



## Rosary High School, Badlapur

Yadav Nagar, Ulhas Nadi Bridge, Badlapur Gaon Road, Badlapur West. 421503 |

CBSE Affiliation No. 1131242 | School Code. 31229 | [www.rosaryedu.org.in](http://www.rosaryedu.org.in)

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Approved by	School Management

## SCHOOL LEAVE POLICY FOR TEACHERS

This policy aims to ensure a balance between teachers' well-being and the smooth functioning of academic activities. It provides clear guidelines for availing leave while maintaining discipline, accountability, and continuity in teaching-learning.

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### 1. Types of Leave

#### a) Casual Leave (CL)

- Allowed for personal or urgent work
- Maximum **6 days per year for permanent staff (January to December)**
- Maximum **8 days per year for temporary staff (January to December)**
- Cannot be taken for more than **2 consecutive days** without approval

#### b) Sick Leave (SL)

- Granted in case of illness
- Maximum **6 days per year**
- Medical certificate required from a MD if leave exceeds **2 consecutive days**

### c) Earned Leave (EL) Policy

- An employee who works for **20 consecutive working days without availing any leave** will earn **one day of extra payment**.
- These earned days will be accumulated as **Earned Leave benefits**.
- Once the accumulated earned days reach **30 days**, the employee will be entitled to receive **one full month's salary** as a benefit.
- This benefit is **monetary in nature** and is not to be availed as leave.
- The calculation and disbursement of this amount will be done as per the school's payroll cycle and approval of the management.

### d) Maternity / Paternity Leave

#### 1. Eligibility

- Only employees who are confirmed as **permanent staff members on the rolls of the institution** shall be eligible to avail maternity and paternity leave benefits.
- Employees who are **temporary, probationary, contractual, part-time, or on ad-hoc appointment** shall **not be eligible** for these benefits.

#### 2. Duration and Payment of Maternity Leave

- Maternity leave shall be granted with **full pay (100% of salary)**.
- During the leave period, **40% of the salary will be disbursed on a regular basis**.
- The **remaining 60% of the salary shall be released as a lump sum payment upon the employee's re-joining duty** after the completion of maternity leave.

#### 3. Paternity Leave

- Male employees shall be entitled to **15 days of paternity leave**.
- This leave must be availed **at the time of childbirth or within a reasonable period immediately following the delivery**.

## e) Emergency Leave

- For unforeseen situations (family emergency, etc.)
- Must be informed immediately to the reporting authority and Principal

## f) Leave without Pay (LWP)

- Applicable when all leave balance is exhausted
  - Subject to approval by the Principal
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# 2. General Leave Rules and Conditions

## 1. Leave Cycle

Leave shall be calculated on a **yearly basis**, from **January to December**.

## 2. Carry Forward of Leave

Unused leave shall **not be carried forward** to the subsequent year.

## 3. Maximum Consecutive Leave

- Employees shall not avail **more than 5 consecutive days of leave** without prior **special permission from the Principal/Management**.
- In such cases, the leave period shall be treated as **Leave Without Pay (LWP)**.
- Only **one day of Casual Leave (CL)** may be considered within such a leave period, subject to approval.

## 4. Prior Intimation of Leave

- Employees are required to **inform and obtain approval in advance** before availing leave.
- In the absence of prior intimation (except in genuine emergencies), **Casual Leave shall not be approved**, and such absence shall be treated as **Leave Without Pay (LWP)**.

## 5. Casual Leave Adjacent to Weekly Off

- If an employee avails **Casual Leave on a Saturday or a Monday**, thereby extending the weekly off (Sunday),
  - The **salary for the intervening Sunday shall be deducted**, unless otherwise specifically approved by the Management.
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## 3. Leave Application Procedure

- All planned leave must be applied through:
    - Sending a mail to the admin and the principal
  - Prior approval is mandatory
  - Leave for official duties, workshops, or training will be treated as **on-duty**
  - In case of emergency, the teacher must inform:
    - **Before school hours** via call/message
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## 4. Academic Responsibility

- Teachers must:
    - Complete lesson planning in advance
    - Provide worksheets / notes for substitute classes
    - Inform the HOD about pending syllabus
  - No academic loss should occur due to leave
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## 5. Attendance and Punctuality Rules

### 1. School Working Hours

- **Morning Shift:** 7:00 AM to 2:30 PM

- **Afternoon Shift:** 10:30 AM to 6:00 PM

## 2. Late Coming

- Employees reporting after **7:05 AM (Morning Shift)** and **10:35 AM (Afternoon Shift)** shall be marked **late**.
- **Three instances of late coming** may be considered equivalent to **one day of leave**, subject to management discretion.

## 3. Early Leaving

- Leaving the school premises **without prior permission** shall be treated as **leave**.

## 4. Half-Day Leave Criteria

- **Morning Shift:** If a teacher leaves after **11:00 AM**, it shall be considered as a **half-day leave**.
- **Afternoon Shift:** If a teacher leaves by **2:30 PM**, it shall be considered as a **half-day leave**.

## 5. Attendance Monitoring

Attendance shall be recorded and monitored through:

- **Biometric System**
  - **Attendance Register**
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## 6. Leave During Important Periods

Leave will be **restricted or discouraged** during:

- Examination periods
- Result preparation
- School events / Annual functions

- Inspections or official visits

Special approval from the Principal is required in such cases.

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## 7. Misuse of Leave

Strict action will be taken for:

- Frequent absenteeism
- False medical claims
- Taking leave without approval

Actions may include:

- Warning
  - Salary deduction
  - Disciplinary action
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## 8. Approval Authority

- All leave approvals are subject to:
    - **Principal's discretion**
    - Recommendation of Coordinator (if applicable)
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### ★ Declaration

All teachers are expected to adhere to this policy strictly to ensure a disciplined and effective academic environment.

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Warm regards,

**Sumita Wade**

Principal

Rosary High School, Badlapur

**Rasika Panicker**

Director

Rosary High School, Badlapur