



**SERVICE RULES AND CONDITIONS OF
THE ARCHDIOCESAN BOARD OF EDUCATION**

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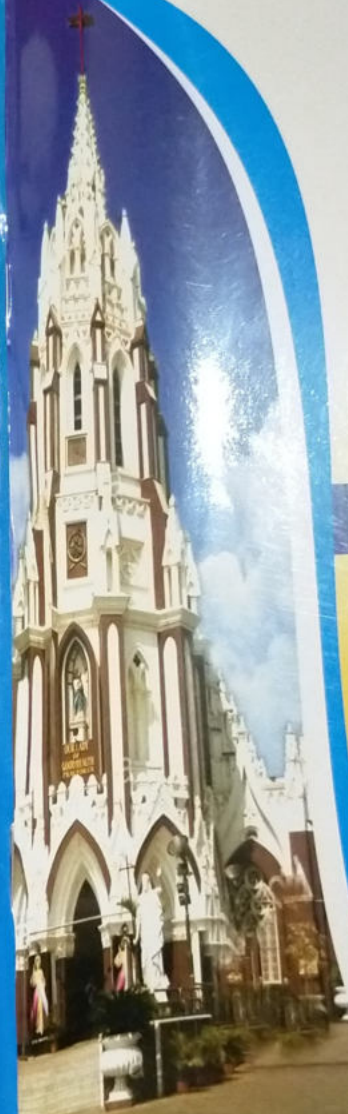
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BOARD OF EDUCATION**

SERVICE RULES

2020



14. GRATUITY

A tenure staff who retires upon superannuation or dies while in service or leaves service on completion of the given tenure period or resigns but not discharged for misconduct or convicted for a criminal offence shall be entitled to gratuity provided the total number of years of service including the period of probation is not less than 5 completed years. The calculation of gratuity will be as per the provisions of the Gratuity Act. Salary for this purpose shall be deemed to be the basic salary + DA at the time of death or retirement or resignation as the case may be, along with dearness allowances only.

15. PROVIDENT FUND & Employees State Insurance (ESI)

The provisions of the ESI Act 1952 and ESI Act 1948 will be extended to ABE employees wherever they are applicable.

16. LEAVE

- 16.1 There are different types of leave provided for the employees of ABE
- 16.2 Authorized absence from duty is known as leave. Leave cannot be claimed as a matter of right. While leave is the privilege of an employee, it is granted subject to the exigencies of work. Hence, the concerned authority has the discretion to refuse, postpone, curtail or revoke leave according to the exigencies of service and the situation.
- 16.3 All leave are in proportion to the number of days worked.
- 16.4 An employee seeking leave shall submit an application BEFORE proceeding on leave. He/she shall not proceed on leave unless the said leave has been approved by the authority concerned. Application for leave for more than three days should be made at least four days in advance. Application for leave for more than ten days should be made at least fifteen days in advance and should contain in form the leave address.

- 16.5 In case of an emergency or unforeseen circumstances, when an employee may not be able to obtain prior approval of leave, he/she shall immediately contact and/or inform his/her authority about his/her inability to attend office and the period, as well as the reason for which such leave is required. If the grounds for leave are not acceptable to the authorities, then the employee must report for duty immediately. If such oral intimation is accepted by the authority it should be followed by a written leave request immediately on rejoining duty.
- 16.6 If an employee does not have leave to his/her credit, the days of absence from duty, if sanctioned, shall be treated as leave without pay.
- 16.7 An employee who has absented himself/herself without prior approved leave for a period of more than TEN consecutive calendar days shall be deemed to have left his/her job on his/her own accord.
- 16.8 No two types of leave can be combined.
- 16.9 Any holiday falling within the leave period shall be treated as part of the leave. Sundays and National holidays falling in between CL are not treated as CL.
- 16.10 Taking leave during the term of work should be avoided, as far as possible, in the interest of the students. However, the Management will sympathetically consider an application for leave due to emergency.
- 16.11 To avoid inconvenience to the students, a teaching staff member availing himself/herself of leave should either arrange for his/her classes to be conducted by other teachers/colleagues, or on return, should conduct additional classes to compensate for the missed classes.

17.1 TYPES OF LEAVE**17.2 CASUAL LEAVE (CL)**

- Casual leave is absence from duty for unforeseen events, such as sudden sickness or injury, sickness or death of a family member etc.
- 17.2.1 An employee is entitled to 12 days of casual leave in a year.
- 17.2.2 Casual leave can be availed for a maximum of 3 days at a time.
- 17.2.3 For faculty and staff on probation or on contract, one CL per calendar month is allowed.
- 17.2.4 An employee who joins after the 15th of the month will not be eligible for CL during that month.
- 17.2.5 Casual leave can be taken for half day also.
- 17.2.6 The authority competent to grant Casual Leave shall be the Manager/HM in case of teachers/other staff working under his/her administrative control.
- 17.2.7 By its very nature casual leave cannot be encashed.

