



PTVA's Institute of Management

Leave Policy for Employees

1. Objective

1.1 To communicate the leave entitlements and provide guidelines for availing these leave.

2. Eligibility & Applicability

2.1 All employees on the rolls of the Institute.

3. Policy & Procedure

3.1 Categories of leave available to the employees are: Casual Leave, Earned Leave, Medical Leave, Compensatory Off, Summer Vacation, Special Leave (Outdoor Duty), and Leave Without Pay (LWP).

3.2 For the purpose of leave, "Year" shall mean the Calendar Year commencing 1st January and ending 31st December.

3.3 All leaves shall accrue effective 1st January of every Year.

3.4 Employees shall apply for leave in the prescribed format available in the admin office.

3.5 Holidays and weekly-offs between the leaves will be treated as a part of leave only.

Entitlement & Procedure for availing Leaves:

4. Casual Leave (CL)

4.1 All Employees are eligible for 08 days of CL in a calendar year, which shall be credited to them upon joining, on pro-rata basis.

4.2 Employee on CL cannot be absent from duty continuously for more than 7 days including intervening holidays, except in exceptional circumstances when it may be extended upto 10 days.

4.3 Employees may avail CL for half-day also.

4.4 CL may be prefixed or suffixed to intervening holidays or weekends.

4.6 CL cannot be prefixed or suffixed to any other category of leave.

4.7 Un-availed CL will automatically lapse at the end of the calendar year.

5. Medical Leave (ML)

5.1 All Employees are eligible for 10 days of ML in a calendar year, which shall be credited to them upon joining, on a half-yearly basis.

5.2 Employees availing ML for more than two days, need to submit Medical Certificate for the said period.

5.3 ML cannot be prefixed or suffixed to any other category of Leave.

5.4 Un-availed ML will be automatically carried forward to the next calendar year.



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6. Earned Leave (EL)

6.1 The Director and the non-teaching staff members are eligible for 30 days of EL in a calendar year, which shall be credited to them upon joining, on a half-yearly basis.

7. Leave without Pay (LWP)

If an employee has exhausted all types of leave, exceptionally, s/he may be allowed to take leave without pay, subject to the approval of the Director.

7.1 LWP shall not be treated as break of service

8. Compensatory Off (CO)

8.1 If an employee is called upon to work during the weekend or a public holiday for more than half a day, equivalent compensatory off may be permitted by the Director.

8.2 Compensatory off shall be availed within one month. However, depending on the work load, with the permission by the Director, a CO can be taken at a later date.

9. Summer Vacation

9.1 All teaching faculty except Director, will be eligible for Summer Vacation.

9.2 Faculty members can take the summer vacation on a continuous basis for a maximum period of 30 days or in a staggered pattern in the months of May and June every year. However, the number of days of such leave shall not exceed 30 days.

9.3 Dean - Academics shall plan the summer vacation well in advance based on the academic and other relevant considerations.

9.4 The Management reserves the right to requisition the services of a teaching faculty, during the summer vacation for special assignments. In such cases, the teaching faculty requisitioned for special assignments during the summer vacation will be eligible Earned Leave in the ratio of 3:1 in lieu of the summer vacation foregone.

9.5 The Director shall inform all such faculty whose services may be required during the summer vacation, in advance.

9.6 Summer vacation cannot be prefixed or suffixed with any other leave.

9.7 Faculty members availing the summer vacation shall keep the Institute informed of their address of stay and contact details during vacation period for emergency needs.

9.8 Faculty members on summer vacation may at their discretion and on approval from the Director, attend external examination related works/FDPs/Seminars/Conferences. However such activities shall not count for any set-off against the summer vacation.



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10. Special leave for pursuing research

10.1 This leave shall be given, on a case to case basis, to those who have registered for Ph.D and cleared their pre-Ph. D course work, for a maximum period of a fortnight.

10.2 The leave needs to be approved by the Management.

10.3 The Director shall call for supporting recommendation letter from a faculty's Ph.D guide and/or other relevant documents for granting the approval.

10.4 The unutilized Special Leaves can neither be carried forward nor encashed.