



RAJAS DENTAL COLLEGE & HOSPITAL

(Affiliated to The Tamil Nadu Dr. M.G.R. Medical University, Accredited by NAAC)
Kavalkinaru Jn. Tirunelveli District - 627105

STAFF WELFARE DOCUMENT

LEAVE RULES FOR TEACHING & NON TEACHING STAFF W.E.F. JANUARY, 2022

Casual Leave :

Leave should be necessarily applied 3 days prior to the requirement. Dental College staff should apply for leave through e-governance while staff of Nursing & Pharmacy should get their leave letters countersigned by the H.O.D. and Principal / Vice Principal and submit to the HR in Administrative Office. Casual leave can be accumulated only 3 at a time. When sanctioning the leave, HODs have to see that 50 % of staff are available, in the concerned departments. It is mandatory that either a Reader or a Professor is present in each department every day. In case of emergency, leave can be availed after duly informing the Principal/Vice Principal. Upcoming month's leave cannot avail it earlier, carry forward leaves are not allowed more than 3 days in a month and also unused leaves of the current year will be lapsed by every December end. CL is not allowed to club with other category leave.

Medical Leave :

ML – 12 days per year for staff on regular appointees.

Medical leave cannot be availed in one stretch. (Restricted to 4 days at a time) Upcoming month's leave cannot avail it earlier, carry forward leaves are not allowed more than 3 days in a month and also unused leaves of current year will be lapsed by every December end. ML is not allowed to club with other category leave.

Maternity leave:

Maternity leave for women staff members (both Teaching & Non-Teaching staff) should be more than one year of service – 1 month leave with salary for the teaching staff and 3 months leave with 1 month salary for the non teaching staff will be given.

Special Casual Leave – 10 days per year :

This can be utilized only for the academic activities like Inspection (DCI & University), as an examiner (University Exams), Workshops, Conference, contact classes for Ph.D. etc. To avail the benefit you have to submit the attendance certificate on the day of arrival, failing which it will be considered as LOP. They should produce supporting documents prior to 3 days before taking leave duly signed by the Principal. Casual Leave is allowed for travel days if balance is there.

For any holiday including Sundays, attendance for the day prior to or after is mandatory, failing which the holiday / days will be taken as LOP.



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Earned Leave – 12 days per year :

Earned leave can avail it as like other category and cannot clubbed. Upcoming month's leave cannot avail it earlier, carry forward leaves are not allowed more than 3 days in a month and leave encashment will be given in every December month salary for unused leaves.

All Saturdays are will be a working day.

Conference :

The faculties who are presenting papers at International, National level Conferences, travel by III AC Train or AC sleeper bus & 50% of the registration fee will be awarded for a national conference and halting allowance Rs.2,000/- is Permitted once in a year.

Publication Allowance:

For 1 st Authors	i) International Journal	- Rs.10,000/-
	ii) National Journal	- Rs. 5,000/-

Leave for the Probationers:

CL is eligible only after 6 months of continuous service.

ML & EL eligible are only after 1 yr of continuous service.

Permissions:

Teaching staffs are permitted 1 hr per month.

Non-Teaching staffs are permitted 2 hrs per month.