



RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

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CIRCULAR

Sub: Vacation Leave Policy for Academic Year 2023-24 -Reg.

This is to bring to the kind information of all the staff members about the amendments in the Vacation Leave policy from the academic year 2023-24.

After careful consideration and review of our institution's leave policies, we have decided to implement a change in the eligibility criteria for Vacation Leave. Effective from the commencement of the new academic year 2023-24 onwards, the Vacation Leave will be applicable only to the Teaching Staff Members. All other staff members, including administrative, non-teaching, and support staff, will not be eligible for Vacation Leave.

The Vacation Leave for Teaching Staff Members is subject to the following conditions:

Eligibility: Only teaching staff members, including faculty and professors, are eligible for Vacation Leave.

Approval Process: Teaching staff members must seek prior approval for their Vacation Leave from the respective Heads of Departments or reporting authorities.

Scheduling: The scheduling of Vacation Leave must be planned and should not disrupt the academic calendar or compromise the academic responsibilities.

Replacement Arrangements: Faculty members availing Vacation Leave must ensure that appropriate replacement arrangements are made for their classes and academic duties.

Teaching Staff Member will be eligible for Compensation Off who are prevented from availing the Vacation Leave due to Official /administrative work.

We value the dedication and hard work of all our employees and are confident that our non-teaching staff will continue to play a crucial role in maintaining the efficiency of our institution.

For all non-teaching staff members, regular leave policies will remain in place. We expect all staff members to adhere to the established leave application procedures and guidelines.

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1. All concerned
2. Digital Copy to the Website incharge to host in college website
3. The File

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