

ORIENTAL GROUP OF INSTITUTES

(Approved by AICTE New Delhi & Govt. of Madhya Pradesh & Affiliated to RGPV & BU, Bhopal
Oriental Campus, Opp. Patel Nagar, Raisen Road, Bhopal-462022 (M.P.)

Ref: OGI/Admin/Leave/2024/30

Date: 25/05/2024

CIRCULAR: LEAVE POLICIES AND GOVERNING RULES

1. **Introduction.** The Oriental Group of Institute provides an opportunity to all its Faculty and Staff members to avail leave so as to strike a balance between their academic, other works and to meet their domestic/personal requirements. All types of leaves will be accounted for semester wise and will have to be finished/availed by end of the academic session **of total 12 months (01 July to 30 June)**. In pursuance of this philosophy, the provisions of OGI leave policies are elaborated below:-
2. Types of Leave and Governing Rules to be followed. This leave policy comes into force w.e.f. **01/07/2024**.

Sl No	Nature of Leave	Entitlement per Sem	Rules & Regulations
(a)	Casual Leave	06 days	(i) Faculty/staff member will be eligible for 01 day CL in every month after completion of one month service in the Institute. CL can be Prefixed / Suffixed with Gazetted holidays or 4th Saturday / Sundays. Two CL may be considered in advance with prior approval of management on compassionate grounds. Maximum 02 CL can be availed at once in a month if not availed in previous month. (ii) Casual Leave will not be carried forward to next session i.e. post 30 June. However, CL balance as on semester ending 31 December be carried forward to next semester Jan – Jun.
(b)	LWP (Leave without Pay)	07 Days	Maximum 03 LWP can be availed at once in a month. LWP can be authorized to a maximum of 7 days in a semester after seeking prior permission in writing. It can be increased only in special cases subject to supporting documents and by the approval of the Management. Else LWP beyond 7 days will be treated as absent & 1.5 days salary shall be deducted.
(c)	Academic Leave	--	Academic leave, not exceeding 8 days in an academic year including holidays, may be granted to a faculty for the following purposes:- Attending conferences, seminars, delivering lectures, NPTEL Certification exam, outside city as External Examiner etc with prior permission & approval by the management only after completion of one year.
(d)	Short Leave	02 hours	A short leave of maximum duration of 02 hrs can be availed once in a month. Short leave is to be duly approved by concerned Director before availing and forwarded to OGI office.
(e)	Compensatory Off	--	Compensatory Off (Maximum 02 days consecutively) can be granted to Faculties/ Lab/ Library/ Supporting admin staff if he/she worked full day on Sunday / holiday after approval of Director. The compensatory off must be availed within one and half month of completion of extra duty.

(f)	Sem Break	(i) Maximum 08 days Session break leave (SBL) is allowed to those faculty members who have completed one year or more service in the Institute as per RGPV calendar.
	For faculty	(ii) Maximum 04 days SBL is allowed to those faculty members who have completed more than six month but less than one year of service in the Institute.
	For Lab / Admin Staff	(i) Maximum 05 days SBL is allowed to those Lab/Admin staff who have completed one year or more of service in OGI.
		(ii) Maximum 03 days SBL is allowed to those Lab/Admin staff who have completed more than six months but less than one year of service in the Institute.
Special Instruction for Session Break: Session Break has to be planned in a staggered manner after approval from the authorities so that normal functioning of the college is not hampered.		
(h)	Medical Leave	An employee working appointed/working on regular basis is entitled to 06 medical leaves in a year. i) ML cannot be taken as half day. ii) ML not availed in the Calendar Year shall not be carry forwarded in the next Calendar Year. iii) An employee who has availed medical leave will be required to submit supporting documents at the time of resuming duties. Additionally supported by a Medical Certificate from a Govt. Medical Authority. iv) Submission of fictitious medical certificate as supporting document shall lead to disciplinary action against the employee. v) Misusing of medical leave will lead to strict disciplinary action on the employee.
(i)	Special Leave	Employees of all colleges under OGI will be allowed to avail special leave, if no CL in balance, as under:- On completion of 3 years regular service in the institute: 01 On completion of 7 years regular service in the institute: 02 On completion of 10 years regular service in the institute: 03
(j)	On Duty Leave	Faculty members can be permitted for On Duty Leave (ODL) with prior permission & approval by the Management, for performing university official academic duties or college admission related works. For External viva, HOD can avail two and faculty can avail three ODL in a semester. They will be required to maintain their IN and OUT attendance in the college and submission of certificate from the Institute /College where required duty was conducted.

