



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधेः तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



HR POLICY

Leave Rules

1. Short Title and Application

(1) These rules shall be called the Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya Employees Leave Rules 2007.

(2) They shall apply to all persons employed in posts with both time scale of pay and consolidated pay except those who are paid from contingency or part time visiting faculty or those who are governed by specific leave rules pertaining to their employment or those who are appointed on contract basis or temporary basis or on adhoc basis.

2. Kinds of Leave

The following are the various kinds of leave available to the teaching and non-teaching staff members of the Viswa Mahavidyalaya.

- i. Casual Leave
- ii. Medical Leave
- iii. Earned Leave
- iv. Maternity / Paternity Leave
- v. Study Leave
- vi. Compensatory Leave
- vii. Special Casual Leave
- viii. Extraordinary Leave
- ix. Restricted Holidays
- x. Duty leave
- xi. Sabbatical Leave



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधेः तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSVMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



3. Casual Leave

- (i) Casual leave is not earned by duty but it is a concession given to employees so as to enable them in special circumstances, to be absent from duty for a specified period without such absence being treated as any other leave. An employee on casual leave is not treated as absent from duty. He is eligible to avail himself of 12 days of casual leave in a calendar year and cannot be carried over to next calendar year. Casual leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service. Absence on casual leave shall be treated as duty for the purpose of calculation of other leave. A single period of absence on casual leave combined with holidays, prefixed sandwiched or suffixed shall not exceed ten days. Casual leave cannot be combined with any other kind of leave.
- (ii) A register of casual leave granted/availed of by each employee shall be maintained by the appropriate leave sanctioning authority as the case may be.
- (iii) In addition to casual leave, employees shall be entitled to avail themselves of three days restricted holidays; to be chosen from out of festive occasions as may be approved by the Board from time to time.
- (iv) Casual leave shall not be admissible for the first month of the first year of service and thereafter the CL shall be granted in proportion to the total service in that calendar year for a regular employee.
- (v) Casual Leave can be taken for half a day also.

4. Medical Leave

- (i) Each regular employee of the Viswa Mahavidyalaya who has completed one year of service is eligible for Medical leave on medical certificate.



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधे: तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



- (ii) Each employee on medical certificate can avail Medical Leave for 15 days [subject to ceiling of 270 days] on full pay or 30 days on half pay basis [subject to ceiling of 540 days] every year.
- (iii) Medical leave can however be allowed to be computed to full pay by affording double credit.
- (iv) A Viswa Mahavidyalaya servant who has been granted leave on medical grounds should produce a certificate of physical fitness on joining duty along with relevant medical report.
- (v) When leave applied for is on medical grounds, the certificate shall be from a gazetted medical officer or an honorary Medical officer of equal standing.
- (vi) In case of repeated applications for medical leave for a period of less than one week more than 3 times in a calendar year the Viswa Mahavidyalaya shall have the discretion to refer such cases to the medical board for review.
- (vii) For unearned leave on medical certificate for periods exceeding one month the recommendation of medical board shall be obtained.
- (viii) If an employee is on medical leave for a period of less than one month and applies for extension for a period by which cumulative total thereof exceeds one month, the recommendation of medical board shall be obtained.
- (ix) The Medical Board will be constituted by the Board for the purpose on the recommendation of the Vice Chancellor with a panel of two / three doctors as the case may be.

5. Earned Leave

- i) Earned leave can be prefixed or suffixed with holidays and sandwiching of earned leave with holidays is not allowed. Earned leave can be combined with medical leave and vacation but cannot be combined with CL provided that the total number of days do not exceed 90 days.



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानबोगस्य १९५६ विधेः तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSVMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



- ii) Generally applicable not less than five days.
- iii) Leave is earned by duty only.
- iv) Each regular employee is entitled to avail of earned leave.
- v) At the beginning of every year, earned leave shall be credited to the leave account of the employees as follows.

Teaching	Credit
Every year	- 8 days

Non Teaching	Credit
Every year	- 30 days

- vi) Earned leave can be accumulated up to a maximum of 240 days.
- vii) Earned leave should be applied 10 days in advance and the approval from the competent leave sanctioning authority shall be obtained before proceeding on leave. Earned leave can be applied for twice a year.

6. Maternity / Paternity Leave

- i) Maternity leave may be granted to a married women employee on full pay for a period which may extend up to a maximum of 90 days from pre-confinement rest to post confinement recuperation at the option of the employee twice during the entire service of the employee.
- ii) Maternity leave of six weeks for natural abortion/medical termination of pregnancy under the Medical Termination of Pregnancy Act 1971, (Central Act 30 of 1971) may be granted only two times to married women employees who have no living child, or three times to those who have one living child with a condition to undergo sterilization permanently for the grant of this leave for the third time, or for two times to those who have two living children with a condition to undergo sterilization permanently for grant of this leave for the second time.



