

## LEAVE POLICY

### PART-A

- 1. Introduction:** The leave policy of the University outlines the rules and regulations regarding different types of leave that an employee can avail, such as vacation, sick, or other personal reasons. The policy typically covers eligibility, application procedures, and limitations on leave accumulation.
- 2. Rules & Regulation for availing leave:**
  - (a) Sanction of leave cannot be claimed as a matter of right and no appeal shall be entertained against the order of refusing the leave.
  - (b) Ordinarily, leave should be applied for, well in advance. Leave on private affairs for a period exceeding one month should be applied at least 15 days in advance.
  - (c) When the exigencies of service so require, it is open to the sanctioning authority to refuse or revoke leave of any description or to recall an employee to duty when he/she has availed a part of his leave.
  - (d) Unless the extension of leave is sanctioned by the competent authority, the willful absence from duty after the expiry of the leave originally sanctioned shall amount to misconduct and necessary disciplinary action will be taken against the employee.
  - (e) An employee on leave may not be allowed to resume duty before expiry of the leave unless he/she is permitted to do so by the sanctioning authority.
  - (f) Leave shall not be sanctioned to an employee who is under suspension.
  - (g) An employee shall, before proceeding on leave, intimate his leave address to the authority concerned and also keep it informed of any changes thereof.
  - (h) No employee who has been granted leave on medical certificate may be permitted to join duty without submitting a fitness certificate from a Registered Medical Practitioner. Also, the authority that approves leave can ask for a fitness certificate from an employee who availed leave due to health reasons, even if the leave wasn't

based on a medical certificate.

- (i) An employee who is absent without permission may lose their right to the job unless they return within three days and personally explain the reason for their absence to the authority who can grant leave.
- (j) No leave shall be granted beyond the date on which an employee shall retire.
- (k) Any annual leave not used within the year will expire and cannot be carried forward or cashed in later.

**3. Declared Holidays (DH) :** Declared holidays are declared by the University in the Academic Calendar/ List of holidays. Any holiday/ Gazetted holiday declared by the State administration will be observed as University holiday, only if it is declared exclusively by the Registrar.

**4. Restricted Holidays (RH):** The University may also declare certain Restricted Holidays, and permit the employee to choose to avail some of these, (maximum two) based on the provisions given in the relevant notification issued by the Registrar.

**5. Casual Leave (CL):**

(a) **Introduction:** The object of this leave is to enable the employee to attend some urgent or unforeseen contingencies. Employees on casual leave are not treated as absent. Casual leave cannot be claimed as a matter of right, and its grant is always subject to the exigencies of service.

(b) **Eligibility:** Casual leave will be limited to 15 in a year.

(c) **Duration of Leaves at any time:** CL may be availed only after completion of initial one month of service in the university. The CL for a period of more than 03 days at any one time may normally not be granted, even if due, unless the Competent authority is satisfied with the reasons for requesting leave for longer duration.

(d) **Combination of Leave:**

- (i) Intervening Sundays and holidays shall not be counted as casual leave.

- (ii) Casual leave cannot be combined with any other kind of leave. However, casual leave can either be prefixed or suffixed with vacation.
- (e) The application for CL must reach the **Competent Authority** at least **2 days** in advance, and the employee should ensure that leave is sanctioned, before he/she proceeds on leave. In case of any emergency, if the employee proceeds on leave without prior approval, the Competent Authority should be informed accordingly, through telephone before schedule reaching time and the employee must submit the application within 24 hours of return to duty.

#### **6. Medical Leave:**

- (a) The employees of the university are entitled to medical leave under “serious health conditions” that make them unable to perform the duties of their position. The employee can avail 10 paid medical leaves in a year.
- (b) Un availed medical leave by any employee in any year may be credited to his/her medical leave account.

#### **7. Half-Day Leave (HL):**

- (a) Absence from duty for the first or second half of the day may be treated as Half-day Leave (HL).
- (b) Only one HL is admissible to the employee in a month.
- (c) HL will not be accumulated or carried forward to the next month.
- (d) HL can only be applied for if the employee has **NO classes/ pending work at hand** for that half of the day for which the HL is applied for.
- (e) The employee shall not be granted HL, if in the opinion of the competent authority some important/ urgent University work will be adversely affected.
- (f) Half day leave shall be debited from the CL account of the employee.

#### **8. Maternity Leave (ML):**

- (a) **Introduction:** All women employed by the university are supported in their personal

obligations and in particular in their responsibilities as a mother. Recognizing the importance of the aforesaid need, the university has made a provision wherein all female employees who have expressed the intention to return to work following childbirth are eligible for maternity leave. The maternity leave shall not be debited from the leave account and will not be treated as absence.

