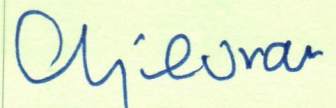


K.M.G. COLLEGE OF ARTS & SCIENCE, GUDIYATTAM

STANDARD LEAVE POLICES FOR THE STAFF MEMBERS

1. From January to December of each year, teaching personnel is permitted 12 days of casual leave, while non-teaching staff is permitted 15 days.
2. Both teaching and non-teaching personnel are eligible for a one-month medical leave that is paid at 50% of their monthly salaries.
3. Both teaching and non-teaching staff are eligible for a five-day paid marriage leave.
4. Staff may take up to 7 days of paid leave in the event of the death of their parents or spouse.
5. Staff can request a maximum of 5 days of special leave if they have a family member's or child's health condition.
6. Maternity leave will be permitted for a maximum of three months and one half day in the following three months.
7. Staff may use either 9.45 a.m. to 10.45 a.m. or 3.30 p.m. to 4.30 p.m. twice permission every month.
8. There is no continuation of leave on government holidays, Saturdays, or Sundays. If happens treated as LOP on the day of leave taken either preceding (or) succeeding whereas, in case of both preceding and succeeding leave taken all the days including Govt. Holidays treated as LOP.
9. Half a day of CL is allowed on the same day without permission.
10. Applications for leaves must be submitted by 11 a.m. the day before.
11. A leave of absence conducted without notification results in loss of pay.
12. Staff on leave should request a class adjustment from their department's Staff.
13. The teaching staff is given a maximum of 15 days on duty to attend to answer papers corrections, acting as an external examiner, etc.
14. Teaching staff No On Other Duty will be permitted.
15. The staff who was named additional chief superintendent is available for on-call duty up until the conclusion of his exam work.
16. The serial numbers 13 and 15 will apply to staff going for the aforementioned purposes. If not, answer paper correction work will be done according to serial number 13.
17. OD limitation not applicable if staff is assigned for college work.
18. No one is permitted to take a leave of absence for longer than two days at a time, unless a medical emergency arises. If not, the leave period is considered a LOP.



SECRETARY

**K.M.G. COLLEGE OF ARTS & SCIENCE
GUDIYATTAM - 635803**