



A.M. REDDY

Memorial College of Engineering and Technology

Approved by AICTE, New Delhi, Affiliated to JNTUK-Kakinada

SPONSORED BY

ATLURI MASTAN REDDY EDUCATIONAL SOCIETY, REG. NO. 450/Z003

An ISO 9001:2015 Certified Institution

Web : www.amreddyengineering.ac.in

E.mail: principal.amreddyengineering@gmail.com

VINUKONDA ROAD, MASTAN REDDY NAGAR, PETLURIVARIPALEM,

NARASARAOPET PALNADU (DIST) - 522601,

CONTACT : 084-47-247190.

LEAVE POLICY FOR TEACHING AND NON-TEACHING STAFF

A.M. Reddy Memorial College of Engineering & technology offers a variety of leave options to accommodate the diverse needs of its staff. Employees are expected to request leave with adequate notice to ensure minimal disruption to the organization's operations. It is important to note that leave is not an automatic entitlement but is subject to discretionary approval by designated authorities, who must exercise their judgment to minimize any impact on the college's normal functioning.

General Guidelines:

These regulations are referred to as the "A.M. Reddy Memorial College of Engineering & technology" Leave Rules.

- Each employee's leave records will be documented in the appropriate form.
- Leave is not a guaranteed right, and the approving authority holds the discretion to deny or revoke leave based on the service requirements.
- The approving authority retains the right to recall an employee to duty before the scheduled completion of their leave.
- Unauthorized absence from duty may result in disciplinary action for misconduct.
- Approval for casual leaves rests with the Head of Department (HOD) for staff, the Principal for Heads, and the Secretary or Chairman of the Governing Council for the Director and Principal.

The available types of leaves for staff include:

1. Casual Leave:

- Each employee is entitled to 12 days of casual leave per calendar year.
- Casual leave requires prior approval, and its sanction is contingent upon work adjustment.
- The total consecutive absence on casual leave, including public holidays and compensatory casual leave, should not exceed 8 days.
- Casual leave may be combined with public holidays and compensatory casual leave but not with other types of leaves.

2. Casual Leave:

- The Head of Department (HOD) is authorized to sanction casual leave for up to two days, provided there is prior notice of at least one day.
- For casual leave exceeding two days, the HOD may approve it with prior intimation of at least one week.
- In exceptional circumstances where an employee fails to provide one week's notice for casual leave exceeding two days, the principal may sanction it, given there is prior intimation of at least one day.
- Unutilized leave cannot be carried forward to the next calendar year, meaning that accumulation of casual leave is not permissible.

Principal
A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARIPALEM



A.M. REDDY

Memorial College of Engineering and Technology

Approved by AICTE, New Delhi, Affiliated to JNTUK-Kakinada

SPONSORED BY

ATLURI MASTAN REDDY EDUCATIONAL SOCIETY, REG. NO. 450/2003

An ISO 9001:2015 Certified Institution

Web : www.amreddyengineering.ac.in

E-mail : principal.amreddyengineering@gmail.com

VINUKONDA ROAD, MASTAN REDDY NAGAR, PETLURVARIPALEM,

NARASARAOPET PALLNADU (DIST) - 522601,

CONTACT : 08647-247190.

- During the probation period, employees are eligible for casual leave on a pro-rata basis, allowing a maximum of one day for every completed month of service, up to a maximum of 10 days in a calendar year. This provision does not apply to permanent employees.
- Half-day casual leaves can be granted for either the forenoon or afternoon session.

3. Earned Leave:

All permanent employees are entitled to six days of earned leave per calendar year of completed service.

- Earned leave accrues on January 1 of the following year, contingent upon the staff completing two uninterrupted years of service at AMRN by that time.
- Accumulation of earned leave is capped at 120 days.
- Earned leave cannot be combined with casual leave or compensatory casual leave but can be combined with pre-vacation and other types of leaves. The maximum continuous utilization of earned leave is limited to 50% of overall ELs or 15 leaves, whichever is less, subject to a minimum of 3 ELs, approved by the HOD with at least one week's prior intimation. A minimum one-month gap between successive slots of earned leave usage is required.
- In cases where the maximum exceeds the available EL count, eligibility is determined by the total available EL count.
- Accumulated leaves cannot be monetized during employment but can be encashed upon leaving the institution.
- The principal holds the authority to sanction earned leave for all faculty members.

4. Maternity Leave:

- Female permanent employees are entitled to a 120-day paid maternity leave, provided they have completed their probationary service by the date of application. A female permanent employee is eligible for maternity leave only twice during her entire service.
- The principal is responsible for approving maternity leave for all female employees, requiring that staff apply with a prior notice of at least one month.
- Salary for the maternity period will be disbursed in six equal instalments after six months of uninterrupted service from the date of re-joining. Employees must submit the child's Birth Certificate upon re-joining.
- No leave beyond the expiration of maternity leave will be granted. However, in exceptional cases where a female employee is unable to resume duty immediately upon the conclusion of maternity leave due to weakness or illness, Leave Without Pay, not exceeding 30 days, may be granted with a medical certificate. Further leave beyond 30 days may be considered at the discretion of the Governing Council/Committee.

