CIRCULAR

Sub: Leave Rules of JNTBGRI to be followed by Temporary Staff —reg.

The Leave Rules applicable to Temporary Staff of this Institution are compiled and appended herewith. All concerned employees are to follow these rules strictly with immediate effect.

Copy to
All HoDs/Section Heads
Registrar
FO
STEC (JNTBGRI), Puthenthope
Dy. Controller (Purchase)
Librarian
Security Officer
Notice Boards
O/c
LEAVE RULES OF JNTBGRI TO BE FOLLOWED BY TEMPORARY STAFF

General

Establishment Section will give a copy of the Joining order of temporary employees to Biometric Section in time so that he/she can be enrolled with the Bio-metric Attendance System without delay.

1. Submit the leave application duly recommended by the competent authority (PI and HoD) or HoD (i/c) when HoD is absent, for C/L, OD, Tour etc. prior to availing the leave.

2. It is the employee’s duty to get the leave application forwarded by HOD/ HoD (i/c) with the Division Inward Number (Reference No.) to Bio-metric Section in time.

3. It is the employee’s duty to ensure the recording of their entry/exit timings in the Bio-metric Registry device. In case finger print is not registered properly on account of device-failure, it should be recorded in the Device Error Registers kept at Main Gate and Main Building Lounge respectively. After 9.30 am, these registers will be kept at the Bio-metric Section till 04.00 pm.

4. Each employee should keep a personal record of leave details for cross-checking.

5. HoD gives the Attendance Abstract by the 16th of every month. If an absence is not reconciled even after the submission of Verification Report to respective HoD, it will be treated as Loss of Pay for the Temporary Employee.

Part 2: The details of all types of leaves, rules and regulations to be followed

Leave details for Temporary Staff in connection with Bio-metric Attendance System is given below.

1. Casual Leave (CL):
All Temporary Staff (including all Project Staff under the administrative control of JNTBGRI) is entitled to avail 20 casual leave per calendar year. The CL application should be submitted prior
to availing it and in unforeseen circumstances if it can't be done, the HoD should be informed promptly and the leave application should be submitted immediately on resuming duty.

A temporary Employee can take a maximum of two Casual Leaves per month. HoDs are requested to have a check on this limit.

2. **Half Casual Leave (HCL)**: Can be availed as First half: 8.40 AM to 1.00 PM.
   Second Half: 1.00 PM to 4.30 PM

Those who take first-half CL can enter on or before 1.00 pm after punching. Similarly employees who avail second-half CL may register their exit at 1.00 pm.

3. **Duty Leave (D/L), OD & Study-Leave**

   Whenever Temporary Employees are assigned work in connection with JNTBGRI or work related to project/research outside JNTBGRI premises, it can be considered as OD (Office Duty). Overstaying in Division Labs cannot be taken as OD. Normally, project-related work done in the Department during a holiday is also not considered as OD. Duty Leave (DL) is applicable only to permanent employees. Temporary Staff should apply for Office Duty (OD) with supporting documents and it should be submitted to the PI for recommendation who in turn forwards it to HoD for further action. If OD exceeds three days, the application should be endorsed by the Director. If a temporary employee takes more than 2 weeks for OD outside, his/her leave application shall be forwarded through proper channel and prior sanction may be obtained from the Director in such cases.

   No Study-Leave is allowed for temporary employees.

4. **Compensatory Off (Comp-Off)**

   Those who are working for the Institute on a Holiday to carry out assigned duties are entitled for Comp-Off in lieu of the day/s worked. Comp-Off should be availed within three months.

5. **Tour**

   Sanction Order for the Tour should be attached along with the Tour application
6. Maternity Leave / Paternity Leave
Temporary/Contract Staff can avail Maternity Leave as per the existing Leave Rules of Government of Kerala provided their contract period is for at least one year. They will be eligible for normal fellowship/ salary during Maternity Leave. However, they will have to rejoin duty at JNTBGRI after three months (of the commencement of Maternity Leave) to claim the remuneration. Further extension is subjected to eligibility.

No paternity Leave is allowed for Temporary Staff.

7. Special Casual Leave (SCL)
All Temporary Employees are eligible for Special Casual Leave as in the case of Permanent Employees as described in KSCSTE Rules (Green Book). Special casual leave will be granted for voluntary blood donation also for a maximum of two days per year. A certificate from the Medical Officer of the Institution where blood is donated is also needed alongwith the application.

8. Loss of Pay (LP)
A temporary employee is subjected to LP when there is no other leave in his/her credit. Temporary employees are eligible for CL and Comp-off (if applicable).
If the leave is on medical grounds, the relevant Medical Certificate should be attached alongwith the LP application. If the LP period exceeds 15 days, it should be brought into the notice of the Director. The maximum period of LP that is permitted under any circumstance is 180 days.

9. Lunch Time
The Lunch break is for 30 minutes which can be availed between 12.30 pm to 1.30 pm.
10. Grace Time
A cumulative grace-period of 180 minutes per month is allowed for each employee for late entry/early exit, as follows.

Upto 180 minutes – No deduction in CL
From 181 minutes to 240 minutes - Half CL
From 241 minutes to 480 minutes - 1 CL

If no CL is in credit for the temporary employee, salary will be deducted.

Though Grace Time is available for 180 minutes per month, the employee can avail it for 90 minutes at a stretch beyond which half day CL will have to be submitted. If CL is not in credit, salary will be deducted for the full day. However, Temporary Staff can avail 180 minutes at a stretch if they have a genuine reason and in such cases, application must be forwarded to the Director through HoD for special sanction.

11. Out Pass:
Out-Pass is a sanction/endorsement given by the competent authority to allow temporary exit of an employee at the Main Gate for official/personal purpose. The probable time of return has to be written in the Out-Pass along with name and signature of the sanctioning authority. Out-pass is to be given at the Security Gate always with endorsement. The duration between exit and re-entry for personal purpose will be deducted from the Grace Time of 180 minutes. If it is for official purpose, grace-time will not be affected.

For employees going home regularly for lunch, there is no requirement of Out-Pass. However, they should come back in half an hour's time allotted for lunch. They can avail 30 minutes lunch time between 12.30 pm to 1.30 pm.

12. Unauthorised Absence
Unauthorised Absence should be informed to the Director by the respective HoD.

13. Stay back at the Institute
If anybody wants to stay-back at the Laboratory for official purpose, he/she should inform HoD/Director. Security Section also should be informed in writing/over telephone or by making
entry in the Register kept at the Main Office Reception. Similarly for Administrative Staff working on holidays, Registrar should be informed in advance along with Security Section. Staff working late, after office-hours and on holidays should inform the Security personnel at the Main Gate about their over-stay.

14. Role of Security

The Security Section will collect the Out-Pass on a daily basis and submit it to the Bio-metric Attendance System Committee during the time of verification. The Section will enter the details of Staff moving in & out of the Institute in the Register on a daily basis and maintain it. The Staff- Movement Report should be submitted to the Director daily.

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Approved

Latha C
29/4/15