

28/1/2022

**NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY,
PHARMACY INSTITUTE, GREATER NOIDA**

Rules for Earned Leaves (30 Days in a year)

Summer Vacation and Winter Vacation holidays are converted into Earned Leaves

1. Earned leave period will be from January to December (one year).
2. Earned leaves will lapse on 31st December if not availed by the faculty member.
3. No separate summer and winter vacation will be announced.
4. Faculty members will be distributed in two groups during summer break and each group will avail 15 days (maximum) Earned leaves at a time (Compulsory).
5. 5-7 days Earned leaves will be sanctioned for all faculty members during winter break when odd semester over (Compulsory).
6. During non teaching days remaining Earned leaves can be availed for personal work.
7. Remaining Earn leaves can also be availed by the faculty members even in teaching days if he/she going to marry.
8. During teaching days Earned leaves will not be sanctioned.
9. During teaching days faculty members can avail only CL and 1 CL should be availed in a month.
10. During non-teaching days HODs should ensure before allowing the Earned leaves that maximum 5 to 10 faculties can avail the Earned leaves at a time.
11. Management reserves the right to increase/decrease/modify/cancel the earned leaves at any time without prior notice.


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