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# Dr. B. B. HEGDE FIRST GRADE COLLEGE KUNDAPURA

[A Unit of Coondapur Education Society (R.), Kundapura]

(Affiliated to Mangalore University)

N.H.-66, Behind Mookambika Industries, Kundapura - 576201, Udupi-Dist.

Post Box No. 2, E-mail : bbhegdecollegeskundapur@rediffmail.com

website : www.bbhegdecollege.com

## Leave Policy

Category of Employee/Leave	CL	EL	RH	SCL	OOD
Principal	15	30	02	For the Evaluation Purpose only	For the official duties only
Permanent Teaching Faculty	15	10	02	For the Evaluation Purpose only	For the official duties only
Temporary Teaching Faculty	1 per month	--	--	For the Evaluation Purpose only	For the official duties only
Permanent Non-Teaching Faculty	15	30	02	--	For the official duties only
Temporary Non-Teaching Faculty	1 per month	--	--	--	For the official duties only

### Note:

- 1) Granting any kind of leave is the right of the Principal from time to time.
- 2) The regularized employees can avail the leave as per the policy.
- 3) The temporary and part time/ contract employees can avail the leave as decided by the Principal.

  
Principal  
Principal  
Dr. B.B. Hegde First Grade College  
Kundapura-576201

  
President & Correspondent  
President  
Coondapur Education Society (R.)  
Kundapura

## Leave Regulations:

### CL:

- 1) It cannot be claimed as of right and is subject to a maximum of 15 days in a calendar year. In addition, each employee will also be allowed to avail himself/herself of any two holidays from the list of Restricted Holidays declared by the University.
- 2) It can be combined with SCL/ Vacation/ RH but not with any other kind of leave.
- 3) It should not be granted for more than 3 days at any time.
- 4) It can be taken for half a day also.
- 5) Half day's CL should be debited to the CL account for each late attendance. Late attendance upto one hour for not more than two occasions in a month can be condoned by the principal.

### EL:

- 1) It is admissible for the Principal & a member of the non teaching staff shall be 30 days in a calendar year. 15 days of EL is credited in advance on the first January and first July every year. (For teaching staff -10 days in a calendar year)
- 2) It can be accumulated upto 160 days but there will be no provision for any encashment.
- 3) The maximum amount of EL that can be granted to a staff member at a time shall be 90 days, and it can be granted for a minimum of 3 days only.

### Maternity Leave:

- 1) It may be granted to a female staff with less than two surviving Children, for a period of 3 months from the date of its commencement.
- 2) It can be combined with leave of any other kind except CL
- 3) During maternity leave, Leave salary equal to last pay drawn is admissible.
- 4) It can be availed by a permanent female staff having minimum of 3 years full time service at the institution.

### SCL and OOD:

- 1) These may be granted to a member of the staff for Evaluation work, attending conferences/seminars and official duties as assigned by the higher authority.

  
**Principal**  
*Principal*  
Dr. B.B. Hegde First Grade College,  
Kundapura -576201

  
**President & Correspondent**  
*President*  
Coondapur Education Society (R.)  
Kundapura