

KHALSA COLLEGE OF PHARMACY, AMRITSAR

REVISED LEAVE POLICIES, OCTOBER 2020

1. Leave Sanction Authority for Director will be Chairman. For rest of teaching and nonteaching staff, Director will be the authority for the same.
2. HOD and Coordinator will not be entitled for leave in same duration. Presence of at least one of them should be ensured for smooth functioning of all departments.
3. There will be 12 Casual Leaves (CL) in one year (Jan. to Dec.) for regular faculty members.
4. There will be 10 Sick/Medical leaves (ML) in one year (Jan. to Dec.) for regular faculty members who have completed one year of service in college.
5. Total number of CL available will be counted on quarterly basis. No advance CL will be given, if no balance CL remains Available leave will be treated as LWP.
6. During probation period, leave will be given on pro data basis i.e. maximum 1 CL after service of every month.
7. List of holidays in accordance with IKGPTU will be announced well in advance at the start of academic session and will be applicable for the period.
8. The leave admissible under this shall be exclusive of all holidays declared by IKGPTU. In the event of change in date(s) of the holiday(s) announced by IKG-PTU through the media, then the college shall automatically observe the subject holiday(s) accordingly by informing in advance through internal circular.
9. Faculty members going on leave must arrange for the adjustment of their lectures, research guidance of PG/Ph.D. students, committee, departmental activity and other responsibilities. Concerned HOD/Academic I/C will make sure to check and follow such alternate arrangements during the leave period. Substitute faculty, who has taken responsibility in case of absence of applicant will not be entitled for leave in the said duration.
10. Irrespective of number of leaves taken, total no. of classes (theory and practical) taken by concerned faculty should be strictly as per norms of regulatory bodies. In case of lesser classes, faculty will conduct extra classes beyond the time table to ensure fulfillment of norms.
11. The faculty members availing leave will mention his/her address and contact numbers during the leave period.
12. Informing on phone should be strictly avoided unless and until it is very urgent. All such cases shall be sent to Director for final decision.
13. Before availing CL, application should be duly forwarded by concerned HOD and Academic I/C and approved by the Director at least ONE days before the date of leave

required.

14. Higher study/QIP leave will be sanctioned by prior notice form staff member and with approval of Chairman/Director.

15. Those who are in examination duty and wish to take leave shall also get forward their application through Exam Superintendent and duly approved by the Director.

16. Prior sanction of the leave is must and any unapproved absence will lead to deduction of double the leaves from the balance CL of respective faculty. Such leaves will be marked as leave without pay (LWP).

17. Faculty member has to report Director prior to joining the duty on subsequent working day otherwise he will be treated absent. After allotted balance of 10 days for CL, salary of single day will be deducted for each of next 5 approved LWP. After which, salary equal to two days will be deducted up to next 5 LWP.

18. A Show-cause notice will be issued upon availing 10 such LWP and suitable action will be taken by the management on unsatisfactory reply.

19. If any member avails any leave immediately before and after the declared holidays/Vacation, the leaves of the holidays/vacation, the leaves of the holidays/vacations will be counted as his/her CL.

20. The timing for half day leave will be 9:00 am to 1:00 pm for early half and 1:00 pm to 05:00 pm for later half. Half day leave should also be duly approved as per procedure laid down for CL.

21. In calculating leave, fraction of leave of less than or equal to half a day shall be treated as half day's leave.

22. In any emergency, all teaching /non-teaching staff members should avail a late leave (Yellow card) of Half-an-Hour twice in a month.

23. In special cases, all teaching /non-teaching staff members should submit a 'Gate Pass' duly signed by Director to security officer if leaving campus early or for a short time. Report shall be sent to Director by security officer of person failing to do it. Such activities will not be considered on a regular basis.

24. Staff member are expected to come and leave the campus as per decided schedule and timings. Early leaving and late coming for 3 days will lead to deduction of one CL from the balance.

25. Medical Leave which is not consumed by staff members in one academic year will be added at the end on next academic year ML.

26. Staff members are expected not to take more leaves during ongoing session smooth functioning. It will be appreciated if non-academic period is utilized for availing leave.

27. Compensatory leave will be given time to time to the staff members if they will be called for activities like admission campaigning and any other work of institute's interest. HOD's/event organizing team/respective co-ordinator will forward names of faculty members involved to Director within 7 days of completion. Final decision will be taken by Director/Management in such cases. On duty assignments for first day on holiday/vacation will not be accounted for compensatory leave.

28. No compensatory leave will be given for the purpose of Inspection by regulatory bodies. All faculty members must ensure their presence during the same as per requirement.

29. Project Research Fellows will be admissible to no. of leaves as per rules of funding agency on quarterly basis.

30. Maternity Leave: The 1.5 month paid maternity leave will be sanctioned upto 3 months to 6 months for regular women employee. If a woman adopts a child under the age of 3 months, then she is eligible for a 1.5 month paid leave upto 3 months.

31. The unavailed leave shall not be taken into consideration in computing the period of any notice required to be given before discharge or dismissed.

32. A Show-cause will be issued upon absence of 7 days or more without prior information and approval and if not replied by the staff member within next 7 days, services will be terminated, without prejudice to any reasons what so ever. Such period will not included in his served duration also.

33. The Director/Management reserves the right to call back any member from leave if so required balance CL, not availed due to this will be adjusted accordingly.

34. In case of any medical emergency/special circumstances, Management Committee will take the final decision on application by staff member.

35. The Management reserves the right to relax any of the rules stated above in interest of the college on a case to case basis. Such considerations should not referenced in future by any other staff member or Decision of Director in consultation with Management will be final in case of any dispute.