

Staff Leaves

(Effective from July 1, 2024)

(Revised and reinforced from February 2, 2026)

1. Casual Leave

- 13 days per year
- 01 day for Gowri festival
- 01 day for Varamahalakshmi festival
- Total 15 days

2. Vacation

Teaching staff shall be entitled to 15 days of vacation per year, as per the academic calendar and within the designated vacation slots.

3. Earned Leave: For Teaching staff - 10 days per year

- For Non-Vacation Teaching staff - 25 days per year
- Non-Teaching staff - 15 days per year

Note:

- Staff members may avail earned leave only with the prior approval of the Principal.
- Earned Leave will be credited to staff members only after completion of 1 year and 6 months of continuous service.
- Staff members are not entitled to Earned Leave during the probationary period.

4. On Office Duty (OOD): Staff members may avail earned leave only with the prior approval of the Principal.

5. Special leaves

- Marriage leave - 10 days
- Sick leave - 5 days (Hospitalisation)