



Amrita Sai Institute of Science and Technology

APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA

PARITALA, KRISHNA DISTRICT – 521 180 (A. P.)

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LEAVE RULES

Dt: 07-09-2023

Casual Leaves:

All the Non Ratified Teaching Staff, Admin, Technical Staff will be entitled to get one CL per month. Such leaves will be credited every month for the Academic Calendar year i.e. from July to June. Such leaves will be carried over till the completion of Academic Year i.e. till the month of June every year. Accumulated leaves as on 30th June will not be carried over to next Academic Year. All the leaves should be availed with prior approval only.

At a stretch Maximum 3 leaves in a month are permitted. Leave without intimation is considered as absent and double the number of days of salary will be deducted after submitting written explanation.

One CL is available in a month when instruction days are 23 in a month. If CL is not availed in current month, It will be carry forward to the next month. If 3 CLS are available then there is no LOP. Upto 3 leaves. In case CLS are not there for one CL 1 LOP will be considered up to 3 three days from 4th leave on words it will be considered 1.5 LOP. In case the faculty is not availed 12 CLs then at the End of the Academic year, Encashment will be arranged for 12 CLs.

Half Pay Leaves:

All the ratified staff shall be entitled for 12 Half pay leaves for every completed year of service. This may commuted as full pay leave for half the period on medical grounds. Such leave application for availing these leaves should be accompanied by certificate from authorized and qualified medical officers.

Special Casual Leaves:

Special CLs may be granted for Teaching Staff to attend Seminars/Conferences and other related reasons to a maximum of 12 days in an Academic Year.

Extra-Ordinary Leaves:

Extra-Ordinary leaves may be granted to the Employees by the President and Correspondent on the recommendation of the Principal on any Private affair or academic affair. They will not be entitled for any pay/allowances during this period.

All the Staff members are entitled to compensate leaves whenever they attend on declared festival holidays.

Work Assigned by Principal:

The Management reserves the right to add/delete/modify the leave rules at any time without any prior intimation to the staff members and the decision on interpretation of leave rules by the Management will prevail.

Copy to CEO/All HOD's/Exam Cell/Library
Notice Board / Master File

(Dr M SASIDHAR)
PRINCIPAL