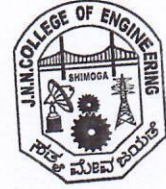




NATIONAL EDUCATION SOCIETY(R.)




JAWAHARLAL NEHRU NEW COLLEGE OF ENGINEERING

# HUMAN RESOURCE MANUAL

Version 2.0

Approved by AICTE New Delhi: Certified by UGC 2f & 12B,  
Accredited by NAAC – 'B',  
NBA Accredited Branches: UG – CV, ME, EEE, ECE, CSE, ISE & TCE  
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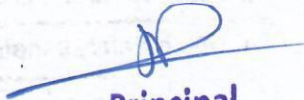


  
Principal  
J N N College of Engineering,  
Shivamogga.

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## HR -400 LEAVE

All employees are entitled for leave illustrated under the chapter HR-400

HR 401.1.1 :: LEAVE DETAILS & ELIGIBILITY		
Type of leave	Teaching Staff	Non teaching staff
Declared & Restricted holidays	As per Govt. notification to be availed as per KCSR rules	
Casual Leave	15 CL in a calendar year. All 15 will be credited in the beginning of the calendar year and can be availed as per KCSR. Gets lapsed at the end of the calendar year	
Earned Leave	For non-vacation staff, up to a maximum of 30 per year which is credited as 1EL earned for every 11 days worked in a calendar year Can be accumulated up to 300 days (after which it lapses.) For vacation staff up to a maximum of 10 per year. Can be accumulated up to 300 days (after which it lapses.)	Up to a maximum of 30 per year which credited as 1EL earned for every 11 days worked in a calendar year Can be accumulated upto 300 days (after which it lapses)
	Approval of long leave before one-year of superannuation must not exceed 45 days at a stretch without disturbance to the routine academic works	
Vacation	A maximum of upto 15 days per semester during the vacation period declared by VTU. This can be availed in a staggered manner with a minimum of 5 continuous days. However, the faculty must be available for any departmental/ Institution work as the case may be. NES management / Head of Institution reserve the right to sanction/ cancel such leaves if required. Prior permission of the management / Hol is mandatory for availing vacation / leaving headquarters. In case of working during vacation, for every three days of working an employee will be eligible for one additional CL	NA
Special Casual leave	Can avail upto 30 days in a calendar year for any academic / examination/skill development related activities. This cannot be carried forward. The SCL should be supported by relevant documents such as call letter / attendance certificate.	NA
Commuted Leave	For non-vacational staff 20 days of leave per calendar year of which 10 days gets credited in Jan / July respectively. Can be accumulated upto 240 days (after which it lapses). NES / Head of Institution reserve the right to sanction/ cancel such leaves if required.	
Study Leave	Can be sanctioned upto a max of 3 years and relaxable basis (on written request) at the discretion of NES with / without stipend based on the workload and the financial position of the institution. NES is the final decision maker	NA
Maternity Leave	Can avail 180 days of maternity leave with pay and the interval between two such leave shall not be less than 3 years and availment shall not exceed two occasions during the service period of the employee.	
Sabbatical Leave	Can be sanctioned upto a max of 3 years and on relaxable basis (on written request) at the discretion of NES based on the workload., as per KCSR Such leave will be without salary and will have to rejoin at the department and in the same designation. <b>Such leave cannot be considered as continuous service for seniority</b>	
Paternity Leave	Can avail up to 14 days of paternity leave each time with a maximum of two times during the service period of the employee (Including Sunday and holidays if any) and the interval between two such leave shall not be less than 3 years	
Compensatory Leave	Can avail leave when on vacation and was recalled to discharge duties at the discretion of the Hol / NES	Can avail to a max of 10 days over and above complete utilization of CL when worked on any Holidays or weekends