



## Leave Policy for Faculty

### 1. Authority for Leave Approval

- **Casual Leave:** The Principal is the authorized person to grant casual leave to all faculty members.
- **Casual Leave for the Principal:** Requires approval from the Manager of the Managing Committee.
- **Other Leave:** All types of leave other than casual leave are subject to approval by the Management Committee.
- **Eligibility Verification:** Leave applications will only be processed after confirming the eligibility of the applicant.

### 2. Casual Leave

- **Annual Entitlement:** Casual leave is granted on a calendar year basis (from January 1st to December 31st).
- **Allocation:** Both teaching and non-teaching staff are entitled to 15 days of casual leave per calendar year.

### 3. Leave Application Process


- **Application Submission:** Leave applications must be submitted to the Principal using the designated form, available from the office.
- **Advance Notice:** Applications should be submitted at least three days in advance, with approval required before taking leave, except in cases of emergencies or illness. In such cases, the application should be submitted on the day the employee returns to work.

### 4. Leave on Official Duty (LOD)

- **Permission:** Prior approval must be obtained from the Principal when applying for leave on official duty.
- **Documentation:** Upon return, employees must submit a duty certificate along with a detailed report of the Seminar/Symposium/Workshop or other duties attended, outlining the benefits to the employee and the Institute.
- **Additional Submission:** A copy of this report should also be submitted to the NAAC office.
- **Unpaid Leave:** Any holidays occurring during leave without pay will also be considered as leave without pay.

### 5. Vacation Salary

- **Eligibility:** To qualify for vacation salary, employees must be present on the last working day before the vacation or the first working day after the vacation.
- **Duties During Vacation:** Employees must fulfill any duties assigned by the Institute during the vacation period to be eligible for vacation salary.

  
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## 6. Leave Combinations

- **Casual Leave:** Casual leave cannot be combined with other types of leave. The Principal has the discretion to approve or deny leave based on institutional needs.

## 7. Attendance Management

- **Attendance Recording:** Attendance is recorded through biometric systems and a manual register before and after work.
- **Mandatory Signing:** All staff members must sign in the attendance register located at the Institute's office.
- **Absenteeism:** Failure to mark attendance will result in being recorded as absent.
- **Punctuality:** Staff members must report to work before the start of their scheduled duty time.

## 8. Termination

- **Performance-Based Termination:** Management reserves the right to terminate the employment of any faculty member or staff member with one month's notice or one month's pay in lieu of notice if their performance is deemed unsatisfactory

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