

POLICY  
DOCUMENT ON  
WELFARE  
MEASURES

गोदावरी फाउंडेशन संचालित,

# गोदावरी कॉलेज ऑफ नर्सिंग

नॅशनल हायवे नं. ६, गट नं. ५७/१, ५७/२, खिर्डी शिवार,  
ता.जि. जलगांव - ४२५३०९ (महाराष्ट्र) भारत



Godavari Foundation's

# GODAVARI COLLEGE OF NURSING

NH-6, Gat No. 57/1, 57/2, Khirdi Shivar,  
Tal. & Dist. Jalgaon - 425309 (Maharashtra) INDIA

(Reg. by INC, MSBPNE, MNC, MUHS, GOVT. of Maharashtra)

नर्सिंग शिक्षा को संपूर्ण प्राप्त करने का प्रयास  
Striving to achieve Complete Nursing Education

## LEAVE POLICY

### OBJECTIVE

The objective of the policy is to provide guidelines on availing leave

### ELIGIBILITY & APPLICABILITY

All employees on regular rolls of Godavari college of Nursing

### RASCI

Responsible: Individual

Approver: PRINCIPAL/HOD

Support: HOD/HRD

Inform: HOD/HRD

### POLICY & PROCEDURE

**CASUAL LEAVE:** Every employee will be entitled 34 days casual leave for senior staff and 24 days for newly join staff in every Calendar year of service. Casual leave should be availed as far as possible with prior approval of the HOD. However, in case it is not possible to do so, the employee should inform the HOD and submit the casual leave application immediately on resuming duty. Casual leave cannot be accumulated un-availed leaves will lapse at the end of the Calendar Year. Casual leave can be prefixed or suffixed with holiday/weekly off. However such Holidays occurring during the period of casual leave will be counted as part of Casual leave. All employees will be entitled to casual leave from the date of joining.

ATTESTED

Principal  
Godavari College of Nursing  
JALGAON



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## SICK LEAVE:

Every employee will be entitled 12 days sick leave in a year, on grounds of sickness or accident in case. An employee availing sick leave due to prolonged illness should give the probable date of resuming duties to consider his/her request for leave by the HOD. Sick leave can be accumulated up to 30 days. Sick leave can be prefixed or suffixed with holidays/weekly offs, However, such holidays occurring during the period of leave will be counted as part of sick leave. The employee has to submit Medical Certificate from a Registered Medical Practitioner if availing sick leave more than 03 days.


## MATERNITY LEAVE:

Maternity leave for a period of 90 days can be availed of by women employees. The same will not be sanctioned on more than 2 occasions. Before proceeding on maternity leave the individual concerned will have to produce certificate from the doctor indicating the probable date of delivery, based on which she will be sanctioned maternity leave as indicated above. Any further leave required after the expiry of the maternity leave may be adjusted against sick leave, in which case the request for extension may be considered. Subject to furnishing of medical certificate from a registered medical practitioner. Probationers have to complete six months of service so as to be entitled for maternity leave.

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## COMPENSATORY OFF:

Compensatory off is granted to those employees who work on their weekly off / holidays as well as continuous double shift. In order to meet employees working on their weekly off / fixed holidays will be permitted to avail compensatory off. The compensatory off has to be availed within 03 months of having worked on the weekly off / Fixed holiday / continuous double shift. Compensatory off can be availed only with prior permission of HOD.

## FIXED HOLIDAYS:

12 days in a calendar year out of which Republic Day, May Day, Independence Day and Gandhi Jayanthi will be mandatory holidays. The balance eight holidays will be determined by the management based on recommendations. The state Govt. notification in declaring holidays should be considered while finalizing the same. The list of holidays will be published by HRD in the month of July for the succeeding year. Fixed holidays will be prefixed or suffixed with sick/casual leave.

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### PROCEDURE TO AVAIL LEAVE:

An employee shall apply for leave in leave application form mentioning reason. The same will be forwarded to the concerned Reporting Authority for necessary Approval. In case an employee wants to cancel approval leave he/she should seek the approval of the HOD on an application and submit the same to the HRD. The application should be submitted within 24 hours of the availing dates.

### LEAVE WITHOUT PAY:

In case an employee exhausts all his/her leave, he/she may be granted leave without pay in special cases, at the discretion of the principal. All Departments and employees should adhere to the leave policy for a proper work schedule. Leave records should be meticulously maintained / updated by HRD.



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