

Leave Policy

1. Purpose:

The purpose of Leave policy is to facilitate employees to avail leaves and improve work-life balance. It enables them to meet their personal priorities.

2. Scope:

This policy is applicable to all the on-roll employees of EPGI.

3. Types of Leaves &Entitlement:

All the on-roll employees of EPGI are eligible for leaves as per the policy.

Category of Staff / Entitlement of leaves per annum	Types of leave			
	Casual Leave	Earned Leave	Vocational Leave	Sick Leave
I. Teaching /Vocational Staff - Lab Instructor/ Clinical Instructor/ Lecturers, Tutor/ Assistant Prof. / Associate Prof. / Professors	12	0	16	6
II. Teaching /Non-vocational Staff - Coordinator/ Professor & HOD/ HOD/ Vice Principal/ Principal/ Vertical Head/ Program Head/ Sr. VP	12	15	0	6
III. Non-teaching/Non-vocational - Colleges/ MGCT/ Accounts/ Admission/ Administration Staff	12	15	0	6

4. Policy& Procedure:

4.1 Casual Leave (CL):

- Eligibility: from the DOJ
- Unused CL's will be carry forwarded to next and subsequent months in the same Calendar Year only and will not be carry forwarded to next year.
- For new joinees, CL will be credited only if they join before 15th of the month. If anybody joins 16th onwards, they will not be eligible for the CL for that particular month.
- Minimum 0.5 and maximum 3 CL's can be availed at a time.

4.2 Sick Leave (SL):

- Eligibility: from the DOJ
- SL's availed more than 3 days, should be supported by the Medical Certificate and supporting documents issued by the competent authority.
- Sanctioning/approving of SL's will be at the sole discretion of the HOD & Principal in consent with the Management.

4.3 Earned Leave (EL):

- Eligibility: EL's should be provided only after the completion of one year and will be credited on prorated basis in the Calendar Year.
- EL's can be availed minimum 3 and maximum 8 at a stretch.
- Unused EL's will be lapsed and will not be carry forwarded to next year, nor encashed.

4.4 Vacation Leave (VL):

- **Eligibility:** VL's will be credited only after the six months of faculty joined or completion of full one semester. If anybody joins in-between the semester, they will not be eligible for the VL in upcoming vacation.
- VL's will be availed only in two occasions in the Academic Year after the completion of semester. At a stretch, maximum 8 VL's can be availed.
- Unused VL's will be lapsed and will not be carry forwarded to next vacation, nor encashed.
- Planning and approving of the VL's is at the sole discretion of the HOD & Principals of the respective colleges. They are responsible for planning the VL's without hampering the regular works and obtain the prior approval from the management on behalf of the team which proceeding on VL as per the policy.

4.5 Leave Period is calendar year i.e. January to December.

4.6 CL's & EL's can be clubbed together and availed up to the maximum limit of 8 at a stretch. VL's cannot be clubbed with any other leaves.

4.7 Employees are serving notice period / on notice period are entitled to avail only CL and EL's as per the policy.

4.8 Unused leaves will not be encashed any point of time.

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- 4.9 All the leaves should be planned priorly and required approval from the reporting head. SL's or any emergency leaves can be communicated to the reporting head and soon after reporting to duty within 48 hours should be applied with proper justification.
- 4.10 Weekly off / Public Holidays that fall within the leave period will be treated as part of leave if balance available, if no leave balance, then will be treated as LOP. It is mandatory to work either before or after the Week off / PH, otherwise Weekly off/PH/GH also will be considered as leave subject to availability or reflect into LOP.
- 4.11 If any employee worked physically or availed paid leave at least 4 four days in the week which includes PH if any, should be given paid week off (Sunday).
- 4.12 Employee is entitled for 120 minutes' permission in month allowed to come late or leave early or to go out during the working hours to manage any personal needs. This permission time will be adjusted with the shortfall of working hours during the month if any. This is applicable on full working days i.e. min 8 Hours a day. This permission is not allowed on half day working.

5 Exceptions:

Any exceptions to the policy guidelines or entitlement or eligibility shall require approval of the Management.

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