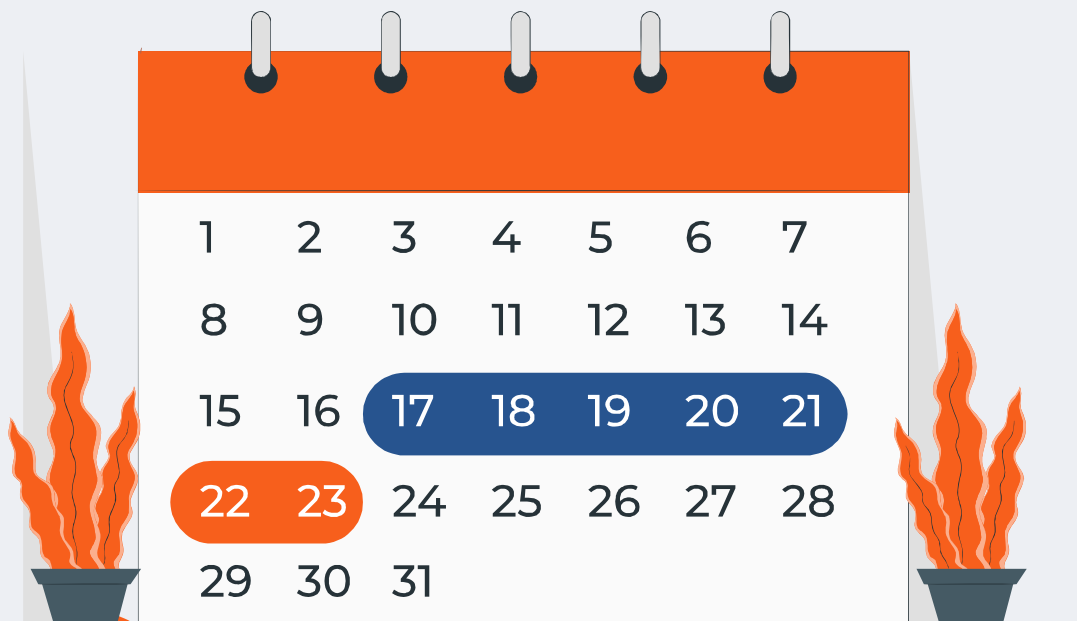




TAMIL NADU SCHOOL EDUCATION DEPARTMENT

LEAVE MANAGEMENT SYSTEM

MANUAL FOR LEAVE MODULE



Manual Version 1.0

FEATURES OF LEAVE MODULE

Leave Management Module is a pathway for teachers to apply leave, know their leave balance and get approval for leaves applied. The module's focus is to create a habit by which leaves are taken and to create visibility for the same.

- TN SED Schools App - Provision for all teachers and HMs to apply and sanction leave
- TN SED Administrators App - Provision for all BEOs, CEOS, DEOs, and JD to apply and sanction leave
- TN EMIS Website - Provision for all BEOs, CEOS, DEOs, and JD to Approve LEAVE BALANCE.





MY LEAVES

Details of leave balance and updation

Leave balance process



Update Leave balance

ASAP from SR



Balance approval

BY DDO



Reconciliation

BY DDO

	LEAVE TYPES	WHAT TO FILL
Y	Casual Leave (CL)	Fill how many days of CL is available. Max limit is 12
Y	Restricted Holiday (RH)	Fill how many days of RH is available. Max limit is 3
Y	Compensatory Leave (CCL)	Fill how many days of CCL available. Max limit is 20
S	Earned Leave (EL)	Fill how many days of EL available. Max limit is 240.
S	Unearned Leave - Medical Certificate (ML)	Fill how many days available based on your service. Possible limits: 90 days if less than 5 years 180 days for 5 -10 years 270 days for 10-15 years 360 days for 15-20 years 540 days if more than 20 years

Y - Yearly Leave

S - Service Leave

Leave balance process



Update Leave balance

ASAP from SR



Balance approval

BY DDO



Reconciliation

BY DDO

	LEAVE TYPES	WHAT TO FILL
S	Unearned Leave - PRIVATE AFFAIRS	Fill how many days available based on your service. Possible limits : 90 days if less than 10 years 180 days if more than 10 years
S	Maternity Leave	Fill how many days available. Max limit is 365. If already availed for 2 children please enter 0.
S	Special Adoption leave	Fill how many days available. Max limit is 270
S	Abortion Leave	Fill how many days available. Max limit is 42
S	Leave on Still born Child	Fill how many days available. Max limit is 90

Y - Yearly Leave

S- Service Leave

Leave balance process



Update Leave balance

ASAP from SR



Balance approval

BY DDO



Reconciliation

BY DDO

	LEAVE TYPES	WHAT TO FILL
S	Special Disability Leave	If already availed, please fill available balance. If not availed please enter 720
S	Special Casual Leave	This will be handled in phase 2. Please maintain same 10 as balance.
S	Extraordinary leave without Medical Certificate	Please enter available balance based on service. Possible limits: 180 days if less than 5 years 360 days if more than 5 years
S	Extraordinary leave with Medical Certificate	If availed, please enter Leave TAKEN.

Once balance is submitted, it goes to relevant DDO for approval. In case of any changes, the teacher should approach DDO to edit the leave balance during approval. Please fill in ALL leave balances while submitting. No editing will be possible. Once approved by DDO that will be maintained as leave balance for the teacher.

Y - Yearly Leave

S- Service Leave