



VACATION LEAVE (Only for Regular Teaching Staff) Ver.1.0

- **Eligibility:** All regular teaching staff shall be entitled to 15 days of vacation leave in a calendar year after completion of one year of service. This leave can be availed thrice in a year by not exceeding more than 5 days at a stretch with minimum of three months gap between each spell.
- Contract / ad hoc/adjunct faculty are not eligible for availing vacation.
- Vacation leave cannot be accumulated or encashed or clubbed with any other leaves.
- Sundays and holidays falling during this period will be treated as a part of vacation leave.
- The Heads of Institutes / Heads of Departments must ensure that there is one third of the total faculty strength present on the campus at any given point of time while granting leave to any member.
- Faculty members going on vacation must leave their contact details with the Institute. The HoIs/HoDs are authorised to call back any faculty member from vacation leave for any emergency work of official nature at the school that requires their presence.
- Management deserves the right to call off this leave at any point of time.

History of Policy Changes

Changes Made	Date	By:
Initial baseline	Jan 2021	Josmi Joseph, Manager HR