



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

Sponsored by Lavu Educational Society, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 Phone: +91 96529 10002/3



LEAVE POLICY

1. CASUAL LEAVE (CL):

1. Every employee is eligible for *twelve days* of casual leave in a calendar year.
2. Casual leave can be availed by prior approval. Sanction of casual leave is subjected to adjustment of class work / any other assigned work.
3. Casual leaves can be combined with public holidays and compensatory casual leaves, but not with any other kind of leaves or vacation.
4. The total period of absence on casual leave at a time, with or without the combination of public holidays and compensatory casual shall not exceed *nine* days.
5. Casual leaves shall be forwarded and recommended by HOD to Principal for approval.
6. **Casual leave for more than two days where sufficient notice period is not provided by the employee may only be sanctioned by Principal under extraordinary situations.**
7. Employees serving in the probation period (i.e. who did not complete three years of service in VMTW), Casual Leave shall be sanctioned on a pro-rata basis (i.e. a maximum of one day casual leave for every month of completed service, subjected to a maximum of twelve days in a calendar year).
8. Maximum of six days of casual leaves can be availed up to June month of every calendar year, any additional casual leaves beyond that are treated as leaves on the loss of pay (LOP).
9. Un-availed casual leaves are not carried forward to the next calendar year.

2. MATERNITY LEAVE (MTL)

1. All women employees who have served their probation period are eligible for 90 days of paid maternity leave.
2. Maternity leave can be availed only twice in their entire service.
3. Principal is the sanctioning authorities for maternity leave and the women employee should apply with the prior notice of at least two months.
4. The salary for the period of maternity leave will be paid in six equal instalments spread over six months after re-joining and submitting the necessary proofs.(i.e. Birth Certificate of the child / Maternity ward discharge summary / Any other Relevant Proof).

3. MARRIAGE LEAVE (MRL)

1. The employee who served the probation period can avail seven days of marriage leave from his/her summer vacation of the current academic year.
2. The Principal will sanction marriage leave provided the employee applies with prior notice of at least fifteen days with relevant proof.
3. Management has every right to recover the utilized marriage leaves from all eligible leaves or salary payable, in case if the faculty leaves without serving the institute for a stipulated period of at least one year.



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Kondapur(V),Ghatkesar(M),Medchal-Malkajgiri(Dt)-501301
Telangana State

4. ACADEMIC LEAVE (AL)

Academic leaves are being sanctioned only for those faculty pursuing their Ph.D/ Higher studies to attend conferences, course work and other relevant tasks.

1. Staff members are eligible for two weeks of academic leave during a calendar year.
2. The Principal shall sanction academic leave and all such leave applications for academic leaves should pass through HOD.
3. All permanent staff members who are on the verge of submitting their PhD thesis may apply for additional seven days of academic leave. However, such candidates should submit a proof of submission of the thesis within a month from the date of application of leave failing which the academic leave will be deducted from all other eligible leaves. In case all eligible leaves gets exhausted the period of absence on such academic leaves are treated as leaves on LOP.
4. Pre or Postdates to the conference date(s) may be considered as part of academic leaves in case of outstation conferences bases on location and mode of travel.
5. Management has every right to recover the utilized academic leaves from all eligible leaves or salary payable, in cases if the faculty leaves without serving the institute for a stipulated period two years after obtaining doctorate degree.

5. ON DUTY (OD)

1. Leaves on On-Duty may be sanctioned for JNTUH spot valuation duties. Observer duties and any other examination related works with the recommendation of Examination Branch.
2. Faculty with doctorate degree can utilize leave on On-Duty for R&D project related works, delivering guest lectures, participating in seminars & conferences and any other activity deemed to benefit and project our institute better in the outside world.
3. For any other works assigned by HOD/ Management and all other on-duty leaves should be approved by the Principal. However, the assignee staff should submit relevant proof as evidence with attestation from the assigner.

6. MEDICAL LEAVE (ML)

1. Every employee of the institute is eligible for fourteen days of Half Pay Medical leave in a calendar year, only in case of hospitalisation.
2. Any public holidays or Sundays during a medical leave period shall also be counted as part of it.
3. Un-availed medical leave shall not be carried over to the next calendar year.
4. Medical leave cannot be claimed as a matter of right and sanction of Medical leave shall be subjected to the severity of health condition. That means prior information is required and hospital discharge summary & reports should be submitted within a week of reporting back to the duty for a sanction of under medical leave category
5. For a period exceeding fourteen days of Half Pay Medical leave in a calendar year, it should be approved by the principal in consultation with the management.
6. Leaves availed to attend the medical emergencies of dependents (Father, Mother, Spouse and Son/Daughter) are also considered under the medical leave category. Prior information to respective department Head is a must and hospital discharge summary &




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reports of the dependent can be submitted as proof to the institute for a sanction under medical leave category.