3. **Leave Travel Concession.**

(a) In order to provide a break from the routine job and to rejuvenate the faculty / staff members, OGI management has decide

d to introduce a scheme of LTC for those who have completed more than seven years of permanent service, once in a block of three years. The faculty members will be reimbursed the following amount subject to submission of detailed statements:-

Rs.5,000/- : To those faculty /staff whose salary is up to 15,000/-.

Rs.10,000/- : To those faculty /staff whose salary is up to 15,001/- to 25,000/-.

Rs.15,000/- : To those faculty /staff whose salary is 25,001/- to 45,000/-.

Rs.20,000/- : To those faculty /staff whose salary is more than 45,000/-.

(b) LTC will be admissible during SBL only. Application for availing LTC must reach to office of OGI at least 15 days to date of proceeding.

4. **Absence without Leave (AWL).** Any employee who absents himself / herself without leave is liable for following actions:

(a) In case, the employee is absent without leave for more than 03 days without any prior intimation to the office of OGI then his / her attendance will be automatically blocked in biometric attendance system.

(b) In case, an employee fails to rejoin duty after 03 days of absence, then a notice will be served asking reasons for his / her absence and instructing him / her to rejoin immediately. Reminder notice will be served after an interval of one week to the employee through Whatsapp / e-mail in case of no reply.

(c) If the employee fails to respond or rejoin duties then his / her name will be put on hold from the record of OGI and necessary disciplinary action will be initiated against such employee as per college norms / solemn pledge signed by him / her.

(d) In case an employee rejoins after an overstay of maximum 7 days of leave then he / she will be required to submit documentary proof supporting his overstay of leave i.e. on medical grounds, accident etc. The application of employee along with valid documentary proof giving reasons for the prolonged absence will be perused by the Management, who may decide to take appropriate disciplinary action against him / her. Thereafter, after approval by the Management resuming of his / her duties shall be considered. In case the overstay of leave without sufficient reason is more than 15 days then necessary disciplinary action will be taken as deemed fit.

5. General Leave Guidelines.

(i) All employees must submit their leave applications well in advance so that the leave application reaches the Admin Office two days prior to proceeding on leave. They have to ensure that their leave is duly sanctioned by competent authority and all work and responsibilities are handed over to authorised person before proceeding on leave except in emergency. In case of emergency, documentary proof for the same to be brought and enclosed along with leave application submitted for approval by competent authority.

(ii) HODs / In-charge of concerned section should be briefed properly by faculty / staff before proceeding on leave.

(iii) All types of leave can be either prefixed / suffixed with holidays / Sunday. However, the intervening holiday / Sunday during the leave will be counted as leave.

(iv) Leave will be credited on 01 Jul every year, based on the calculation of number of days worked during the preceding 12 months, on a pro rata basis. *Approval of management will be required for more than 02 CL / 03 LWP.*

(v) Leave is a privilege and is not to be claimed as a right. The competent authority has the right to defer, curtail, refuse, or reduce leave due to exigency of service, or on grounds of meeting the requirement of Institutions.

(vi) The employee on leave can be recalled by the competent authority when he / she consider such an action necessary, and/or in the interest of OGI.

(vii) Leave on grounds of self marriage / maternity etc. should reach the office of OGI for approval by concerned authority at least 10 days before proceeding on leave, otherwise that period will be treated as absence from work.

(viii) At no time, maximum number of faculty availing leave, should exceed 20% of the total strength of the branch.

6. Fourth Saturday of each month will be treated as paid holiday. It will be discretionary on the part of management to carry or cancel.

7. Chain for approving leave by competent authority is as under:-

