



NARAYANA
COLLEGE OF NURSING

Chinthareddypalem, Nellore - 524003. A.P.

Ph No: 0861-2317969 | Fax: 0861-2311968.

Recognized by Indian Nursing Council and A.P. Nurses & Midwives Council

Affiliated to NTR University of Health Sciences, A.P. Vijayawada.

Accredited by "International Accreditation Organization (IAO)"

website: www.narayanannursingcollege.com | | e-mail: narayana_nursing@yahoo.co.in



LEAVE POLICY

OBJECTIVE

The objective of the policy is to provide guidelines on availing leave

ELIGIBILITY & APPLICABILITY

All employees on regular rolls of Narayana College of Nursing

RASCI

Responsible : Individual

Approver : PRINCIPAL/HOD

Support :HOD/HRD

Inform : HOD/HRD

POLICY & PROCEDURE

Casual Leave : Every employee will be entitled 12 days casual leave in every calendar year of service or proportion thereof.

Casual leave should be availed as far as possible with prior approval of the HOD. However, in case it is not possible to do so, the employee should inform the HOD and submit the casual leave application immediately on resuming duty.



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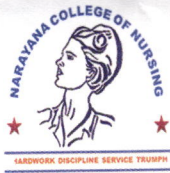
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Casual leave cannot be accumulated un-availed leaves will lapse at the end of the calendar year.

Casual leave can be prefixed or suffixed with holiday/weekly off. However such holidays occurring during the period of casual leave will be counted as part of casual leave.

All employees will be entitled to casual leave from the date of joining. (Calculated proportionally i.e., 1 CL per month to be determined from date of joining will be credited to the leave account at the beginning of the month)

Casual leave cannot be permitted more than 03 days on each occasion.

Academic Leave: All the teaching staff is entitled to 15 days privilege leave in every calendar year (01st January to 31st December) to attend the examinations, conferences, paper presentations & workshops.

Those who join midway during the year will get leaves on pro rata basis leave should be availed as far as possible with prior approval of the Medical Superintendent.

Leave cannot be accumulated. Un-availed leaves will lapse at the end of the calendar year.



Leave can be prefixed or suffixed with holiday/weekly off. However such holidays occurring during the period of casual leave will be counted as part of casual leave.

All teaching professionals will be entitled to leave from the date of joining. (Calculated proportionally i.e., 1.25 per month to be determined from date of joining will be credited to the leave account at the end of the month)

Sick Leave: Every employee will be entitled 12 days sick leave in a year, on grounds of sickness or accident in case. Trainees however will not be entitled to sick leave. Probationers will be entitled to sick leave.

An employee availing sick leave due to prolonged illness should give the probable date of resuming duties to consider his/her request for leave by the HOD.

Sick leave can be accumulated up to 30 days.

In special circumstances for employees not covered under ESI, management reserves the right to grant additional sick leave in genuine cases of long illness. Such cases have to be referred to the Medical Superintendent for approval.

On Separation from the organization, the employee will not be entitled to any compensation for sick leave to his/her credit.

Sick leave can be prefixed or suffixed with holidays/weekly offs, However, such holidays occurring during the period of leave will be counted as part of sick leave.



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The employee has to submit Medical Certificate from a Registered Medical Practitioner if availing sick leave more than 03 days.

Maternity Leave: Maternity leave for a period of 90 days can be availed of by women employees. The same will not be sanctioned on more than 2 occasions.

Employees covered under ESI will be entitled for maternity leave as per ESI Act.

Before proceeding on maternity leave the individual concerned will have to produce certificate from the doctor indicating the probable date of delivery, based on which she will be sanctioned maternity leave as indicated above.

As general rule 90 days of leave will be availed in two parts i.e, 45 days before and 45 days after the date of delivery. If the period of leave availed before confinement is less than 45 days, the balance leave will be allowed to be utilized in the post confinement period, subject to the leave not exceeding 90 days.

Any further leave required after the expiry of the maternity leave may be adjusted against sick leave, in which case the request for extension may be considered subject to furnishing of medical certificate from a registered medical practitioner.

Probationers have to complete six months of service so as to be entitled for maternity leave.



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Compensatory off: Compensatory off is granted to those employees who work on their weekly off / holidays / as well as continuous double shift.

In order to meet exigencies of company work, employees working on their weekly off/fixed holidays will be permitted to avail compensatory off.

The compensatory off has to be availed within 03 months of having worked on the weekly off/fixed holiday/continuous double shift.

Compensatory off can be availed only with prior permission of HOD.

Fixed Holidays : 12 days in a calendar year out of which Republic day, May day, Independence Day and Gandhi Jayanthi will be mandatory holidays. The balance eight holidays will be determined by the management based on recommendations. The state Govt. notification in declaring holidays should be considered while finalizing the same.

The list of holidays will be published by HRD in the month of December for the succeeding year.

Fixed holidays will be prefixed or suffixed with sick/casual leave.

Procedure to avail leave

An employee shall apply for leave in leave application form mentioning reason. The same will be forwarded to the concerned Reporting Authority for necessary approval.



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Reporting authority shall approve the leave of his/her team employees. After getting approved by Reporting the same will be Forwarded to HRD.

In case an employee wants to cancel approval leave he/she should seek the approval of the HOD on an application and submit the same to the HRD. The application should be submitted within 24 hours of the availing dates and in any case before 20th of the month.

As payroll is processed from 1st to 30th/31st of the month and attendance from 26th of the preceding month till 25th of the present month, therefore leave availed till 25th of the present month will be taken into account in order to calculate monthly salary. Leaves availed from 25th to 30th / 31st of the present month will be calculated in the succeeding month payroll.

Leave without pay: In case an employee exhausts all his/her leave, he/she may be granted leave without pay in special cases, at the discretion of the principal/ Medical Superintendent/CEO.

All Departments and employees should adhere to the leave policy for a proper work schedule. Leave records should be meticulously maintained / updated by HRD.


CONVENER




PRINCIPAL

Principal
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