7. COMPENSATORY CASUAL LEAVE (CCL)

1. All the employees are eligible for compensatory casual leave if they have approved Over Time (OT).
2. The staff who have worked at least eight authorised working hours on holidays and also fulfilled the eight working hour's requirement on all other working days of that month shall be sanctioned with "OT". The approved OT shall be compensated with CCL.
3. Principal/ Dean Administration/ Dean Faculty Affairs are the approving authorities for OTS in consultation and recommendation of the HOD.
4. No CCL for Exam invigilation duties on Sundays/ Holidays and any other such paid duties.
5. To sanction CCLs to entire staff or to a group of staff members on specific occasions/duties, a circular has to be issued by Principal's office endorsing the same.
6. CCL sanctioned in a particular calendar year carried forward for one more calendar year only.

8. SUMMER VACATION

1. Principal will be the competent authority to fix/suffix the summer vacation schedule in accordance with JNTUH schedule wherever applicable.
2. Each department has to maintain a skeletal staff to attend department works like invigilation duties, class work and other works assigned by HOD/Principal during the vacation as determined by the Principal.
3. Schedule of vacation for all the employees in a department is to be approved by the HOD.
4. By the time of declaring vacation, the staff should have at least 1 year of uninterrupted service at VMTW to avail summer vacation.
5. If any faculty attend spot valuation or engaged with any other examination related duties during the vacation, all those days will be included in summer vacation. No extra days will be allowed.

Vacation Eligibility criteria for Permanent Teaching staff.

One-week Vacation	The staff members who have ≥ 1 and < 2 years of uninterrupted service at VMTW.
Two-week Vacation	The staff members who have ≥ 2 and < 3 years of uninterrupted service at VMTW.
Four-week vacation	The staff members who have ≥ 3 years of uninterrupted service at VMTW.




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9. LEAVE ON LOSS OF PAY

1. Leave on the loss of pay is not the sole right of an employee. Proper explanation with proofs must be submitted along with all such leave applications.
2. Leaves on the loss of pay by any staff member that affects the functioning of academic/administrative activity of the department or institute are viewed very seriously and 1.5 times the daily pay may be deducted as a penalty for each day of any such leaves.

10. OTHER TERMS & CONDITIONS

1. *Permanent Employee*: An employee is considered to be permanent on completion of three years of uninterrupted service in Vignan Group of Institutions and also got ratified during JNTUH staff SCMs in case of teaching faculty.
2. Employees serving on probation are eligible to avail casual leaves, academic leaves, compensatory casual leaves, medical leaves and leaves on On-Duty.
3. The total number of staff availing leaves at any given point of time in a particular department should not exceed 20% of the total staff strength of that department with exception of the summer vacation period.
4. Leave for unfortunate situations like the death of a family member, miscarriage during pregnancy etc., may be availed from summer vacation category. The Principal/Dean-Administration are the approving authorities for all such leaves in consultation and recommendation of HOD.
5. Faculty can apply half-day leaves with 12:30PM as a reference point.
6. Leave utilization report of each faculty will be shared at regular intervals to the respective department head.
7. Eight working hours excluding all breaks in between is officially treated as a working day.
8. Flexibility in awarding leaves and two early going/late coming permissions per month may be allowed for those staff who are committed and working extra time during odd hours. The staff of few departments like Training & Placement, Admissions, Administration, Exam Section, IQAC and HODs may be given the above privileges. It is the prerogative of Principal/Dean-Administration/Dean Faculty affairs to award leaves/permissions in all such deserved cases.
9. HODs can recommend and forward the CLs. But in case of other leaves, HOD can only forward with discretion.
10. On the mandatory working days such as JNTUH, NAAC, NBA inspection days and other working days of critical importance, absence of staff members is treated as a leave on LOP.
11. The staff members found to be not adhering to the above leave policies are liable to disciplinary action as per the terms & conditions laid by the Institute from time to time.



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