

### Leave Policy for Campus Living Employees

#### Introduction

1. Shri Ramswaroop Memorial Group of Professional College, Lucknow offers hostel facility (lodging and fooding both) for the employees (Faculty and Non-Faculty). Some of them stay in the hostel due to convenience and safe and secure environment provided in the hostel. On the other hand, some of the employees are provided hostel facility due to administrative reasons like hostel wardens / caretakers, sahayak, drivers, mandir pujaris.
2. Employees staying in the hostel due to administrative reasons are eligible for leaves as per their entitlement and leave policy of the college. Since these employees carryout duties on Sundays / holidays, the leave policy including compensatory leave policy for them would be different from others. The details have been discussed in succeeding paragraphs.

#### Hostel Wardens / Caretakers / Sahayak

3. Sundays and Holidays are working day for the wardens / caretakers / sahayak.
4. Chief Warden is the leave sanctioning authority. Arrangement for leave replacement will be as under-
  - a. *Girls Hostel*- In the absence of Warden, Asst. Warden will take charge. Care-Taker must also be present.
  - b. *Boys Hostels* - While one warden is away, the other one will take charge of both the hostels.
5. **Boys Hostel**- Wardens/Care taker/Sahayak will be entitled to 2 days off every month. In addition, they will be entitled to the following leave:
  - a. 20 Days leave during the summer break
  - b. 6 days leave during the winter break
6. **Girls Hostel**- Wardens/Care taker/ Sahayika will be entitled to 2 days off every month. In addition, they will be entitled to the following leave:
  - a. 20 Days leave during the summer break
  - b. 6 days leave during the winter break
7. **Special Leave**- Like other employees, hostel wardens/ care taker / sahayak / sahayika are entitled to Special Leave as provisioned in the leave policy of the College.
8. No other leave than mentioned above will be applicable to them.

#### Compensatory Leave for Hostel Wardens / Caretakers

9. Hostel Wardens / Caretakers are entitled to Compensatory Leave. Following is the condition for availing Compensatory Leave-
  - a. **Hostel Wardens / Caretakers**- In case they perform any duty related to the hostellers on festival holidays like Holi, Diwali etc, they will be provided with compensatory leave. However, for other duties on Sundays / holidays, they are not entitled to compensatory

off (as discussed in Para 5 & 6 above). Chief Warden will ensure that they send a mail to HR regarding the compensatory leave that is availed by any hostel warden and caretaker.

10. A proper record of leave would be maintained in the hostel for hostel employees.

#### Compensatory Leave for Drivers and Pujaris staying in the campus

11. Drivers and Mandir Pujaris are entitled to Compensatory Leave. Following is the condition for availing Compensatory Leave-
- Drivers-** Those drivers who stay in the hostel are provided free accommodation and food. In case they perform any duty related to the hostellers, they are not provided any compensatory leave on sundays/holidays. However, for other duties on sundays/holidays, they are entitled to compensatory off. Admin Office would ensure that at any given time, minimum two drivers are available in the campus during holidays. In case, only one driver is available during holidays, due to certain reason, sanction would be obtained in advance for the same.
  - Mandir Pujari-** In case, both the pujaris are present in the campus on holidays, no compensatory leave is provided for carrying out puja on sundays/holidays, as they can rotate the duties. However if only one pujari is present, the compensatory off would become applicable.

#### Punching on Holidays

12. For ensuring their presence in the campus, these employees would do punching twice a day on regular basis. Timings may vary for Girls and Boys hostel as mentioned below:
- Girls Hostel-**  
Morning Punching Time: 08:45 am to 09:45 am  
Evening Punching Time: 06:00 pm to 07:00 pm
  - Boys Hostel-**  
Morning Punching Time: 08:45 am to 09:45 am  
Evening Punching Time: 08:30 pm to 09:30 pm

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