

LEAVE RULES

These rules may be called the "JRGET Leave Rules" The provisions contained in the rule shall apply to all employees of JRGET. **This Leave Rules supersedes all the previous leave rules.**

1. Authority empowered to sanction the leave:

Employee Category	Authority to sanction the leave
Principal	Chairman / Member of Management Committee
All Teaching faculty & Non-Teaching staff members	Member of Management Committee through Principal

Note: All applications should be routed through proper channel.

2. In the absence of the above authorities, the followings shall be the sanctioning authority:

In Absence of Authority	Authority to Sanction the leave
Principal	Principal – in-charge

3. General leave rules

3.1 Leave cannot be claimed as a matter of right. Leave sanctioning authority may refuse or revoke leave of any kind.

3.2 Leave may not be granted to a JRGET employee under suspension.

3.3 Leave can neither be prefixed nor be suffixed to Winter Break or Summer Vacation, Durga Puja Vacation or Long Holiday.

3.4 In case of long leave on medical grounds (To be Treated as Leave without' Pay) employees are required to produce medical certificate from medical officer of Govt. Hospital or authorized officer of Govt. Hospital or any registered medical practitioner not below the rank of the Asst. Surgeon along with supporting Documents. If considered necessary, the Leave sanctioning authority may ask for second medical opinion from the incumbent who continues on medical leave.

3.5 An employee intending to leave his/her head quarter during the leave must obtain permission for the purpose and he/she has to furnish his /her leave address and telephone number in the application.



- 3.6** The willful absence of an employee from duty after the expiry of the leave will render him/ her liable for disciplinary action.
- 3.7** An employee is not allowed to take any type of leave during the student strike or any type of function of the institution including Annual Function.
- 3.8** All types of leave shall be recommended by concerned Head of the Department or Section of Heads with adjustment done against the leave.
- 3.10** All types of leave shall be applicable as per prior information with alternative arrangement for respective assigned duties.

4. KINDS OF LEAVE:

Casual Leave (CL) (Leaves debited from leave account)	Casual Leave (CL) – 12 days
	Half Day casual leave (CL.5)
	Special CL – 01 day (in a calendar year) (At the discretion of the Authority)
Study Leave (SL) (Leaves debited from leave account)	Study Leave (SL) – Only for higher Study (Ph. D.) 12 days (for Teaching & Non-teaching staff in a year) (At the discretion of the Authority)
Duty Leave (DL) (Leaves without any account.)	Duty Leave (DL) Leave applied for attending Conference, University Exam, Seminar, Workshop, FDP and Admission related work or any assigned duty.
Compensatory Leave (Col) (Leaves without any account.)	At the discretion of Authority (Leave Against work on Holidays, Admission related work or any assigned Duty.)
Maternity leave (ML) (Leave not debited from leave account)	Maternity leave (ML) It may issue for a period of 03 months.

4.1 CASUAL LEAVE (CL):

Leave cannot be claimed as a matter of right. It may be issued up to One Day in a month or 12 Days in a calendar year with prior approval (minimum 24 hours) from authority. CL may issue in case of emergency once in a quarter year. **Post application of CL is not acceptable.** It will be treated as **Unauthorized Leave.**

Unauthorized leave is a serious violation of institutional policy. For each instance of unauthorized leave, **two days of Loss of Pay (LOP)** will be imposed. Repetition of such violations may lead to disciplinary action.



+2 Science : +91 98611 69222
 B-Team : +91 88951 99998
 MBA : +91 88951 99998
 Pharmacy : +91 94374 99960

JRGET employees can take ½ Day CL for forenoon (9.00 AM to 1.00 PM) or for afternoon (1.00 PM to 5.00 PM) depending on their requirements with prior approval from authority.

4.2 Study Leave (SL):

It may be issued up to 1 Day in a month with prior approval (minimum 24 hours) from authority.

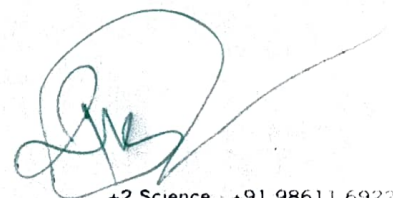
1. The administration reserves the right to sanction/reject all such applications depending upon the merit of the case and institutional requirements/exigencies.
2. During all such Study leaves, no classes or other academic and extension activities as assigned to the concerned faculty should be disturbed.
3. The SL shall be duly forwarded by the HoDs through Dean Academics to the Principal. Only Chairman/ Member of Management Committee can sanction such leaves after due scrutiny of relevant documents.
4. The applications must be accompanied by certification/credentials issued by the concerned PhD guide justifying the Reason of leave.
5. Without certification/credentials the SL will treated as CL (as per availability) or LOP.

4.3 Duty Leave (DL):

Leave applied for attending **Conference, University Exam, Seminar, Workshop, FDP and Admission related work or any assigned duty** with sufficient proof and call letter shall be allowed as **Duty Leave (DL)** subject to the submission of copy of all related documents received. The leave of

4.4 Compensatory Leave (Special Leave- SPL):

Compensatory Leave (Special Leave- SPL) may be granted to employees as compensation for working on non-working days, such as public holidays or declared official holidays. This leave may be approved with prior approval (minimum 24 hours) from authority.



4.4 Maternity leave (ML):

Maternity leave is allowed to JRGET employees subject to following terms & conditions:

1. That the concerned employee must have completed a minimum of continuous three years of service at JRGET Bhubaneswar, as on the date of Maternity Leave application.
2. That only three months are allowed as Maternity Leave against submission of Leave application along with Doctor's recommendation/prescriptions.
3. After six months of re-joining the institute, employee can claim for maternity leave payment at HR Dept.
4. That after receiving valid claim application with delivery report, doctors certificate, 50% of the approved three months maternity leave salary shall be paid.

Note: For all the aforementioned matters, the decision of the undersigned shall be final and binding.


Management Committee

CCTO: Office of Principal KSHSS

Principal RITE

Principal JRGCP

DDUGKY

