

LEAVE POLICY

Purpose

This policy establishes clear guidelines regarding leave entitlements and procedures for all employees, ensuring consistency and fairness while supporting both the needs of the school and its staff.

Leaves must be applied for in advance, wherever possible with the recommendations for the substitutes. Proper handing over of responsibilities to be done before proceeding on leave.

The leave needs to be applied on ERP to the immediate superior which will be approved by the principal on the recommendation of HR who will endorse the entitlement of leave. Any leave over and above the entitled period will go as leave without pay.

The school administration reserves the right to approve or reject leave applications, as per school policies and procedures.

Type of Leaves

(a) Casual Leave (CL)

Confirmed Employees are entitled to 7 days of casual leave per academic year. Leave entitlement will commence on completion 03 Month of service.

- Breakup:
- 3.5 leaves from April to September
- 3.5 leaves from October to March
- Casual leaves will lapse at the end of the academic year and cannot be carried forward
- Contractual employees can be given maximum of four days leave on management discretion.

(b) **Medical Leave (ML)**

Medical leave may be taken when the employee is unwell and unable to perform duties.

- Confirmed employees are entitled to 7 days of Medical Leave per academic year
- Minimum of 2 leaves will be considered as Medical with doc certificate. On joining have to give fitness certificate.
- Medical certificate from a registered medical practitioner is required for medical leaves - Medical leaves can be carried forward to next five years.

(c) **Maternity Leave**

Female employees are entitled to 3 months of paid maternity leave subject to 3 (three) years from the date of confirmation.

During the maternity leave period – 50 % salary will be paid, remaining 50% will be paid when you rejoin.

Employees must provide a minimum of 8 weeks notice before taking maternity leave.

Maternity leave may be extended with unpaid leave upon request and on discretion of the school administration

(d) **Wedding leave**

Maximum upto 15 days for confirm staff will be given, Saturday Sunday is included

(e) **Bereavement Leave**

7 days leave with special approval from management

(d) **Winter and Summer Vacation**

- Confirmed academic employee is entitled for full summer and winter vacation unless some duty is assigned to you, apart from inset & PD days
- Contractual employee are not entitled for summer and winter vacation (for first year)
- Admin employee are entitled for 15 days for summer and one week for winter vacation

(e) **Special Leave**

Any leave on special requirement will be decided by the Principal as per the merit with or without pay based on special needs /unusual circumstances.

Leave application & approval Process

Leave will be applied on the ERP portal/Email by the applicant with the suggestion of his/her substitute to the immediate superior who will recommend the leave with the name of substitute

to HR. HR to check on the leave entitlement and forward the application for the approval of Principal with appropriate remarks. It may please be noted that in case the leave applied is over and above the entitled days it will automatically fall in 'Leave without Pay' category.

Following people are required to be informed in case leave applied

1. Principal – Ms. Navina Chadha : principal@gdgoenkaglobal.com

2. HOD – Ms. Mandeep Khaira : pypcoordinator@gdgoenkaglobal.com

3 CLS – Ms. Rini Chhabra : clscoordinator@gdgoenkaglobal.com

3. Transport Incharge –Mr. Sunil Kumar/ Ms. Rajni Khanna
transportsupport@gdgoenkaglobal.com, rajni.khanna@gdgoenkaglobal.com

4. Executive Assistant – Ms. Neelam Pillai: ea@gdgoenkaglobal.com

5. HR – Ms. Ritu Khurana : hr@gdgoenkaglobal.com

Additionally, please send a WhatsApp notification to EA (Ms. Neelam Pillai) for quick acknowledgement.

Important Guidelines:

1. Emergency Leave: Collect and fill the yellow leave form from the reception.

2. Sanctioned Leave: Collect and fill the pink leave form from the reception.

3. Emergency Leave Notification: Inform before 7:30 AM to avoid being marked absent and to prevent any salary deduction.

4. Non-compliance with the leave process or hierarchy may adversely impact your appraisal.

All leave requests must be approved in advance and must strictly follow the school's leave policy.

CONCLUSION

Leave needs to be applied well in advance to cater smooth functioning of the school. The school administration reserves the right to approve or reject leave applications, as per school policies and procedures. A good coordination with the colleagues in management of leave will ensure leave approval process easy and smooth.