

Standard Operating Procedure for availing leaves and Outpass

1. Staff intending to avail leaves shall apply to reporting manager well in advance through a written letter (email CC – HR, Principal and Dean) and necessary documents.
2. Suggest necessary substitution.
3. Reporting manager recommends leave after thorough verification and substitution of duties.
4. HR to approve leaves in consultation with the principal (if there is no mail rejection from the Dean).
5. Submit the out-pass request on ERP (copy to HR and security at the gate).
6. Out-pass to be approved by HR subject to leave approval.
7. In case of Group-D staff the reporting manager may raise leave request on behalf of the staff after due verification with HR.
8. HR to mark the employee absent in the register and on ERP.
9. An email to be sent to HR upon reporting to duty (CC - Principal and Dean).
10. In case of extension of leave, an email specifying reasons for extension and supporting documents must be sent on an email to HR (CC-Principal and Dean). This leave to be approved by HR on email and ERP in consultation with Principal.
11. Same procedure to be followed for out of office duty (OD).

Emergency/Medical/Unforeseen leaves

1. An SMS/Whatsapp message to the reporting manager to be sent specifying the emergency. Reporting manager to make necessary substitution.
2. An email of the leave request to be sent to HR (CC – Reporting manager, Principal and Dean).
3. Leave to be approved as CL/Leave with pay/Loss of pay/etc. after due verification of the situation by HR in consultation with Principal and make amendments in ERP and registers.
4. An email to be sent to HR upon reporting to duty (CC - Principal and Dean) with documents substantiating the emergency.
5. In case of Group-D staff, the reporting manager to follow this process on behalf of the staff.

Short duration Out-pass

1. Out-pass to be issued to employees for a duration of time not exceeding two hours during the office hours (outpass issued to avail leave is different from this).
2. Raise a request through email and ERP with the reporting manager CC – HR and Principal (after due discussion with the reporting manager).
3. The reporting manager approves/reject the request on the email and the ERP (don't break the email loop).
4. If approved by the reporting manager, HR shall issue outpass on the email and update ERP for the security gate to receive this notification.
5. The staff shall make manual entry at the security gate to exit the campus at all time.
6. Send an email to HR upon returning to duty (CC-Reporting manager).
7. During non-working hours, residents going out of the school/college campus for routine work need not obtained out-pass but a manual entry at the security gate must be made.
8. Residents who wish to exit the campus during general holidays must obtain outpass from the HR (over an email and ERP, approved on email by HR and updated on ERP for security gate notification.)

Note:

1. If HR is on leave all approvals will be routed on email and ERP to Principal.
2. In case of medical emergency to self, SOS- HR/Principal/Nurse/any staff.
3. In case of employment termination, the outpass along with a copy of no due must be submitted by the leaving employee to the security. The HR shall notify the security about exit formalities.