



VIMAL JYOTHI
INSTITUTE OF MANAGEMENT & RESEARCH
JYOTHI NAGAR, CHEMPERI – 670632, KANNUR D.T., KERALA, INDIA
Approved by AICTE & Affiliated to Kannur University
An ISO 9001:2008 Certified Institution

Policy Status: Active

Policy Steward: Manager, Vimal Jyothi Institutions

Policy Initiated Date- 01/04/2020

LEAVE POLICY

Leave Policy	Policy No: VJIM/HR/P02
Policy Version: 1.1	

The leave policy of the management is to permit all the staff to avail sufficient time away from their work to meet their personal, social and professional commitments, while keeping the smooth functioning of the institution as the paramount goal.

Guidelines:

1. Leave is to be treated not as a right, but as a privilege to be availed with restraint.
2. Leave can be either granted or declined by the authorities depending on the exigencies of service.
3. All staff is expected to be present at all college functions and staff meetings.
4. The staffs are expected to apply for leave sufficiently early and can avail leave only after getting prior sanction.
5. The type of leave and eligibility are given in annexure 1 & 2.
6. The management reserve the right to revise the policy from time to time.
7. The leave policy shall not be applicable with retrospective effect.
8. Casual leave shall not be combined with any other type of leave under any circumstances.
9. A staff member on rolls is considered to be on duty at all the time and can be called for duty at any time by the authority.
10. Submitting an application of leave does not imply that the leave is sanctioned and no staff can leave the station or avail the leave until it is sanctioned.

Annexure 1: Types of leave and eligibility for Teaching & Non- Teaching staff

Considering the larger interest of the institution, the following is adopted as the approved leave policy of our college

Sl No.	Leave	Purpose	teaching and non-teaching staff	contract
1	Casual Leave	Time off for personal reasons	15 days per calendar year	Proportion to the number of completed months of service
2	Duty leave	To perform any duty for the college	Leave to be regulated by sanctioning authority	

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3	Maternity leave	child birth	180 days (All the holidays occurring during the leave shall be counted for the purpose)	
4	Summer Vacation		Maximum 30 days per calendar year	Proportion to the number of completed months of service
5	Loss of Pay		Only under exigency	
6	Medical leave		15 days per calendar year with half salary & commuted for full salary after completion of CL	

Annexure 2: Types of leave and eligibility

Considering the larger interest of the institution, the following is adopted as the approved leave policy of our college

Sl No.	Leave	Purpose	Essential Service Staff	contract
1	Casual Leave	Time off for personal reasons	20 days per calendar year	Proportion to the number of completed months of service
2	Duty leave	To perform any duty for then college	Leave to be regulated by sanctioning authority	
3	Maternity leave	Child birth	180 days/ 6 months	
4	Summer Vacation		Maximum 30 days per calendar year.	Proportion to the number of completed months of service
5	Loss of Pay		Only under exigency	
6	Medical leave		15 days per calendar year with half salary & commuted for full salary after completion of CL	

*Staff members are required to schedule their vacation without affecting the smooth functioning of their work schedule. For essential administrative staff, any lapsed vacation can be converted to en-cashable earned leave with the prior approval of the leave sanctioning authority.

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RETIREMENT FROM SERVICE

Retirement Policy	Policy No: VJIM/HR/P01
Policy Version: 1.1	

1. All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 56 years for teaching and non-teaching.
2. The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

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STAFF WELFARE POLICY

Staff Welfare Policy: Health Insurance	Policy No: VJIM/HR/P03
Policy Version: 1.0	Date of approval: 01/01/2016

In order to avail Insurance Cover and better health care facilities for the staff members of Vimal Jyothi Institute of Management and Research, Chemperi the management.

1. Staff members can be part of group health insurance for the individual/ family members with claim up to 5 lakhs.
2. 40% of the annual premium paid by the staff will be reimbursed by the college.
3. The maximum amount that can be claimed from the college is Rs 3000 for teaching staff and Rs 4000 for non-teaching staff.

Accounts Officer
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CHAIRMAN
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EMPLOYEES PROVIDENT FUND

Staff Welfare Policy: EPF	Policy No: VJIM/HR/P03
Policy Version: 1.0	Date of approval: 01/01/2012

Under EPF scheme, an employee has to pay a 12 % contribution towards the scheme and an equal contribution is paid by the employer to a maximum salary of Rs. 15,000 of the salary. The teaching staff who have completed 8 years in the institution and all the non-teaching staff are eligible for EPF scheme. The institution contribution towards this scheme is as per the government norm.

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