

**THIRUTHANGAL NADAR COLLEGE
CHENNAI-600051**

Detailed on Policy No. 4: Sanctioned Leave Policy

"Sandwich Leave Policy."

If a staff member has sufficient Casual Leave balance and avails Casual Leave immediately before and after weekly holidays (Saturday and Sunday), the intervening holidays will not be treated as Casual Leave or LOP in accordance with the Sandwich Leave Policy.

If there is no enough leave balance, If a leave is taken before and after the weekly holidays, the intervening holidays (Saturday and Sunday) are also treated as leave and counted as part of the leave period in this no half-a-day present will be taken for account. Accordingly, Saturday and Sunday will be considered as LOP for leave calculation purpose.

V. Devi
PRINCIPAL

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Affiliated to the University of Madras
Re-Accredited at 'B++' Grade by NAAC
An ISO 9001:2015 certificate institution