



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 (TEACHING STAFF)



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 (TEACHING STAFF)

Preamble – Faculty 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 reporting authority of the concerned faculty availing leave.
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:
 - o Classwork and lectures
 - o Laboratory sessions
 - o Emergency academic services
 - o 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 management reserves its right to amend /add clauses of this policy.
7. The interpretation of these clauses of the policy rests with the university and shall be final.

1. Professors

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



3. Assistant Professors/ Senior Residents

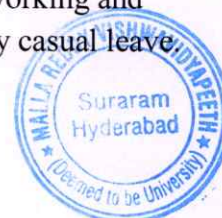
Category	Eligibility	Criteria for Eligibility	Remarks
Casual Leave (CL)	12	(up to completion of 1 year service)	Faculty member eligible: Joined during 01 st - 5 th of every month
	15	(After completion of 1 year of service)	After completion of 1 year of service
Earned Leave (EL)	15	After completion of Probation Period (one year)	EL Encashment will be processed at the end of the calendar year on basic pay.
Medical Leave (ML)	06	-	-
Conference Leave (COL)	05	-	The HoD and Dean/Principal shall to approve the conference Leave.

4. Tutors

Category	Eligibility	Criteria for Eligibility	Remarks
Casual Leave (CL)	12	(up to completion of 1 year service)	Faculty 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	-	-

• General leave rules

1. All leaves to be adjusted on pro-rata basis for all cadres of teaching faculty members, as applicable.
2. Teaching faculty members, Senior Residents & Junior Residents should maintain minimum 85% of Aadhaar Enabled Biometric Attendance System (AEBAS) attendance per month mandatorily for Medical Faculty.
3. The deficiency of AEBAS punch in a month may be compensated by working and punching on Sundays and public holidays, without CCL. Compensatory casual leave



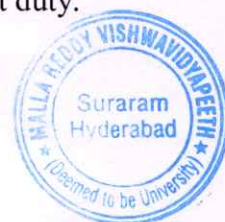
4. Medical Faculty members & Senior Residents working on night duty have to punch at 9am and evening between 6-7pm on that day and at 9am on the next day to be considered as 24 hours duty.
 5. Post Duty Off (PDO) has to be availed immediately on the next day.
 6. PDO cannot be clubbed with any other type of leave.
 7. The admitting unit faculty on Sundays have to punch at 9am and 4pm on Sunday and at 9am on Monday and avail off.
 8. Leave account is to be maintained for a calendar year i.e. from Jan 01-Dec 31 each year.
 9. NMC biometric attendance (Aadhar Enabled Biometric Attendance System (AEBAS)) is mandatory for all teaching faculty members, Senior & Junior Residents.
- **Leave rules for Faculty member on Probation at Malla Reddy Vishwavidyapeeth (MRV) Rolls:**
 1. Professors are eligible for 15 ELs per year from the 1st year itself.
 2. Faculty members in the cadres of Professors, Associate Professors, Assistant Professors and Senior Residents) 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.
 3. 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.
 4. CLs cannot be used in advance.
 5. 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 Unit Head, Head of the Department, Medical Superintendent & Dean/ Principal as the case may be. Unused CLs cannot be encashed. CLs cannot be clubbed with Post duty off. Unused CL shall lapse at the end of calendar year.
 6. Beyond the CL's mentioned in the second point above it is treated as LOP (Loss of Pay).



- **Leave rules for Permanent Faculty member at Malla Reddy Vishwavidyapeeth (MRV) Rolls:**

Once a faculty 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 Unit Head, Head of the Department, Medical Superintendent & Dean/Principal, as the case may be. Unused CLs cannot be encashed. **CLs cannot be clubbed with Post Duty Off.**
2. All the faculty members and Senior Residents can avail 15 Earned Leaves (ELs) per year. The remaining pending ELs encashment will be processed at the end of the calendar year.
3. All the faculty members and Senior Residents 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 faculty members. The Maternity Leave has to be used at one stretch. The faculty 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 Institution shall ensure that faculty 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 faculty 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 faculty member is eligible for CL/ EL/SL.
10. For more than 5 days of unauthorized absence, the services of the employee shall be liable to be terminated.
11. Faculty 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 night duty.



13. Any exchange of 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).
 - a. The Period in which Faculty attend External Examiner ship as per MRV/ KNRUHS orders shall be treated as **on duty leave**.
 - b. The period in which the faculty members attend conferences as chairpersons or presenting papers (oral/poster) in national/international conferences/workshops will be treated as Special Casual Leave (SCL).
 - c. Faculty members as resource person for workshops and for Court duty will be treated as "on duty".
15. The faculty members, Senior Residents & Junior Residents 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 faculty member applies for any kind of leaves before and after a holiday, and is not approved by the concerned authorities, the holiday shall be treated as LOP.
18. In case, a Doctor applies for Post duty offs before and after a Public holiday/Sunday then the Public holiday & Sunday shall be treated as CL/EL/LOP.
19. An employee resigning from the constituent units of MRV shall give three months written notice through proper channel. The leaves for the resigning employee shall be adjusted accordingly and in case of excess leaves, shall be adjusted in the salary.
20. Employees can avail half-day leave either in the forenoon (9 am to 1 pm) or in the afternoon (1 pm to 5 pm) by punching accordingly

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

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



Sd/-
Registrar