



BMS COLLEGE OF ARCHITECTURE, DESIGN AND PLANNING, BENGALURU - 560019

Approved by COA / AICTE, Affiliated to VTU

No. BMSCA/EST/2025/06

Date: 16-07-2025

CIRCULAR

Sub: Amendment in Norms - leave rules reg.

Ref: Proceedings of the BOG held on 14-07-2025

General

- a) Leave cannot be claimed as a matter of right and can be granted at the discretion of the superior depending upon the urgency and necessity.
- b) Leave can be refused by the leave sanctioning authority without assigning any reason.
- c) Leave granted can be curtailed and the employee can be called back for duty at any time quoting office exigency.
- d) If the employee reports sick, the organization reserves the right to ask him to depose before a medical referee appointed by them so as to ascertain the true nature of sickness or so.
- e) Any kind of leave under these rules may be granted in combination with any other kind of leave except Casual Leave. Casual leave can be combined only with Restricted holiday, if availed at that time.
- f) An employee who remains absent after the expiry of his/her originally granted or subsequently extended leave/absenting without leave is entitled to no salary for the period of such absence. Absence from duty after the expiry of leave/absenting without leave, will render the employee liable to disciplinary action except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control.

Casual Leave

- a) The employees are eligible for 12 days casual leave with full pay in each calendar year and shall be credited on 01st January of the year.
- b) Employee during her/his first year of service can avail casual leave only at the rate of one day of each completed month of service.
- c) Upon completion of 01 year of service, employees are entitled as per a) above.

- d) Casual Leave can be availed to a maximum of 05 days in one stretch subject to a maximum of 08 days of absence inclusive of prefix/suffix/intervening General holidays and Restricted holiday, if availed.
- e) For non-teaching staff casual leave could be availed for half a day either in the morning session or in the afternoon session of any working day.
- f) Casual leave may be either prefixed or suffixed or both and these alongwith intervening Sundays and other holidays shall not be treated as Casual Leave, but shall be counted as absence for para d) above.

Earned Leave

- a) Non-vacation staff shall be eligible for 30 days of earned leave in a calendar year. The account of these employees shall be credited in two instalments of 15 days each on 1st January and 1st July of every year.
- b) Vacation staff shall be eligible for 10 days of earned leave in a calendar year. The account of these employees shall be credited in two instalments of 05 days each on 1st January and 1st July of every year.
- c) Earned Leave can be accumulated up to 300 days at any time.
- d) The minimum and maximum days of earned leave that shall be availed is 05 days and 30 days respectively with the prior sanction of the management. This can be extended based on the situation/urgency at the discretion of the Principal.
- e) Employees are entitled for Earned leave only after having put in a minimum of 1 year of service.

Encashment of Earned Leave

- a) Employees may be allowed to encash the earned leave by surrendering the earned leave at their credit and to receive salary for the leave so surrendered subject to a maximum of 15 days each calendar year and having a further credit of 15 days of earned leave.
- b) The availing of the earned leave and encashment, if both benefits availed, should not exceed 30 days in a calendar year. In other words, for encashment of 15 days EL, only 15 days will admissible for availing of EL in a calendar year.
- c) The leave salary payable shall be calculated at the rate of 1/30th of the monthly salary irrespective of number of days in the month in which the leave surrendered.
- d) When an employee retires on attaining normal age of retirement under the terms and conditions governing the service, the authority competent to grant leave shall suo-moto issue an order granting cash equivalent of leave salary for earned leave, if any at the credit of employee subject to maximum to 300 days.



Half Pay Leave

- a) The non-teaching staff shall be eligible for 20 days of half pay leave in respect of each completed year of service after completion of 05 years of service. (i.e. no half pay is admissible for the first 05 years of service)
- b) Commuted Leave not exceeding half the number of half pay leave due may be granted on medical grounds or for higher studies as per the following conditions:
 - (I) No commuted leave should be recommended unless the recommending authority has reason to believe that the employee will return to duty on expiry of leave.
 - (II) The maximum days of commuted leave that may be granted shall not exceed 120 days in the entire period of service.
 - (III) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave account.
 - (IV) When commuted leave is granted to an employee and he/she subsequently intends to retire or resign on expiry of such leave, the commuted leave should be converted into half pay leave and the difference between the salary in respect of commuted leave and half pay leave should be recovered. If the retirement or resignation is voluntary, refund of excess salary paid shall be enforced but if the retirement or termination of service is compulsorily trust upon him/her no refund or excess salary' be insisted upon.

Maternity Leave

- a) A female employee who has actually worked for a period of not less than 180 days in 12 months preceding the date of her expected delivery may be granted maternity leave for a maximum period of twenty-six weeks subject to confirmation through a medical certificate from a registered medical practitioner confirming her pregnancy.
- b) Up to 8 weeks of maternity leave can be taken before the expected delivery date. The remaining weeks can be taken after delivery.
- c) Maternity leave may also be granted in case of miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 subject to the following conditions:
 - i) The leave does not exceed six weeks.
 - ii) The application for leave is supported by medical certificate from a Registered Medical Practitioner.
- d) A female employee who legally adopts a child below the age of 03 months, shall be entitled to maternity leave for a period of twenty six weeks from the date the child is handed over to the adopting mother.



- e) A female employee who legally adopts a child above the age of 03 months, shall be entitled to maternity leave for a period of twelve weeks from the date the child is handed over to the adopting mother.
- f) The salary payable during the maternity leave shall be equal to the full salary drawn immediately before proceeding on leave.
- g) If the female employee does not return to duty on the expiry of maternity leave, the salary paid for the period of maternity leave shall be refunded/recovered.
- h) Maternity leave is applicable only for the first 02 living children.

Paternity Leave

- a) A male staff may be granted paternity leave during the confinement of his wife for a period of 15 days from the date of its commencement.
- b) It shall not be admissible to male staff who has two or more than two living children.

Restricted Holidays

Employees can avail two restricted holidays (RHs) per calendar year, which are optional and in addition to national and gazetted holidays. These RHs are chosen from a list provided by the government.

Part-time Employees

Part-time employees are not entitled to any other kind of leave admissible under this chapter except casual leave which shall be limited to one day for every month of service in each calendar year to vacation staff and fifteen days in each calendar year to non-vacation staff.

Corrigendum shall be issued in case of any error observed. This policy shall be effective from 01 Jul 2025.



DIRECTOR

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