

G. PULLA REDDY DENTAL COLLEGE & HOSPITAL, KURNOOL**AMENDMENTS FOR THE LEAVE PATTERN OF THE TEACHING (DOCTORS)
AND NON-TEACHING STAFF FOR THE CALENDAR YEAR -2020 ONWARDS.****I. CASUAL LEAVE:**

1. The total number of Casual Leaves are 15 per calendar year. Half days CLs can also be permitted but should not be more than 8 times per calendar year.
2. Under any circumstances, CLs should not cross more than 12 per annum. This is in addition to ½ days CLs (12+8 =20 times).
3. Leave on Saturday will be considered as full day.
4. Permissions to go out on personal work during working hours are permitted and are limited to 2 times in a month and not more than 60 to 90 minutes depending on the outing time.
5. When C.L. is availed, public holidays or Sundays falling in the middle of the leave period will be excluded.
6. Any unutilised CLs remaining at the end of the calendar year will lapse automatically.
7. If the applied CL crossed more than 2 days will be converted automatically as EL.

II. EARN LEAVE :

1. The total ELs are 20 per calendar year.
2. Earned Leaves can be applied for a maximum of 8 times in a year.
3. No Half days are permitted when E.L. is applied.
4. If earned leave is applied less than 2 days, it will be treated as C.L. or loss of pay.
5. Public holidays and Sundays can only be prefixed or suffixed. Any holiday falling in the middle of the leave period will be counted as leave.
6. Any E.L. remaining at the end of the calendar year will be carried forward to the next year, up to the extent of 120 days beyond that it will be lapsed.
7. In one leave form CL & EL combination at one stretch is not permitted and considered it as EL only.

III. SPECIAL CASUAL LEAVE:

A maximum of 15 days per calendar year permitted.

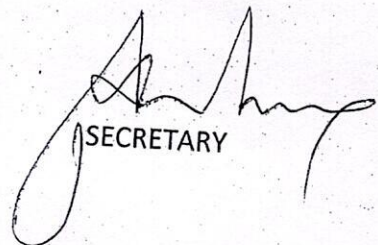
1. To attend conferences, Seminars, Continued Dental Education Programs. Hands-on-courses or going as examiners, academic presentations, etc., are comes under SPCLs.
2. It is necessary to submit certificate of attendance / participation for the SPCLs.
3. No financial assistance will be given to attend Pre or Post conference Courses. Only special causal leaves will be granted to attend such programmes, and certificates of participation in such courses should be produced.
4. Staff is permitted to go as "External Examiners" only after fulfilling the needs of our college and hospital. Anyhow, one can be permitted two times as external examiner in a calendar year.
5. Financial assistance to the extent of Rs. 5,000/- (five thousand rupees only) once in a year will be given to the staff to attend the national speciality conferences.


IV. GENERAL RULES:

1. Newly joined staff will not be permitted to utilize the leaves in any form, i.e., CLs, ELs and SPCLs till completed their 1st three months of service. However the cumulated leaves of 1st 3 months will be added and can be utilized in the remaining period of that year.
2. Those who joined in the middle of the year, the leaves, i.e., CLs, ELs and Special Casual leaves are proportional to the number of days they work in rest of the calendar year.
3. With a leave form one can apply either EL or CL only. A combination of EL and CL in one leave form at a stretch is not entertained.
4. One should not apply leave in any form more than 3 times in a month, ODs are exempted and considered in addition to the number of times mentioned i.e., 3 times.
5. Leaves in any form should be sanctioned in advance. Applications for sanction of CLs, ELs., SPLs and ODs should be forwarded through the Head of the Department after making suitable alternative arrangement for clinical and teaching work as per schedule given to the particular staff by the HOD.
6. It is the responsibility of the concerned staff to see that the leave applications have reached the office well before for approval to proceed on leave.
7. In any emergency, one can avail either C.L. or E.L., after informing to the HOD of concerned department and the Principal on phone.
8. Both CLs and ELs can't be availed in advance.
9. No grace time is given to report to duties after lunch break.
10. College works from 8.00 A.M. / 9.00 A.M. to 4.00 P.M., 5 minutes grace time is given to report. Those who are late by more than 5 minutes for 3 times in a month one day salary will be deducted. Attending duties after 9.30 AM will not be entertained. It will be treated as absent and ½ day CL will be deducted.
11. It is mandatory for all the doctors to register their time of entry and leaving the college in the "Biometric Attendance Machine". If anyone fails to register in the "Biometric Machine", treated as absent for that session and ½ day CL will be deducted.
12. It is duty of the staff, who took permission on phone in emergency situation, have to submit the leave form, otherwise considered it as absent and fall in LOP.
13. Staff, who are away from duties at our College / Hospital due to the assigned non academic work considered as on duty (OD) i.e., University work, Board of studies, attending surgeries outside premises of the college, Administrative work etc.
14. These rules are subject to change from time to time as ^{and} ~~on~~ when required.

Copy to:

- 1) Copy to Principal
- 2) HODs of all the departments for circulate among the staff.
- 3) Office.


SECRETARY


Principal
G. Pulla Reddy Dental College & Hospital
KURNOOL