**(b) Eligibility:** Maternity leave can be availed only once during the entire service tenure of the female employee. Maximum 135 days of maternity leave may be sanctioned. In order to avail maternity leave, at the 15th week before the expected week of childbirth, female employee should:

- I. hold a current contract of employment with the university.
- II. have completed her probation period and received confirmation letter for regular employment from the competent authority.
- III. apply for leave with application duly supported with a medical certificate from a certified Gynecologist.
- IV. certify her intent to return to work following the birth of her baby.

**(c) Miscarriage/Abortion:** Leave may also be granted in case of miscarriage, including abortion, maximum up-to 15 days.

**(d) Paternity leave:** A male employee is entitled to paternity leave for a period of six (6) days, to be granted once during the entire tenure of service, at the time of his wife's childbirth.

## **9. Academic Leave (AL):**

**a) Introduction:** An "academic leave" refers to a period of absence from the university, for reasons related to academic pursuits or circumstances. The academic leave may be granted to a faculty member to:

- **present** a research paper in a seminar/ conferences,
- deliver a **Keynote speech** in the seminar/ conference/ workshop

- participate in an academic function of any other University/ Institution as **Chief Guest/** Guest of Honor,
  - serve as an **examiner** in any other University/ Institution.
- b) Eligibility:** This leave may be sanctioned to faculty members who have completed six months of **continuous** service in the University.
- c) Duration of Academic leave:**
- The University may allow upto 7 AL per calendar year, subject to prior approval. AL shall not be considered as a right or some kind of entitlement.
  - AL sanctioned to faculty presenting research papers in seminar/ conference, will be limited to TWO presentations in one semester. While availing/ sanctioning such leaves, academic schedule of the university should be taken care of and must not be disturbed. Administration of AL on this account will be controlled by the office of President.
  - For delivering a Keynote speech/ participating as Chief Guest or Guest of Honour in another University's function the decision will be taken on a case to case basis.
- d) Applying for Academic Leave:**
- The purpose of academic leave should become payable with the academic interest of the university and the faculty member;
  - Alternate arrangement for applicant's duties during leave period has to be made by the applicant.
  - It is ensured that the individual intends to return to university service after the period of leave.

#### **10. Duty Leave/ On Duty Leave (OD):**

- a) Introduction:** If an employee is required to go out of University campus on account of work related to TU, the absence from the campus will be treated as OD.
- b) How to apply for OD:** The employee will submit an intimation letter to the HR office along with the approval/ relevant order of the Competent Authority.

## 11. Extraordinary Leave without Pay (LWP):

- a) **Introduction:** A leave without pay is any period of leave that is completely without any salary paid to the employee. Grant of LWP may be requested in the prescribed form when an employee is unable to work due to circumstances which compel him/her to remain away from duty for a definite period of time. This leave may be sanctioned only to those, who have completed one year of service in the University.
- b) **Reviewing a Request for Leave without Pay:** In making the decision to approve or deny a LWP request, consideration will be given to the employee's contributions to the University, LWP taken previously, and any other relevant fact or which the Competent authority deems fit.
- c) **Intervening Sundays and holidays:** The entire LWP period, including Sundays and holidays, between the date on which the employee has availed the LWP and the date of his/her joining back the duty will be treated as the period of LWP.

## 12. Vacation/Break:

- a) Employees of the university are not entitled for Vacation/ Break, unless he/ she has completed one full year of continuous service.
- b) The vacational staff shall be entitled to the vacation/ break declared by the university as per following norms:
  - (i) **Winter break:—Maximum one week**
  - (ii) **Summer Vacation:—Maximum 30 days**
- c) The Non- vacational staff may be permitted to avail vacation/ break declared by the university as per following norms:
  - (iii) **Winter break —Maximum 3 day**
  - (iv) **Summer vacation—Maximum 10 days**

## 13. Earned leave:

- a) **Eligibility:**
  - The Non-vacational staff will be entitled for EL by virtue of serving the

University. No EL will be admissible in the first completed year of service. Thereafter, EL will be credited to the leave account of non-vacational staff at the rate of one EL per TWO completed months of continuous service without break. If the employee is marked **ABSENT even once** in any month of the year, he/she will not be able to claim any EL for that month.

- In case any employee of the university is detained in writing by the competent authority for some administrative/ academic work during the holidays/vacation/ break may be granted earned leave in proportion of 1:1 i.e. one days earned leave for one full day duty subject to maximum of 12 days in a calendar year.

