

Proceedings

Sub: Grant of Medical leave to Staff Members.

Ref: VJ/Proceedings/12 dated 08.12.2014.

1. This leave is applicable to all Faculty members, Technical Staff and Administrative staff of VJEC w.e.f 01.04.2022
2. The entitlement of Medical leave is @15 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
3. The authority has the right to refer the application to a Doctor/Hospital of the choice in *wa* case of doubt on the genuineness of the application
4. Medical leave shall be sanctioned only for serious medical conditions/hospitalizations.
5. Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.
6. Medical leave is sanctioned with half salary benefits and can be commuted for full salary basis.
7. Medical leave will be granted by the Manager as per the recommendation of the HOD and Principal.

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13/04/2022


Manager

Distribution

1. The Principal
2. The Bursar
3. The Asst. Manager
4. All staff members through email