5. Paternity Leave:

- Male permanent employees are eligible for 7 days of paid paternity leave, provided they have completed their probationary service by the date of application. A male permanent employee is entitled to paternity leave only twice during his entire service.
- Paternity leave may be utilized only within a month of the child's birth.

Principal
A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY



A.M. REDDY

Memorial College of Engineering and Technology

Approved by AICTE, New Delhi, Affiliated to JNTUK-Kakinada

SPONSORED BY

ATLURI MASTAN REDDY EDUCATIONAL SOCIETY, REG. NO. 450/2003

An ISO 9001:2015 Certified Institution

Web : www.amreddyengineering.ac.in

E-mail: principal.amreddyengineering@gmail.com

VINUKONDA ROAD, MASTAN REDDY NAGAR, PETLURIVARIPALEM,

NARASARAOPET PALNADU (DIST) - 522601,

CONTACT : 08647-247790.

- The principal is responsible for sanctioning paternity leave to male employees, with staff required to apply with a prior notice of at least one month.
- Salary for the period of paternity leave will be disbursed upon submission of the child's Birth Certificate.

6. Marriage Leave:

- All permanent employees are eligible for 15 days of marriage leave.
- The principal holds the authority to sanction marriage leave for all employees, requiring that staff apply with a prior notice of at least one month.
- Salary for the period of marriage leave will be disbursed after submitting the Marriage Certificate.

7. Academic Leave:

- Teaching staff members have the opportunity to attend up to two recognized conferences annually. Academic leave can be granted for participation in conferences, seminars, workshops, etc., contributing to faculty professional development.
- The principal is responsible for approving academic leave for all faculty members. However, applicants must provide necessary evidence, such as the event invitation, along with their application.
- Permanent staff members on the verge of submitting their Ph.D. thesis may apply for one month of academic leave following their pre-talk. However, approval is contingent upon submitting proof of pre-talk proceedings and evidence of thesis submission within three months from the leave application date. Failure to provide these documents will result in the deduction of academic leave from other eligible leaves.
- Salary for the period of academic leave based on the submission of a doctoral thesis will be disbursed upon providing proof of thesis submission.

8. On Duty:

- On-duty assignments for spot valuation are limited to twice per semester or a maximum of 15 days per year, as applicable.
- On-duty assignments for other examination-related tasks, such as observer roles or lab external duties, should not exceed 5 days in a year. If the duration exceeds 5 days, approval from the HOD/Principal becomes mandatory.
- Additionally, "on-duty" assignments for tasks designated by the HOD/Principal/Management may be approved by the principal. Staff members must submit necessary evidence along with the invitation or details of the assignment.

9. Emergency/Medical Leave:

- Every permanent employee is entitled to 8 days of Emergency/Medical leave per calendar year.
- Unutilized medical leave cannot be carried forward to the next calendar year; accumulation of medical leave is not permitted.

Principal

A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM



A.M. REDDY

Memorial College of Engineering and Technology

Approved by AICTE, New Delhi, Affiliated to JNTUK-Kakinada

SPONSORED BY

ATLURI MASTAN REDDY EDUCATIONAL SOCIETY, REG. NO. 450/2003

An ISO 9001:2015 Certified Institution

Web : www.amreddyengineering.ac.in

E.mail: principal.amreddyengineering@gmail.com

VINUKONDA ROAD, MASTAN REDDY NAGAR, PETLURIVARI PALEM,
KARASARAO PET PALJADU (DIST) - 522601,

CONTACT : 0864-7-347190.

- Medical leave is not an automatic entitlement, and approval is subject to the severity of the health condition. Prior approval/sanction is required, or evidence can be submitted within one week of returning to the institute post-illness.
- Medical leave for up to one day will be sanctioned by the HOD/Principal after exhausting all casual leaves.
- Medical leave exceeding one day requires approval from the principal. However, staff members are encouraged to provide advance notice to the HOD & Principal whenever possible. Additionally, necessary proof of medical illness must be submitted within one week of returning to the institute post the illness.
- Approval for medical leave exceeding 8 days is solely at the discretion of the principal, in consultation with the management.

10. Compensatory Casual Leave:

- All employees are eligible for compensatory casual leave if they have obtained approval for "OTS" (Overtime).
- Staff members who have worked for a minimum of 6 continuous hours, either in a single stretch or cumulatively, as assigned/authorized by the HOD/Principal/Management during holidays, shall be granted "OT." The approved overtime shall be compensated with CCL during the same calendar year.
- The principal is the sole authority for approving OTs, in consultation with or approval of the HOD.

11. Extraordinary Leave:

- Extraordinary leave may be granted to employees based on the recommendation of the Governing Body for private or academic affairs, such as short/long-term assignments in India or abroad, higher studies, fellowships, etc. During this period, employees will not be entitled to any pay or allowance.