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधेः तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



- iii) Maternity leave shall not be debited to the leave account.
- iv) Maternity leave may be combined with leave of any other kind except casual leave, but any leave applied for in continuation of maternity leave may be granted only, if the application is supported by a Medical certificate from the authorized Medical Officer.
- v) Maternity leave can be counted as service for increment and other benefits.
- vi) Male employees of the Viswa Mahavidyalaya with less than two surviving children are eligible for fifteen days of paternity leave during the confinement of his wife.

7. Study Leave

- (i) Study leave may be granted to a member of the teaching staff after a minimum of 3 years of continuous service to pursue a special line of study or research directly related to his work in the Viswa Mahavidyalaya or to make a special study of the various aspects of the university organization and methods of education.
- (ii) The period of study leave shall be for maximum of 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department, provided that the Board may, in the special circumstances of a case, waive the condition of three years service being continuous.

Explanation: - In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided -

- a) The person is a teacher on the date of the application and
 - b) There is no break in service
- (iii) Study leave shall be granted by the Board on the recommendation of the Head of the Department concerned and Dean. The leave shall not exceed more than three years in one spell, except in very exceptional cases where the Board is satisfied that such extension



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधे: तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDRASARASWATHI VISWA MAHAVIDYALAYA
(SCSMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



is unavoidable on academic grounds and necessary in the interest of the Viswa Mahavidyalaya.

- (iv) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he is expected to return to duty after the expiry of study leave
- (v) Study leave may not be granted more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (vi) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Board. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Board to treat the period of shortfall as ordinary leave has been obtained.
- (vii) Subject to the maximum period of absence from duty on leave not exceeding three years; study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (viii) A teacher granted study leave shall on his return and re-joining the service of the Viswa Mahavidyalaya be eligible to the benefit of the annual increment(s) which he would have earned in the course of time if he had not proceeded on study leave. No teacher shall however be eligible to receive arrears of increments.
- (ix) The period of study leave shall not count for leave but it shall count as service for increment, promotion, pension/contributory provident fund and seniority provided the teacher contributes to the pension and provident fund during study leave.
- (x) Study leave granted to a teacher shall be cancelled in case it is not availed of within 12 months of its sanction.



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधे: तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



Provided that where study leave granted has been so cancelled, the teacher may apply again for such a leave.

(xi) A teacher availing himself of study leave shall undertake that he shall serve the Viswa Mahavidyalaya for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study leave.

(xii) After the leave has been sanctioned, the teacher shall before availing himself of the leave, execute a bond in favour of the Viswa Mahavidyalaya binding himself for the due fulfillment of the conditions laid down and give security of immovable property to the satisfaction of the Finance officer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the Viswa Mahavidyalaya.

(xiii) The teacher shall submit to the Registrar, six monthly reports of progress in his studies from his supervisor of the Head of the institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the authority may revoke the study leave.

(xiv) Study leave shall not be granted to one, whose absence will cause cadre difficulties owing to his absence on leave, besides dislocation in the regular work of the Viswa Mahavidyalaya.

(xv) During the study leave, the employee shall draw leave salary equal to the amount admissible during half pay leave. He may be permitted to draw in addition, any allowances or scholarship from any other source or agency, if made available to him.

8. Compensatory Leave



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधेः तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



- (i) Compensatory leave may be availed of with the prior approval of the authorities. Compensatory leave is granted to an employee when he has to work on a holiday on exigency of the Viswa Mahavidyalaya.
- (ii) Compensatory leave may be availed of within three months. The employee has to get prior sanction from the head of the dept/section before availing of compensatory leave.
- (iii) The sanctioning authority may grant Compensatory Leave on the basis of case-by-case consideration.

9. Special Casual Leave

- (i) Special Casual Leave may be granted to a Mahavidyalaya employee for the following purposes subject to a maximum of 10 days in an academic year unless otherwise specified.
 1. To conduct examination of a university/Public Service commission/ Board of Examination or other similar bodies/institutions and
 2. To inspect an academic institution attached to a statutory board
- (ii) A male employee of the Viswa Mahavidyalaya may be sanctioned special casual leave for a maximum period of 6 working days for undergoing vasectomy operation on production of medical certificate and special casual leave for 7 working days if his wife undergoes tubectomy / laparoscope operations. A female employee of the Viswa Mahavidyalaya may be sanctioned special casual leave for a maximum period of 14 working days for undergoing tubectomy / laparoscope operation and special casual leave for 1 working day on the day her husband undergoes vasectomy operation.
- (iii) Special casual leave may be granted to an employee of the Viswa Mahavidyalaya -
 - 1 For donating Blood to recognized blood banks on working days, for that day only.



