

HOLIDAY POLICY

The School keeps two kinds of entities namely, Private and Public entities. Accordingly, when one section observes public holidays, the other section may be restricted only to Private-oriented holidays. As defined by the Ministry, the main activities of the School are Teaching and Learning and so exclusive working hours and schedule will be applicable to those who are directly involved in them whereas others are termed as the technical or supporting staff who are supposed to work more hours than the first group.

However, the School observes very flexible schedule for the convenience of the Staff. Accordingly, the technical staff also may enjoy comparatively less working hours than other private firms. Our policy about the holidays is:

1. The School declares holidays strictly in line with the official declaration of the Ministry.
- 2 There will be different patterns of holidays between the sections of teaching staff and technical staff on its basis.
3. Fridays are unified common holidays whereas Saturdays are declared holidays for Teaching Staff only.
4. Some Indian Holidays may be applicable either as common or as restricted as and when it does not disrupt the smooth functioning of the School.
5. Apart from all such holidays, an annual holiday towards the end of an academic year may be granted on individual/group basis at the discretionary power of the Principal.
6. Some gatherings or programmes may be conducted on holidays as and when time demands and with prior information. The attendees will be specified as to who are expected to attend.
7. On normal cases, until or unless the Ministry declares, the School will not sacrifice the official learning hours for off-hours.
8. Compensatory holidays may be or may not be granted on individual/ group basis if it does not disrupt the smooth functioning of the School.
9. Flexibly, technical sections (if there is more than one person in the section) may be granted

a) If any staff enjoys such off-time is (s)he is on-call duty status and is expected to reach the School within one hour when the School requires his or her service on the same day.

b) The Off-duty Schedule is prepared by the Admin Manager for every month with effect from April 2016.

c) If such an off-day coincides with regular meeting, the Off-duty staff is expected to attend the meeting whatsoever.

d) On any ground, single member sections are restricted from taking Off-day even on Saturdays.

10. Personal Leaves may be granted on the basis of rules of the country.