

Suggestive Leave Rules

The following is the suggestive leaves that are generally given to teaching and non-teaching staff at K-12 Schools in India.

The expression 'leave' means leave of absence with the permission, obtained from the Employer. Leave of absence cannot be granted as a matter of right.

Kinds of Leaves suggested

1. Casual Leave (CL)
 - a. Full Day
 - b. Half Day (4 hours)
 - c. Short Leave (2 hours)
2. Earned Leave (EL)
3. Sick Leave (SL)
4. Vacation Leave
5. Maternity Leave
6. Leave Without Pay (LWP)

Category / Type of leave	Casual	Medical	Earned	Vacation
Teaching Staff	12	6	nil	As declared#
Administrative Staff	12	6	24	nil
Full Time Teachers on Contract / Virtual Teachers	8	6	nil	As declared
Subordinate Teaching Staff *	8	6	nil	As declared
Part Time Activity Teachers	Nil	Nil	Nil	Nil

- The leaves for schools are created on pro-rata basis.
- It is recommended that for planning purposes and events at Schools, minimum 20 days of summer vacations and minimum 5 days of winter vacations is given.
- All leaves should be planned and communicated ahead of time, not overlapping with closing/ opening dates of School, and/or events and trainings pre-decided and declared by the Organization.
- Vacation leave will need to be decided with prior approval by the School Management.
- Earned leaves are applicable to only administrative staff including positions of principal and Vice principal.

- Employees who are entitled to earned leaves will not be entitled for vacation leaves.
- In case of joining or leaving the organization, eligibility of CL for that month shall be calculated on proportionate basis. A maximum of 2 CLs can be availed at one go.
- Half day and short leaves are a part of Casual leave only. It is, therefore, essential to have a sufficient balance of casual leaves before applying for the same.
- Sick Leave may only be admissible if it is supported by report of a medical practitioner or valid Medical prescription
- Maternity leave will be as per the discretion of school management.
- In case school is unable to allow summer vacation due to swimming / other coaching classes during vacation, coaches/ lab staff will be allowed equivalent compensatory off during other months.

