

LEAVE - POLICY

Babu Banarasi Das Institute of Technology and Management

1. RULES:

The rules explain employee entitlements of different kind of Leave. The leave entitlement will be on academic calendar year basis.

2. GENERAL RULES:

2.1: **Leave is a Privilege not a Right**

Leave may be refused or revoked by authority empowered to grant it. Leave as applicable, would be granted unless the exigencies of the College/University so demand.

2.2: **Leave Application**

The application shall be submitted in prescribed form in advance and shall be got sanctioned before availing leave. The faculty member shall make alternate arrangements/internal adjustments among the faculty members of his/her department or any other department so that teaching is not affected. Other than faculty shall also make their arrangements so that smooth functioning of day's activity is not affected.

2.3: **Sanctioning of Leave**

Necessarily, Leaves of employees of BBCTM will be sanctioned by respective HOD of the department and approved by the Director. Leave of HOD will be approved by the Director.

2.4: **Sanctioning of Leave on telephons**

No leave will be sanctioned on telephone except in case of extra ordinary Circumstances (sudden illness etc). However, such absence needs to be regularized on day of joining the duty in writing.



Verified By:
Director
BBCTM

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Director
BBCTM, Lucknow

Approved By:
CEO
BBCTM