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधेः तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSVMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



- 2 When the employee is unable to attend the office due to dislocation of traffic arising out of natural calamities, civil commotion and other similar exigencies.
- (iv) Special Casual Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave.
- (v) Special casual leave may be granted in combination with holidays or vacation.
- (vi) Special casual leave may be granted for performing any other duty for the Viswa Mahavidyalaya.

10. Extra Ordinary Leave

- (i) Extraordinary leave may be granted to any staff member when no other leave is admissible.
- (ii) Extraordinary leave shall always be without leave salary and may be granted, when the leave applied for is such that the Board or the authority competent to sanction leave considers that the period must be treated as extra ordinary leave.
- (iii) The period of Extraordinary leave shall not count for increment except when such leave is granted due to sickness on medical certificate.
- (iv) Extraordinary leave may be sanctioned by the competent authority for a maximum period of five years.

11. Restricted Holidays

Restricted holidays in a calendar year can be taken as per the requirement of the employees up to 3 days as notified by the authority from time to time.

12. Duty Leave

- (i) Duty leave may be granted to a member of the teaching staff for attending conferences, congresses, symposia and seminars, on behalf of the Viswa Mahavidyalaya



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधेः तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSVMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



with the permission of the Viswa Mahavidyalaya for a maximum period of fifteen days in a calendar year.

(ii) A teacher of the Viswa Mahavidyalaya may be granted duty leave to attend National seminars and International seminar in a calendar year. The staff member attending a refresher course or an orientation programme conducted by UGC during vacation period shall be eligible for Duty Leave.

(iii) Duty leave may be sanctioned for -

(1) Delivering lectures in institutions and universities on invitations from such institutions and universities with the approval of the Vice-Chancellor.

(2) Participating in a delegation or working in a committee appointed by the Govt. of India, State government, the UGC a sister university or any other academic body.

(iv) The duration of duty leave shall be such as may be considered necessary by the sanctioning authority on each occasion.

(v) Duty leave may be sanctioned on full pay.

(vi) Duty leave may be combined with E.L and Half pay leave.

(vii) A teacher is permitted to attend

1. Three National Seminar in a Calendar year in which the Mahavidyalaya shall reimburse TA/DA and registration fee for one National Seminar in a Calendar year.

2. One International Seminar in a Calendar year

3. One International Seminar abroad once in three years for which the Mahavidyalaya shall pay TA/DA and Registration Fees

4. One work shop in a Calendar year

5. To a Refresher Course once in 3 years as per UGC norms

6. If a staff member would like to attend a workshop/refresher course during vacation period, the same can be treated as on duty



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधेः तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSVMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



13. Holidays and Vacation

(a) Holidays

In a calendar year, employees of the Mahavidyalaya will be entitled to three national holidays viz., 26th January (Republic Day), 15th August (Independence Day), and 2nd October (Gandhi Jayanthi) besides the days notified by the Mahavidyalaya as holidays.

(b) Vacation

- (i) All teaching staff members who are eligible to avail themselves of vacation and who are eligible to avail of a specified period of vacation every year are considered as vacation staff.
- (ii) No staff member other than teaching staff member is eligible for vacation.
- (iii) Vacation will be for a maximum of 60 days in any academic year or as notified by the Registrar.
- (iv) The Viswa Mahavidyalaya may recall a person on vacation at any time if needed and it is the discretion of the authority to sanction compensatory leave for the period of duties during the vacation. In such case unless otherwise specified, no additional remuneration is allowed.
- (v) Earned leave can be combined with vacation provided that the cumulative period of absence does not exceed 90 days.
- (vi) If a member resigns during vacation the vacation period availed of by the member will be considered as leave on loss of pay.
- (vii) Vacation cannot be accumulated. Vacation cannot be claimed as a matter of right.
- (viii) Vacation should be availed of after sanction from the competent authority.
- (ix) The academic staff members of Viswa Mahavidyalaya should sign in the token Register on the closing day and on the opening day of the semester, In case the staff



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधे: तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



member is not in a position to be present either on the reopening day or on the closing day, he must report for duty at the earliest and his absence shall be considered as leave entitled provided that the staff member obtains prior approval from the Authorities.

