THIRUTHANGAL NADAR COLLEGE

(Belongs to the Chennalvazh Thiruthangal Hindu Nadar Urasinmural Dharma Fund)
A Self Financing Co-Educational College of Arts & Science
Affiliated to the University of Madras | 2(f) Status under UGC Act
Re-accredited at 'B++' Grade by NAAC & An ISO 9001:2015 Certified Institution
Selavayal, Chennai 600 051, Tamil Nadu, India

CASUAL LEAVE & ON DUTY POLICY

The guidelines and regulations regarding casual leave entitlements and usage:

1. Each employee is entitled to 12 days of casual leave per academic year.

2. To be eligible for the full entitlement of 12 days of casual leave, employees must have completed continuous employment in the academic year. Leave entitlement will be prorated for employees with a shorter period of continuous employment.

3. Casual leave is calculated every month. Employees are entitled to one casual leave day per month of continuous employment. If an employee has completed less than a full month of continuous employment, the entitlement will be prorated accordingly.

4. Fridays and Mondays Leave: Leave taken on Fridays and Mondays will be considered as part of the casual leave entitlement only if employees have sufficient remaining casual leave days. If an employee does not have enough casual leave days, the leave will be considered as Loss of Pay (LOP).

5. Employees should follow the usual procedure for requesting casual leave by submitting a leave application to their respective Department Heads/Principal. The application should include the desired dates and a brief reason for the leave.

6. All casual leave requests will be subject to approval by the department Heads /Principal Employees are encouraged to submit their leave applications well in advance to allow sufficient time for the approval process.

7. The admin department will maintain accurate records of casual leave entitlements, usage, and balances for each employee. Employees can request their casual leave balances from the admin department when needed.

8. On-duty Leave can be availed for all remunerative work such as evaluation and exam duties.

9. On-duty can also be availed for Self-Improvement events like attending conferences, seminars, Faculty development/empowerment programs, pursuing higher education.

10. Staff must submit the leave form to avail leave or for the leave taken, otherwise they will be considered as absent.

Dr.V.DEVI M.B.A., M.C.A., M.Phil.,Ph.D
PRINCIPAL
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11. Leave will not be granted on Event days. This is to ensure smooth conduct and participation in the events, as everybody's presence and support are essential.

12. Additionally, permission for one hour or less will not be granted either before or on the day of the event. This restriction is being put in place to maintain discipline and ensure full participation in all scheduled activities related to the event.

13. It is to be noted that if any staff member takes leave on event days, it will be considered as **2 days of Leave without Pay (LOP)**.

14. The staff members ought to make the necessary arrangements in advance and refrain from seeking leave or permission during the event days.

15. Barring essential situations, the Vice-Principal and the Office Staff are expected to leave the campus after the Principal.

16. The staff members are required to record their thumb impression every day (both entry and exit) and sign the attendance register without fail. A new biometric machine has been installed outside the Principal's Room for this purpose. Failure to make either a thumb impression or sign will be considered as a leave for the day. No excuses will be accepted.

17. Availing of Casual Leave (CL), or On Duty (OD) or Permission must be submitted exclusively through the online Embase Portal along with the manual forms. Failure to apply through the Embase Portal will result in the leave being treated as 2 days Loss of Pay (LOP). In case of any issues with the Biometric (thumb) punching system, the matter must be immediately reported to the e-Governance department. Please do not attempt repeated punching. All staff members are strictly instructed to adhere to this rule without exception. Half-day leave can be applied before 9.00 AM, and the leave must be approved by the Principal.

On Duty Procedures:

The On Duty Form needs to be submitted in person before 2 working days with the relevant proof. Those who are going on OD have to submit their attendance certificate on the same day when they report for duty, or otherwise, all the ODs will be converted to LOP. No excuses will be accepted.

V. Devi

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