



# REGIONAL COLLEGE of MANAGEMENT

BHUBANESWAR

Date: 25.11.2016

## NOTICE

Faculty and staff would follow the following rules while applying/availing leaves henceforth.

*Leave is not a matter of right.* The Management is sanctioning leave based on the seriousness of the cases.

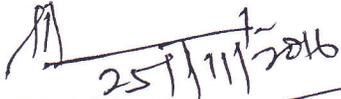
**CASUAL LEAVE (CL)** Casual Leave is a privilege leave with a maximum limit of 15 days in a calendar year.

To avail casual leave 24 hours **advance notice is essential** and the same should be approved by the concerned Functional Head. In case someone is remain absent without being able to put a written application for Casual Leave due to some exigencies , he/she should at least inform over telephone during first 2 hours of the leave day; and must place the application within first official hour of the day joining on duty. Failing which the leave day will be treated "**leave without pay**".

At a go one can take 3 days Casual Leave maximum provided the leave is available on his or her account. Casual Leave or Leaves cannot be prefix or suffix with holidays.

### **EARNED LEAVE (EL)**

Earn Leaves are allowed subject to **7 days advance** application. The application should be approved by both the Principal and Secretary. National, declared festival, weekly off days can be prefixed and/or suffixed to EL. Any absence of more than the number of EL sanctioned will be treated as leave without pay, unless given valid reasons to the management.

  
25/11/2016  
**PRINCIPAL**

Copy to:

1. Secretary
- ✓ 2. All Functional Heads
3. Administrative Officer
4. Notice Board