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B/45785/Leave/AWES

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List A


**STATUS OF LEAVE DURING COVID-19**

1. Ref AWES Cell, HQ WC letter No 46353/S/P/AWES dt 26 Mar 2021 Addsd to AWES HQ.
2. It is clarified that the since country is passing through an unprecedented situation brought about by the spread of COVID-19, employees of AWES Institutions (Schools/Colleges) are facing unique problems due to local conditions and state regulations which are required to be followed strictly to contain the pandemic.
3. With view to adopt a uniform system over employees of AWES Institutions, regularization of absence during COVID-19 pandemic can be done as per following measures:-

<u>Ser No</u>	<u>Situations</u>	<u>The period of absence to be treated as</u>
(a)	An employee remained in station but could not attend office schools/Colleges due to lockdown, disruption of public transport or being in containment zone	To be considered as on duty.
(b)	An employee who worked from home due to co-morbidities (e.g. diabetes, hypertension, asthma, etc.) or underlying medical conditions as per Central/State Govt instructions.	
(c)	The employee who did not join the schools/colleges on re-opening day after summer vacation or was not present on the last day of the academic session due to lockdown, disruption of public transport	
(d)	(i) An employee who could not attend office schools/colleges and working from home/online, despite his/her name figuring in the roster and no underlying medical conditions	If informed to the controlling authority to be treated as on duty after permission of LMA.  Otherwise, to treat the period as absent/Leave as per normal leave rules.
	(ii) An employee could not attend the office schools/colleges and not working from home/online, despite his/her name figuring in the roster and no underlying medical conditions	To treat the period as absent/Leave as per normal leave rules

<u>Ser No</u>	<u>Situations</u>	<u>The period of absence to be treated as</u>
(e)	An employee was asked to remain in quarantine on return from outstation duty.	Special Casual Leave (SCL) to be sanctioned by respective leave sanctioning authority.
(f)	An employee remained in quarantine due to Central/State Govt instructions. An employee who reached the station but were in the quarantine for 14 days as per the requirement of State Govt/Controlling authority	
(g)	An employee who was advised by Medical Authority to remain in quarantine/treatment for "N" number of days.	
(h)	An employee has left the station without permission and later informed the office that he/she is not able to reach back to office due to lockdown	
(j)	An employee stayed at home as a precautionary measure due to adverse health conditions / Aarogya Setu etc. as per extent guidelines of Government of India in this regard.	
(k)	An employee who remained in quarantine as a precaution in a case when his or her family member staying with the employee was tested positive.	He/she has to apply for leave due, otherwise EOL to be sanctioned for the period & pay may be decided as per extant rules.
(l)	An employee who was in station but did not turn up for duty on being called although his/her family member or self were not tested positive.	
(m)	How will the employees with co-morbidities, pregnant women and differently abled employees be treated if working from home or are working from home during COVID-19 pandemic?	

4. It is further reiterated that medical leave as laid down in Article 166 (a) (ii) is applicable for normal circumstance and should not be clubbed with any special leave granted due to the extra ordinary circumstances caused by COVID -19 pandemic for an employee who is diagnosed as COVID positive or is quarantined due to a local COVID situation.

  
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For MD AWES