



MALLA REDDY VISHWAVIDYAPEETH

(Deemed to be University)

Recognised under section 3 of The UGC Act, 1956, vide Notification No.9-4/2024-U.3(A) by
Department of Higher Education, Ministry of Education, Government of India.

MRV LEAVE POLICY

(NON-TEACHING STAFF)

M. J. Anand

Leave Policy for Non-Teaching Staff

Preamble – Non-Teaching Leave Policy

1. Leave is not a matter of right but a welfare measure extended to all employees.
2. All leave must be approved in advance, in writing, through the KEKA software or by email to the Vice-Chancellor.
3. Exceptions for prior approval are limited to cases of sickness or genuine emergencies; even then, leave should be availed sparingly and responsibly.
4. This policy ensures uninterrupted delivery of all critical academic and student services, including:
 - Classwork and lectures
 - Laboratory sessions
 - Emergency academic services
 - Other essential university functions
5. Faculty members are expected to plan leave in a manner that maintains continuity of academic schedules and essential services.
6. The university reserves its right to amend /add clauses of this policy/.
7. The interpretation of this clauses of the policy rests with the university and shall be final.

Category	Eligibility	Criteria for Eligibility	Remarks
Casual Leave (CL)	12	(up to completion of 1 year service)	Staff member eligible: Joined during 01 st -5 th of every month
	15	(After completion of 1 year of service)	After completion of 1 year of service
Earned Leave (EL)	15	After completion of Probation Period (one year)	EL Encashment will be processed at the end of the calendar year on basic pay.
Medical Leave (ML)	06	-	-
Total	33/36		

• General leave rules

1. All leaves to be adjusted on pro-rata basis for all cadres of Non teaching members, as applicable.
2. Attendance will be calculated through biometric punching.
3. Leave account is to be maintained for a calendar year i.e. from Jan 01-Dec 31 each year.

• **Leave rules for Non Teaching Staff member on Probation at Malla Reddy Vishwavidyapeeth (MRV) Rolls:**

1. All the Staff members are eligible for only 1 CL per calendar month during the first year of their service (within 12 months from the date of joining – before regularization). Balance leave for the calendar year to be adjusted on pro-rata basis.
2. Employee who joins between 1st to 05th of a given month are eligible for CL of that month and the employee who joins after 05th of a given month are not eligible for any CL in that month.
3. CLs cannot be used in advance. CLs can be accumulated and eligible accumulated unused CLs can be used anytime during the calendar year. The number of CLs that can be applied at one stretch should not exceed more than 5 days and at the discretion of Head of the Department, Medical Superintendent & Dean/ Principal as the case may be. Unused CL shall lapse at the end of calendar year.
4. Staff members who avail more than 4 LOPs in a month is not entitled to avail CL in the said month. In such case, the CL shall lapse for the month.
5. Beyond the CL's mentioned in the second point above it is treated as LOP (Loss of Pay).

• **Leave rules for Permanent Non Teaching Staff member at Malla Reddy Vishwavidyapeeth (MRV) Rolls:**

Once the **Staff members services are confirmed**, he /she shall be eligible for the following leaves:

1. After probation & confirmation of service there will be 15 CLs in a year. CLs can be used anytime during the calendar year (Pro-rata basis). The number of CLs that can be applied at one stretch should not exceed more than 5 days and at the discretion of Head of the Department, Medical Superintendent & Dean/Principal, as the case may be.
2. All the staff members can avail 15 Earned Leaves (ELs) per year.
3. All the staff members can avail 6 Medical Leaves (ML) per calendar year.
4. Beyond the CLs/EL/ML specified in the points 1, 2 & 3 above it is treated as LOP (Loss of pay).
5. Six months paid maternity leave can be availed by eligible staff members. The Maternity Leave has to be used at one stretch. The staff member shall report for duty on completion of duration of Maternity Leave.
6. Failure to report after Maternity Leave duration shall be treated as LOP.
7. Heads of Departments & Institution shall ensure that Staff members are regular in discharging their duties and shall not permit them to avail leaves beyond the prescribed leaves.
8. All leave applications shall be addressed to the Dean/ Principal/Medical Superintendent as the case may be and should be forwarded through proper channel.

9. If any staff member proceeds on leave without prior written approval of the reporting authority the period of leave to be marked as 'A' (Absent) and salary to be deducted for that period even if that staff member is eligible for CL/ EL/ML.
10. For more than 5 days of unauthorized absence, the services of the employee shall be liable to be terminated.
11. Staff member who avail more than 4 LOPs in a month is not entitled to avail CL in the said month. In such case, the CL shall lapse for the month.
12. To avoid relocation of work, in no case one should be absent from Shift duty & night duty.
13. Any exchange of shift duty and night duties can be done with prior approval of the Medical Superintendent & concerned HOD.
14. Employees working on Sundays & public Holidays are entitled for Compensatory Casual Leave (CCL) (Such CCL shall be utilized within 30 days).
15. The staff members are not entitled to any CCLs/Offs for working on the day of Internal Examinations/ University Examinations/ Inspections.
16. Late coming to Institution should be avoided and every 3 late comings shall be treated as 1 CL/ LOP.
17. In case, a staff member applies for any kind of leaves before and after a holiday, and is approved by the concerned authorities, the holiday shall be treated as CL/EL/LOP.
18. A non teaching employee resigning from the constituent units of MRV shall give one month written notice through proper channel. No leave can be availed during the Notice period of resignation.

University Reserves its rights to modify, amend or replace including withdrawal of this policy