



Y.A. Government College for Women

Chirala - 523155, A.P.

Re-accredited with 'B' grade by NAAC(Cyc-2)

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LEAVE POLICY

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Government of Andhra Pradesh.

The employees are entitled for the following types of leave:

- Casual Leave
- Special Casual Leave
- Leave on Loss of Pay
- Maternity/Paternity Leave
- Child Care Leave
- Earned Leave
- Study Leave
- Half Pay Leave
- Extraordinary Leave
- Compensatory Casual Leave
- On Duty Leave
- Extra (5) casual leaves for women.

The Leave Year for any leave shall be the calendar year. Leave year for accumulated leaves such as Earned leave will be January-June and July to December every year. Staff members who are unable to report to work due to exceptional / unforeseen circumstances must send a leave message or inform the Principal.