12. Special Casual Leave:

- All permanent employees are entitled to special casual leave not exceeding 6 days for undergoing Family Planning Operation. Proof of the operation must be provided to regularize the leave taken.
- On humanitarian grounds, issues like miscarriage or loss of immediate family members may also be considered for special casual leave.
- The principal, in consultation with the management, is the sole authority for sanctioning Special Casual Leave.

13. Study Leave:

- Employees may be granted study leave to pursue part-time higher studies, coursework, or specialized training in a professional or technical subject relevant to the College and connected with the candidate's area of specialization.
- Study Leave shall not be granted if the absence would cause cadre difficulties or dislocation of the college.


Principal



A.M. REDDY

Memorial College of Engineering and Technology

Approved by AICTE, New Delhi, Affiliated to JNTUK-Kakinada

SPONSORED BY

ATLURI MASTAN REDDY EDUCATIONAL SOCIETY, REG. NO. 450/2003

An ISO 9001:2015 Certified Institution

Web : www.amreddyengineering.ac.in

E. mail: principal.amreddyengineering@gmail.com

VINUKONDA ROAD, MASTAN REDDY NAGAR, PETLURIVARIPALEM,
NARASARAOPET PALJADU (DIST) - 522601.

CONTACT : 08647-247190.

- In the case of a candidate pursuing a Ph.D. on a part-time basis, study leave will be granted to fulfil the mandatory coursework stipulated by the University. During the study leave, the candidate may receive half pay.
- An employee opting for study leave to pursue higher studies must submit a bond in the prescribed form on stamped paper, committing to serve the College upon returning to duty. They are obligated to serve in the College for a minimum period of one year upon completion of their studies; otherwise, they must pay double the salary received during the study leave.
- Arrangements for theory and lab classes should be made by the employee with prior approval. Study leave permission will be granted only if alternative arrangements for classes, through a teacher handling the subject for the same class, are in place.

14. Summer Vacation:

- The principal is the competent authority to establish or adjust the summer vacation schedule in accordance with the JNTUK schedule where applicable.
- Each department must maintain a skeletal staff during the vacation for essential tasks such as invigilation duties, classwork, and other assignments designated by the HOD/Principal. The vacation schedule for all employees in a department needs approval from the HOD.
- To be eligible for summer vacation, staff members must have at least 1 year of uninterrupted service at AMRN by the time the vacation is declared.
- If any faculty member participates in spot valuation or engages in other examination-related duties during the vacation, those days will be included in the summer vacation, and no additional days will be allowed.

Vacation Eligibility Criteria for Permanent Teaching Staff:

- **One-week Vacation:**
Staff members with at least 1 and 2 years of uninterrupted service at AMRN.
- **Two-week Vacation:**
Staff members with at least 2 and less than 3 years of uninterrupted service at AMRN.
- **Four-week Vacation:**
Staff members with at least 3 years of uninterrupted service at AMRN.

15. Other terms & conditions:

- **Permanent Employee:** An employee is considered to be permanent on completion of one year of uninterrupted service in the institute.
- Temporary employees are not eligible to avail any kind of extraordinary leaves except casual leaves, academic leaves and On-duty.
- The total number of staff availing "CL." of any department at any given point of time should not exceed 1/3 of the total staff of the same department at such instance.
- If any employee would like to leave the organization by giving one-month notice, they will not be allowed to avail any type of leave except available CL as per pro-rata. If they use extra leaves, loss of pay will be implemented. They can compensate the extra leaves

P. Divyapada

A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM



A.M. REDDY

Memorial College of Engineering and Technology

Approved by AICTE, New Delhi, Affiliated to JNTUK-Kakinada

SPONSORED BY

ATLURI MASTAN REDDY EDUCATIONAL SOCIETY, REG. NO. 450/2003

An ISO 9001:2015 Certified Institution

Web : www.amreddyengineering.ac.in

E-mail: principal.amreddyengineering@gmail.com

VINUKONDA ROAD, MASTAN REDDY NAGAR, PETLURIVARIPALEM,
NARASARAOPET PALNADU (DIST) - 522601,

CONTACT : 08647-347190.

by working extra days to avoid loss of pay. One-month notice can be exempted by the principal if staff resigned at the end of semester/academic year.

- The staff members who may be found not adhering to the above policies are liable for punishment as per HR policy of the Institute.
- Employees are advised to contact HR department to know the leave record and then apply for leave.
- Prefixing and Suffixing of Holidays: The leave under these rules (except casual leave) may be either prefixed or suffixed or both by Sundays/holidays but the intervening Sundays /holidays shall be included in such leave

16. Over Staying After Leave:

- An employer who remains absent after the expiry of his/her originally granted or subsequently extended leave is not entitled to salary for the period of absence including sanctioned leave period. Absence from duty after the expiry of leave will render the employee liable for disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he was unable to join duty for reasons beyond his/her control and the same shall be reponed to the sanctioning authority before the completion of the sanctioned leave.

Principal
A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur(Dr)

Principal
A.M. REDDY MEMORIAL COLLEGE OF
ENGINEERING & TECHNOLOGY
PETLURIVARI PALEM
Narasaraopet (Mdi), Guntur(Dr)