



Leave Policy

October 2022

The following policy will be followed for grant of casual and emergency leave to employees of MINAMS, until otherwise notified:

1. Gazetted holidays:	As announced by the government
2. Break during one and the other semester.	One week (maximum). Working hours during semester break will be as per need of MINAMS. The teachers will evaluate the scripts of semester examination and compile the result during the period.
3. Casual / emergency leave entitlement during the calendar year.	10 (Ten days)
4. Casual /emergency leave permissible during one month (leave in excess of this limit will be treated as leave without pay)	2 (Two days)
