

## Leave Rules of TTWREI Hyderabad

### I. Think and respond

1. Do you know about the leave rules of the TTWREI Society
2. Are you know about the leave rules of teaching and non-teaching employees of the Gurukulam
3. Do you know about the leave rules of probation on period

### II. Learning objective

1. The learners will be able to know about the leave rules of TTWREIS
2. The learners will understand the different types of leaves
3. The learner will be know about the leave sanctioning authority
4. The learner will understand the nature of leave and availing procedure
5. The learner will understand the lave rules of probation period
6. The learner will understand that a leave is not a right but it is priveledge

### III. Interdiction

The Government has given a priveledge to her employees to led a happy and comfortable life his/her service period. The employees will enjoy the proviledge of the leave for his/her personal life family lie and social life therefore various kids of leave have been formulated for men and women.

### IV. Body matter leaves in brief

S.No.	Type of leave	Leave entitlement	Sanctioning authority
1	Causal leave	15	Principal
2	Special casual leave, teaching staff	07	Principal
3	Optional holidays	05	Principal
4	Women leave	05	Principal
5	Half pay leave	No limit	Principal
6	Half pay leave on MG	440	Principal
7	Maternity for two children	180	Secretary

8	Miss -carry lave	6 weeks	RCO
9	Major diseases leave	6 months	Secretary
10	Any other specific reasons )(as special case for GO's used by Govt.		Secretary
11	Child care leave two children and below 15 years	06 spells each 15 days	RCO
12	HPL/ELs	Upto 3 months	RCO
13	HPL/ELs	Upto 29 days	Principal
14	Paternity leave	15 days	Principal

**CONCLUSION:-**

If the sanctioning authority have well versed with Telangana leave rules 1933 related Gurukulam the subordinate employees will enable their leave eligibility and leave procedures during this service and their retirement benefits..

**EXERCISE:-**

1. How many maximum days apply for CL through we have 15 CL in your account
2. How will your maintain different types of leave account of a employee
3. How will you sanction maternity leave for probationary employee
4. How many half pay leaves on medical grounds will be sanction to employee his/her entire service.

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