17.3 EARNED LEAVE (EL)

- 17.3.1 Permanent members of the non-teaching staff have the right to 15 days of leave with pay every year. This leave could be carried forward to the next calendar year. The teaching staff is not entitled to EL as they have vacation.
- 17.3.2 Confirmed Administrative and Supportive Staff who have completed one full academic year will be eligible for EL of 15 days in a year.
- 17.3.3 Salary for EL will be equal to the pay for the period of leave, based on the pay drawn immediately before proceeding on leave. EL cannot be encashed.
- 17.3.4 For those who join in the middle of the academic year, EL will be on a prorata basis.

- 17.3.5 Probationers shall not be entitled to any earned leave during the first year of probation.
- 17.3.6 If a staff member is asked to work during EL, he/she shall be paid an additional allowance fixed by the Management.
- 17.3.7 The non-teaching staff shall arrange with the Manager in advance before availing earned leave during the summer vacation.
- 17.3.8 In the case of exigency of work, the Manager may direct the non-teaching staff member who intends to avail earned leave, to remain on duty during the earned leave period and he/she will be paid salary and allowances on prorata basis in respect of the days during which he/she could not avail the earned leave.

17.4 MATERNITY LEAVE

Female staff, excluding those on contract appointment, temporary, and part-time service, are entitled to maternity leave under the provisions of the Maternity Benefit Act 1965, on full pay for a period not exceeding 6 months. Those who are eligible for compensation from ESIC will not be paid from the Management. This leave will be available for two occasions in the entire career of the concerned staff. Only those having less than two surviving children are eligible for this benefit.

17.5 PATERNITY LEAVE

A male staff, excluding those on contract appointment, temporary, and part-time service, with less than two surviving children, on production of or on producing or submitting medical certificate, may be granted paternity leave for a period of 7 days during the confinement of his spouse i.e up to 7 days before or within the maternity leave period of the spouse. If such leave is not availed of within this period it shall lapse. This leave is available only twice during the entire career of the concerned staff.

17.6 DUTY LEAVE

Duty leave may be allowed to the teachers for attending meetings of the University, NCERT, State Government Seminar Conferences, and Workshops etc. and for presenting extension lectures, if the sanctioning authority is satisfied that such attendance/participation is in the interest of the Institution. In such a circumstance, the concerned teacher should make suitable alternative arrangement, as far as possible, that neither the work nor discipline suffers.

17.7 SICKLEAVE

17.7.1 Every employee is entitled to **3 days** of sick leave in a year.

17.7.2 Request for sick leave should be supported by a medical certificate.

17.7.3 Management may grant an additional leave of **15 days** for serious accidents or hospitalization for serious ailments.

17.8 MARRIAGE LEAVE

The Management gives **6 days** of marriage leave for the marriage of the concerned staff member. This is not applicable to employees on contract, temporary, probationary and part-time employees.

17.9 Ph.D. DEFENCE LEAVE

The teaching staff that do their doctoral studies with the approval of the Management are eligible for **6 days** of leave for the defence of their thesis.

17.10 EXTRAORDINARY LEAVE ON LOSS OF PAY

The Management may, at its discretion sanction extraordinary leave on loss of pay.

17.11 UNAUTHORISED ABSENCE

17.11.1 Absence without leave shall be construed as misconduct unless it is satisfactorily established that circumstances beyond one's control occasioned the lapse.

17.11.2 Except in the case of sudden illness, previous permission should be obtained from the Manager for availing leave, and arrangement should be made before classes begin. Furnishing information after the commencement of the classes will be considered highly irregular and leave may be refused except under extraordinary circumstances.

17.11.3 Salary for the day/days of absence without authorized leave shall be deducted from the monthly pay unless satisfactory reasons are provided by the staff to the Manager. Any salary paid during the period of absence or for any other reason shall be recovered if it is found to be irregular.

18. DISCIPLINE

By accepting employment with ABE an employee agrees:

18.1 To work in a responsible, disciplined, harmonious and productive manner.

18.2 To be loyal to the Institutions of ABE and to act in a manner conducive to the accomplishment of its objectives.

18.3 To abide by the service conditions of ABE, as well as any other lawful and reasonable instructions, written or verbal, given by his/her Superiors.

19. RULES FOR THE EMPLOYEES

19.1. No employee shall keep in person or take out from the office, any document of the Institution, either original or copies, without the explicit written permission of the Management..

19.2 Matters relating to the affairs of ABE, its members, its clients or its students shall not be divulged by any employee to an unauthorized person (whether staff, student/employee/ or outsider).

19.3 Employees shall not represent ABE or any of its Institution without the prior permission of the Management/Principal/HM.