

Special Leave (SPL)

- All employees of the organization are entitled to avail Special Leave (SPL) or 2 days in a calendar year for specific purpose such as –for **self's wedding day and birthday**. This leave cannot be availed in lieu of any other type of leave and is restricted for the purpose as indicated herein.
- An employee availing of Special Leave should apply at least 1 week before the actual day of the leave proposed to be taken and should get it sanctioned by his/her reporting officer.
- Any employee with one year of service in HITAM can avail 7 days (including Sunday/week off/holiday) of **marriage leave** (Self wedding) as special leave. This leave cannot be combined with any other leaves.
- Special Leaves if combined with any of the above leaves should not be more than 3 consecutive days in a month excluding Self wedding.

Instance I - An employee getting married will be given an additional 7 days' paid leave (over and above the normal leaves) as an incentive.

Instance II – An employee can apply 1 day leave for birthday of self and 1-day General leave other 2 days can be utilized later.

****Special Leave cannot be en-cashed or carried forward to the next year****

*Special Permissions request can be approved based on the review & recommendations given by reporting Officer along with Reviewing Officer.

DEMISE: Death of the immediate family members (Spouse, parents, siblings, children), is included in the special clause, in which the staff can avail the special leave (paid leave).

- **If a Staff is associated with Hitam for 1 year, then they are eligible for 3 days special leave irrespective of their designations.**
- If the service of the staff with Hitam is more than 5 years, then he/she is eligible for 6 working days as special leave.

Training & Study Leave (TSL)

- Any employee (excluding Professor) pursuing higher education or attending training program with prior information can avail Training & study leave for 7 days and can utilize these leaves only for appearing the examinations.

Training and Study leave includes:

1. For attending M.Tech exams
 2. For attending Phd exams and course work
 3. For attending workshop, Conference, Paper presentation and seminars.
 4. For attending FDP – only one time in academic year
- All the Professors are not Eligible for the TSL.
 - Any employee going on training program need to apply prior to the date of program along with registration form/acknowledgement/invitation and approved by Chairman/Correspondent. A photocopy of Participation certificate/acknowledgement for training program attended need to be submitted to HOD and HR on completion of such program.
 - Any employee going on TSL, the approvals will be reviewed case to case based on reporting head comments and reviewing officer comments.
 - Training & Study Leave applicability can be calculated for Calendar Year.
 - Any Employee availing for TSL approvals will be given based on genuity and Studying Purpose.

- Request for Training & study leave for higher education by any employee should be submitted along with original custodian certificate/ acknowledgement certificate received from the college/University.

Instance 1: Any employee pursuing PhD shall submit their original certificates to college as admission process. Employee should submit original custodian certificate from the college registered along with the leave request.

Note: Employee who completes 1 year service in HITAM are only eligible for TSL.