14. Sabbatical Leave

- (i) Permanent whole time Teaching staff of Viswa Mahavidyalaya who have completed seven years of continuous service as Lecturer Selection grade/Reader or Professor, shall be eligible for sanction of sabbatical leave of 12 months with full pay and allowances during which they shall be permitted for study purposes to go or work in other universities in India or to do research outside solely for the object of increasing their proficiency and usefulness to the Viswa Mahavidyalaya and higher education system with the permission of the Board.
- (ii) Sabbatical leave cannot be combined with any other leave except summer or winter vacation.
- (iii) Teaching staff who avail themselves of sabbatical leave shall not be eligible for any earned leave during the period of sabbatical leave.



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधेः तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



15. Authorities Competent To Sanction Leave

(i) The authorities competent to sanction leave to the employees of the Viswa Mahavidyalaya shall be as follows.

Kind of leave		Sanctioning Authority
Casual leave Compensatory leave	Registrar Finance Officer Dean Controller of Examinations	Vice chancellor
	Head of the Department	Deans
	Academic and non academics of particular departments	Head of the Department (Should notify to the Registrar through Dean)
	All non teaching other than the Finance Section	Registrar
	Finance section	Finance Officer (Should notify to the Registrar)
	Earned leave/ Medical Leave	Head of the Departments, Dean Registrar Finance Officer Controller of Examinations Class A employees (academic and non academics) Class B (Academics)
Non academic class B, C & D other than Finance Section		Registrar
Finance Section Class B, C & D		Finance Officer
Extra ordinary Leave		All employees
Maternity /Paternity Leave	All employees	Vice Chancellor
Special Casual Leave	All employees	Vice Chancellor
Study leave/Sabbatical Leave	All employees	Board

16. General

(i) Leave albeit a matter of service right should be applied for and prior sanction obtained.



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधेः तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



- (ii) An employee shall apply for earned leave ten days in advance in the prescribed leave application form.
- (iii) Leave application, directly submitted to the authority and not routed through the respective Heads of the Departments shall not be considered for sanction of leave. Due to unavoidable circumstances, if an employee is unable to submit leave application before availing of leave or extends the sanctioned leave, he shall submit the same immediately on resuming duty. The employee is bound to communicate his absence from duty to the authorities by any mode of communication.
- (iv) Leave taken without prior permission shall be treated as leave on Loss of pay.
- (v) Any absence श्री Chandrasekharendra Saraswathi Viswa Mahavidyalaya without leave application for more than 10 days or after expiry of leave shall render the staff liable for disciplinary action, as per rules and regulations of the Viswa Mahavidyalaya.
- (vi) The Board, Vice Chancellor, Registrar, Finance Officer, Dean and Head of the Department empowered to sanction leave may refuse or revoke the leave when the exigencies of the service of the Viswa Mahavidyalaya so require.
- (vii) Leave shall not be granted to a Viswa Mahavidyalaya employee under suspension.
- (viii) A temporary employee is eligible for one- day leave with pay in a month but the same will not be carried over or accumulated. If he does not take the leave within the month he loses that leave.

17. Leave Rules for SJS Ayurveda College

The employees (both Teaching, other than Sanskrit faculty and Non – teaching) serving at Sri Jayendra Saraswathi Ayurvedic College and Hospital at Nazarathpet (A constituent unit of Sri Chandrasekharendra Saraswathi Viswa Mahavidyalaya University established under section 3 of the UGC Act 1956, Enathur, Kanchipuram – 631 561), are classified under non – vacation department. The following leave rules shall apply to all teaching other



श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः
(विश्वविद्यालयानुदानयोगस्य १९५६ विधे: तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

SRI CHANDRASEKHARENDR SARASWATHI VISWA MAHAVIDYALAYA
(SCSMV)

(Deemed to be University u/s 3 of the UGC Act 1956)
(Accredited with 'A' Grade by NAAC)
Enathur, Kanchipuram - 631 561.



than Sanskrit faculty and non teaching staff members working in Ayurveda College and hospital and inter-alia applicable to the Mahavidyalaya employees.

- a) Ayurvedic College Hospital shall work on all days of the week. Vacation is only for the students and not for the staff.
- b) On all the holidays hospital shall function with the staff on duty by rotation.
- c) The Teaching staff members of Ayurveda College earn 10 days of earned leave to their credit for every academic year in addition to their usual 8 days of earned leave.
- d) The staff (teaching and non teaching) is eligible for 20 days compensatory leave for every calendar year of service. Staff members can avail ten days of compensatory leave on every six months period with alternate duty rotation arrangements.
- e) Unutilized compensatory leave cannot be carried over to the account of the next year.