



NICHE
KANYAKUMARI
DEEMED-TO-BE UNIVERSITY

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**NOORUL ISLAM CENTRE
FOR HIGHER EDUCATION**

Accredited by NAAC (Cycle - 2)

Kumaracoil, Thuckalay, Kanyakumari District, Tamil Nadu-629 180 | info@niuniv.com | +91 9486856101, 04651 250566

Staff Format No: 2

Application for Compensatory Leave

1. Name :
2. Designation :
3. Department :
4. Date on which additional duty was performed :
5. Nature of additional work attended :
6. Evidence of Additional duty Attended (attach Xerox copy) :
7. Date of compensatory leave requested :
8. Duty adjustment made details :
9. Recommendation of the HOD :
10. Date Signature

Approved / Not Approved

Pro Vice Chancellor (Admin.)



Guidelines for Compensatory Leave

1. Attending duty on a holiday must have been approved by the HoD or the authority concerned priorly.
2. Compensatory Leave cannot be claimed as a matter of right. Prior sanction must be obtained before availing.
3. Compensatory leave must be availed within the same semester period.
4. Compensatory Leave cannot be combined with any other leave but can be combined with holidays and Sundays.
5. Wilful absence from duty after the expiry of leave may be treated as misbehavior.
6. Holidays may be prefixed and suffixed to regular Compensatory Leaves or compensatory leave holidays falling in between will be treated as holidays and not leave.
7. Unutilised Compensatory Leave will expire on the last day of the semester / academic year they cannot be carried over.
8. No employee can be absent on Compensatory Leave for more than 3 days in a semester at a stretch.
9. Proof of attending duty on a holiday must be attached with the Compensatory leave applications