ground on production of medical certificate from a registered medical practitioner.

1. Provided that such a certificate is not required in case of Medical leave up to 3 days.
2. Medical leave may be accumulated up to 180 days in an employee's whole tenure.
3. Intimation of sickness should be immediately communicated to the concerned authorities for making alternative arrangements. In case of Prolonged illness, leave application should be sent within fifteen days.
4. A certificate of Fitness must also be produced at the time of resuming duties if the medical leave has been for more than seven days. In case of long sickness and where the staff is incapacitated, or out of station, leave application along with medical certificate may be sent by hand or by Registered Post with Acknowledgement due within seven days from the date of the commencement of request for medical leave.
5. The authority competent to sanction leave may at its discretion secure a second medical opinion by requesting a civil surgeon or medical officer to have the applicant medically examined at its own cost.
6. For the computation of the number of the days of medical leave, all intervening holidays and Sundays shall be counted, not however college vacations, provided the medical leave is not both prefixed and affixed to such vacation in which case the whole period including the vacation shall be treated as medical leave.
7. The maximum period of half pay leave shall be limited to 120 days at a time.

4) Extra Ordinary Leave (E.O.L)

Extra ordinary leave without pay for a period up to two years may be granted at the discretion of the HCEF/ MC to a regular employee who has completed at least five consecutive years of service in the institution.

- a) It is leave without pay.
- b) Extra ordinary leave to a regular employee is admissible only when there is no other leave.
- c) Extra ordinary leave is admissible only on written request.
- d) Extra ordinary leave will constitute break in service, but will not count towards seniority.
 - 3 months supported by medical certificate.
 - 12 months in the case where the employee is undergoing treatment for T.B, Leprosy, Cancer or mental illness, in a recognized hospital.

5) Maternity leave.

- a. Maternity leave may be granted to a female employee who has put in not less than one year of service during
 - *Pregnancy*
 - *Miscarriage.*
- b. Maternity leave shall be granted with full pay for 6 months from the date it is availed of.
- c. Maternity leave with full pay shall be granted twice during the entire service.
- d. For Miscarriage 45 days during the entire service.
- e. Maternity leave shall not be debited to the leave account.
- f. The Managing Committee in continuation of Maternity leave may grant leave of any kind if the request for granting it is supported by medical certificate.

6) Leave to Non-teaching staff

- a. Non-teaching staff are entitled to Casual, Medical, Maternity, special and Leave Without Pay as detailed above.
- b. Non-teaching staff are in the category of non- vocational staff. Vacations of the institutions do not apply to them. They are, however, entitled to one full month (30 days inclusive of Sundays and Holidays) Annual Leave every calendar year, non-cumulative, to be taken during Vacations with the previous sanction of the Head of the Institution. The said Annual Leave can be availed of from the first year of the probationary appointment.
- c. However, in special circumstances, if the institution requires the services of any member of the non-teaching staff, the encashment of the number of non-availed days of Annual Leave of that year will be allowed. For the purpose of calculation of the encashment of the Annual Leave, the amount payable will be calculated on the rate of the Monthly Basic drawn plus the rate of D.A. receivable by the concerned staff for the month.

7) Leave to Probationary, Temporary, Part-time and casual staff

- a) Probationers are entitled to casual and maternity leave as per rules indicated above.
- b) Temporary and Part-time staff is not eligible to any leave, except casual leave proportionate to the duration of their appointment.
- c) Casual staff is not entitled to any leave.

9. Leave Encashment.

- a) Leave encashment is only a token payment decided by the concerned authority as per prevailing practices in an institution. Leave encashment of casual leave is only encouraged.

10. Rules Concerning Leave

- a. An employee on leave with full or half pay shall not accept any service with pay or remuneration during the period of leave.
- b. An application for leave or extension of leave or to proceed on leave after vacation shall ordinarily be made in good time before the date from which the leave or extension is sought.
- c. Where employee remains absent for a period exceeding 7 days without applying for leave or for further leave, he/she shall be liable to be dismissed from service.
- d. An employee on leave may not be allowed to return to duty before the expiry of the leave except with the permission of the sanctioning authority.
- e. Under exceptional circumstances of administrative necessity, the authority competent to sanction leave may call back to duty an employee who is on leave, explaining the nature of the urgency and it shall be incumbent on the employee to return to duty. Where the employee does not return to duty as directed, he/ she shall satisfy the said authority that he / she could not return to duty on account of bona fide circumstances.

