



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.

Ref. No: MRV/Policies/011

Date: 05.10.2026

NOTIFICATION

In pursuance of the resolution passed by the Executive Council at its meeting held on 03/10/2026 vide **Resolution No. EC-08-07 as adopted on 3rd October 2026.**

It is hereby notified for the information of all concerned that **Malla Reddy Vishwavidyapeeth**, has published the “**Non-Teaching & Nursing staff Leave Policy**” for information to all concerned. The **Non-Teaching & Nursing staff Leave Policy Document** mainly comprises the following parts:

- **Background for Non-Teaching and Nursing Staff**
- **Standard Leave Entitlements**
- **Probationer Staff Leave**
- **Permanent Staff Leave**

The **Non-Teaching & Nursing staff Leave Policy Document** will serve as detailed guidelines and will be useful to all concerned. It will come into force with immediate effect.

Registrar



Copy to

1. Hon'ble Chancellor, Malla Reddy Vishwavidyapeeth
2. Hon'ble Vice Chancellor, Malla Reddy Vishwavidyapeeth
3. Pro Vice Chancellor, Academics & Accreditation, Malla Reddy Vishwavidyapeeth
4. Pro Vice Chancellor, MRTC, Malla Reddy Vishwavidyapeeth
5. Deans/ Principals/ Directors/ of all Constituent Colleges/Schools of Eminence, Malla Reddy Vishwavidyapeeth
6. Director (Research), Malla Reddy Vishwavidyapeeth
7. Controller of Examinations, Malla Reddy Vishwavidyapeeth
8. Finance Officer, Malla Reddy Vishwavidyapeeth
9. IQAC Coordinator, Malla Reddy Vishwavidyapeeth
10. Web master for uploading on the Malla Reddy Vishwavidyapeeth Website.



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MRV LEAVE POLICY (Non-Teaching Staff)



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LEAVE POLICY FOR NON-TEACHING STAFF (ADMINISTRATION, NURSING AND PARAMEDICAL)

Objective

Leave is an Authorized paid absence which is granted duly taking into account of students/patients welfare as priority for all basic/emergency working requirements of hospital/University, which is regulated through the broad policy as under:

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 Registrar/ 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:
 - 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.

Leave Entitlement

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			

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 member's 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, if not approved the leave will be considered as 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.

MRV reserves its rights to modify, amend, or replace this Policy, including withdrawal, at any time.

— Office of the IQAC / Leave Policy (Non-Teaching & Nursing Staff), MRV

**Sd/-
Registrar**