



Tara Government College Sangareddy

(Autonomous)

Accredited 'B' by NAAC

(An ISO 9001: 2015 certified college)



Leaves Policy

Introduction

An employee is entitled to some leaves. Tara Government College recognises this. All Government employees are entitled to leaves that are prescribed by the government. Against this background, the leave policy has been prepared.

Rationale behind the policy is to

Raison d'être

- ❖ To provide information about leaves to employees.
- ❖ To help them in time of their need and thereby create camaraderie and extract best services from them.

Policy

All regular, permanent Employees are entitled for the following leaves:

- ❖ Casual Leave
- ❖ Special Casual leave
- ❖ Earned Leave
- ❖ Medical Leave
- ❖ Maternity Leave (Women)
- ❖ Special Casual Leave
- ❖ Leave on Loss of Pay
- ❖ Paternity Leave (Men)

- ❖ Child care Leave
- ❖ Study Leave
- ❖ Half Pay Leave
- ❖ Extraordinary Leave
- ❖ Surrender Leave
- ❖ Compensatory Casual Leave
- ❖ On Duty Leave
- ❖ Extra (5) casual leaves for women.
- ❖ The Leave Year shall be January - December.
- ❖ Leave will be strictly monitored and will be granted only if needed.
- ❖ Any other leave that is not mentioned but informed by both State Government and Government of India.
- ❖ Leave is not a right but subject to condition or verification.
- ❖ Leave rules are not applicable to Contract faculty, Outsourcing employees and any other employees. Their rules are subject to instructions given and updated from time to time from Government.
- ❖ Staff members who are unable to report to work due to exceptional / unforeseen circumstances must send a leave message or inform the principal, preferably through their respective HODs.

Dr. E. S. S.
Principal(PAC)
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