



Rosary High School, Badlapur

Yadav Nagar, Ulhas Nadi Bridge, Badlapur Gaon Road, Badlapur West. 421503 |

CBSE Affiliation No. 1131242 | School Code. 31229 | www.rosaryedu.org.in

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Employment Policy – Rosary High School

1. Introduction

This policy outlines the terms and conditions of employment for all teaching and non-teaching staff at Rosary High School, Badlapur. All employees are expected to comply with the policy provisions throughout their tenure.

2. Nature of Employment

- Employment at Rosary High School is **contractual**, offered initially for a period of **one years**.
 - Based on satisfactory performance and institutional needs, the contract may be **extended for an additional one year**.
 - Employees may be considered for **confirmation** upon successful completion of the contractual period and performance appraisal.
 - A **probation period of two year** is applicable at the beginning of the initial contract, during which performance and conduct will be evaluated.
 - Continuation of employment beyond the contractual term shall be at the sole discretion of the management and subject to formal renewal.
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3. Working Hours

- Working hours for teaching staff – 7.5 hours
 - Working hours for Support Staff: 9 hours.
 - Working hours for administrative Staff: 9 hours.
 - The 1st and 3rd Saturdays of every month are full working days.
 - The 2nd and 4th Saturdays are holidays for staff, unless specifically notified otherwise.
 - **Non-Teaching/Administrative Staff:**
Working hours are as per departmental requirements and may extend beyond academic hours depending on operational needs.
 - **Additional Duties:**
Employees may be required to stay beyond normal working hours during school events, examinations, staff meetings, or any activity deemed necessary by the management. Timely intimation will be provided.
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4. Leave Policy

4.1 Casual Leave (CL):

- 8 days of CL per academic year.
- CL cannot be carried forward or encashed.

4.2 Sick Leave (SL):

- 6 days of SL per academic year.
- A medical certificate is required for leave exceeding 2 consecutive days.

4.3 Earned Leave (EL):

- Non-vacation staff are entitled to **12 days of Earned Leave per academic year.**
- Earned Leave is **earned** at the rate of **20 days** of continued service.
- **Vacation teaching staff** (who avail summer/winter vacations) are **not eligible** for EL unless specifically assigned duties during vacation periods.

- EL can be **availed with prior written approval** from the Head of Institution.
 - Accumulated EL can be **carried forward** to a maximum limit of **90 days**.
 - On **retirement, resignation, or death, unutilized EL is encashable**, based on the last drawn salary.
 - EL cannot be clubbed with Casual Leave unless permitted by the Principal under special circumstances.
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5. Gratuity

5.1 As per the **Payment of Gratuity Act, 1972**, employees who have rendered **five or more years of continuous service** are eligible for gratuity upon resignation, retirement, superannuation, or death.

5.2 Formula:

Gratuity = (Last drawn Basic + DA) × 15/26 × Completed Years of Service

Gratuity is a **statutory right** and cannot be waived by contract.

Deductions are permitted **only in cases of proven gross misconduct**, as outlined in Section 4(6) of the Act.

6. 6. Notice Period (Revised with Settlement Clause)

6.1 All confirmed employees are required to serve a **minimum notice period of three (3) months** in case of resignation.

6.2 In case the employee is unable or unwilling to serve the full notice period, the management may recover salary in lieu of the unserved notice period, as per institutional rules.

6.3 Similarly, in the event of termination initiated by the employer, a notice period of three (3) months or salary in lieu thereof shall be applicable, unless the termination is on disciplinary grounds.

6.4 Salary Hold During Notice Period and Final Settlement

- During the notice period (whether initiated by the employee or by the employer), **50% of the monthly salary shall be kept on hold** as a security amount.
- The amount kept on hold will be released **only at the time of final settlement**, after successful completion of:
 - proper handover of duties,
 - submission of all school records and materials,
 - clearance from all concerned departments, and
 - completion of exit formalities.

6.5 If an employee leaves the organization without serving the full notice period or without proper authorization, the amount kept on hold may be adjusted against any dues payable to the institution.

6.6 The final settlement of salary, dues, and relieving documentation shall be processed within a reasonable time frame after the employee has fulfilled all exit requirements.

7. Code of Conduct

Employees are expected to demonstrate **professionalism, integrity, and commitment** to student welfare.

Misconduct, habitual absenteeism, insubordination, or violation of institutional norms may invite disciplinary action.

8. Termination

Employment may be terminated with due notice for:

- Breach of contract
- Unsatisfactory performance
- Disciplinary grounds
- Structural or administrative changes within the institution

9. Amendments

This policy is subject to revision in line with **statutory regulations** and **management decisions**.

Any changes will be duly communicated to all staff.

Approval Authority

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Approved By: Management