



CATALYST WORLD SCHOOL

LEAVE RULES

Leave of any kind is a privilege and not a matter of right. When the exigencies of service so require, leave of any kind may be refused or revoked by the authority competent to grant it. Unless leave of any kind is sanctioned, an employee shall be deemed to be absent from duty.

Any staff member availing leave/s without submitting an application shall be treated on Leave without pay and Salary shall be deducted accordingly.

Willful absence from duty after expiry of leave renders the employee liable to disciplinary action.

An employee must be present on the last working day before the commencement of holidays and also on the 1st working day after the holidays. In case the employee is not present on both the days the total period including holidays will be treated as leave and will be debited to the leave of any kind due.

Employee on leave on medical grounds will be permitted to return to duty only on production of medical fitness certificate from registered medical practitioners.

If the employee is on leave on 1st July of any financial year, the benefit of increment will be drawn from the date of joining on which he resumes duty.

If an employee resigns for any leave taken during the notice period, the notice period will be extended by the same number of days.

(a) Procedure for grant of leave

Leave of any kind must be applied for in writing on prescribed proformas supported by relevant documents viz medical certificate, wedding card, etc. before proceeding on leave. In case of sudden illness or emergency, when prior approval is not possible, the employee must forward an application via messenger or through e-communication (email or WhatsApp) to the HOS on the same day.

(b) Entitlement

(1) Casual Leave

All members of staff are entitled to 10 days of casual leave per calendar year. Balance of Casual leaves at the end of the year shall lapse.

- Casual Leaves cannot be availed for more than 2 days at a time.
- Maximum 10 Casual Leaves will be permitted from 1st June to 30 April.
- Casual Leaves cannot be extended, in case a request is approved to extend, the entire period will be treated as LWP.

- For teaching staff 'Half Day Leave' would not be permitted in the first half of the day. Maximum 8 half day leaves will be permitted in a calendar year.
- Casual Leave cannot be clubbed with any other leave / vacation.
- After every three late comings 'Half day' shall be deducted from Casual leave and when casual leaves are over, leave shall be deducted from Earned Leave/HPL (Full day in place of Half day) and if Earned Leaves are not in account it shall be treated as Leave Without Pay.

(2) Compensatory leave

- If a Vacation staff member is required to work during vacation he/she is entitled to compensatory earned leave to be calculated as under:
- Vacations not availed * 30

Full vacations in the year

This will be credited to the Leave account of the employee.

(3) Maternity leave/ Mis-carriage Leave/Paternity leave: -

(i) Maternity Leave - 180 days maternity leave is admissible to female employees with less than 2 surviving children.

(ii) Miscarriage/abortion (induced or otherwise) - Total of 45 days leave in the entire service admissible, irrespective of the number of surviving children. A Certificate from a registered medical practitioner is required.

(iii) Paternity Leave Admissible to a male employee with less than two surviving children. Duration: 15 days before or up to 6 months from the date of delivery.

(4) Extraordinary leave (Leave without pay)

Under very special circumstances extraordinary leave of up to 180 days may be granted without pay provided that no other leave is due.