

MOHAMED SATHAK TRUST

Registered as a Society under the Societies Registration Act as No. 336 of 1973



Old No. 6/1, New No. 11,
Pycrofts Garden Road, (1 Floor),
Chennai - 600 006.
Phone : +91-44-28334989 / 90
Fax : +91-44-28334991
Web : www.sathaktrust.org
Email : chairmansathaktrust@gmail.com

Date: 28.12.2023

All Institution Circular

Kind Attention: All the Principals

Subject: Amendment of HR Policy - Sent on 26.08.2023

The following amendments has been implemented with immediate effect for your information.

Leave Rules:

Additional Points

- Carryover of lapsed Casual Leave, Compensation Holiday, Vacation Leave and other all leave types is not permissible to the next year.
- Compensation Holiday will be considered with the prior approval of Principal and necessary of the work.
- Two late arrivals will be allowed per month with a maximum of 5 minutes.

(i.e) 3rd late -0.5 day leave will be deducted

4th late - 1 day leave will be deducted

5th late - 1.5 days leave will be deducted

- Staff attendance will be calculated from the date of 1st to 31st of every month for the salary process.

Casual Leave:

Existing: All employees are eligible for 12 days of Casual leave per year at the rate of 1 day per working month during the year from 1st June to 31st May.

Revised: All employees are eligible for 12 days of Casual leave per year at the rate of 1 day per working month during the year from 1st January to 31st December.

Maximum of 3 CL is allowed in a month, even though the CL balance is available more than 3.

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Special Leave:

Existing: Special leave to a maximum of three working days can be availed and is sanctioned in the following cases:

- One's marriage
- Bereavement in the family viz. parents, parents-in-law, spouse, children.

Revised: Special leave to a maximum of 7 working days can be availed and is sanctioned in the following cases:

- One's marriage
- Bereavement in the family viz. parents, parents-in-law, spouse, children.

Permitted Holidays:

Existing: Permitted Holidays (PH)

Revised: Restricted Holidays (RH)

With Warm Regards

FOR MOHAMED SATHAK TRUST


EXECUTIVE DIRECTOR

Executive Director