**b) Duration of Leave Sanctioned:**

- Availing EL shall not be a right of the employee. The employee can take EL in such a way that the work of the University does not suffer.
- Before taking the EL during the semester, prior approval of competent authority is necessary.

**c) Combination of Leave**

- With the exception of ML & LWP, other leaves cannot be granted in combination with or in continuation of EL.
- Intervening Sundays and holidays shall be counted as part of Earned Leave.
- For instance, Saturday(If working)+Sunday+Monday= 03 days leave,

Friday+Saturday Sunday+Monday =04 days leave

**d) Accumulation & Carry Forward of Earned Leave:**

The earned leave may be credited to the leave account of an employee at the close of the calendar year, in proportion to the period of **continuous service** rendered in the University during that calendar year. **Un-availed** EL will not lapse and can be carried forward up to subsequent two years (24 months) after which, if not availed, will lapse.

## **Part-B**

### **Purpose:**

The Purpose of this policy is to outline the leave entitlements and procedures for hostel wardens in the university. This ensures clarity and consistency in managing leave while maintaining the operational efficiency of university hostels.

### **Scope:**

This policy is applicable to all hostel wardens employed by the university.

### **Leave Entitlement:**

- a) **Annual Leave:** Each hostel warden is entitled to maximum 4 days leave in a month i.e 48 days as per calendar year (including casual leave (CL), Medical leave (ML)).
- b) **Leave Exclusion:** No additional leave (general holidays, Sunday's and any other special leave) beyond the 48 days per year will be granted.
- c) Maximum two days leave will be carried forward to next month,if not availed. Leave more than 10 days at a time will not be admissible.
- d) Leaves will be calculated per calendar year and will not be carried forward for the next year.

### **Leave Application Process:**

- a) **Advance Notice:** Hostel warden must submit a leave request at least 3 days in advance, specifying the dates of the leave and the reason.
- b) **Approval:** Leave request must be approved by the hostel Convener. Approval is subject to operational requirements and staffing needs.
- c) **Emergency Leave:** In case of unforeseen emergencies, wardens may apply for leave with immediate effect. Such leave will be considered on a case-by-case basis and must be reported as soon as possible.



- d) Documentation:** Wardens are required to submit all necessary documents supporting their leave request, including, but not limited to the medical certificate (If applicable) or other relevant documents for emergency leave.

**Responsibilities:**

- a) **Hostel Warden:** It is the responsibility of wardens to plan and manage their leave within the given provisions and to ensure their responsibilities are covered during their absence.
- b) **Hostel Convener:** The Hostel convener is responsible for approving leave requests and ensuring adequate staffing levels are maintained.

**Summary of Declared leaves/Holidays:**

S.No.	Leave Permissible	No. of Days in an year/ service period	Applicability
1	Casual Leave (CL)	15 days in a year	Applicable to all staff
2	Medical Leave(ML)	10 days in a year	Applicable to all staff
3	Restricted Holidays	2 days in a year	Applicable to all staff
4	Maternity Leave	Maximum 135 Days(30 days paid leave,rest unpaid), Once during entire service period	Female Staff
5	Miscarriage/Abortion	Maximum 15 Days(6 Days Paid Leave,rest unpaid),Once During Entire Service Period	Female Staff
6	Paternity Leave	6 days,Once During Entire Service Period	Male Staff

7	(a) Winter Break (Vacational staff)	One week in a year	For academic staff
	(b) Winter Break (Non-vacational staff)	3 days in a year	For Admin Staff /Non-academic staff
8	(a) Summer Vacation (Vacational staff)	30 days in a year	For Academic Staff
	(b) Summer Vacation (Non-vacational staff)	10 days in a year	For Admin Staff/ Non-academic staff

#### **Competent leave sanctioning authority:**

Following shall be the competent authorities for the sanction of different kinds of leave admissible to University employees:

The Chairperson shall sanction leave to the following:

**The President, The Pro-President and The Registrar** (all types of leave).

All other categories of staff (more than **seven days** leave of any type).

The President: shall sanction leave to Deans, Principal, Vice- Principals, Professor, Associate Professor, Controller of Examination, Sport officer - leave of any type, up to **seven days**.

The Dean/ Principal shall sanction leave to Assistant Professor, Lab technicians and other staff of his Faculty/Institute (leave of any type, up to three days).

The **Registrar** shall sanction leave to Dy. Registrar, Assistant Registrar, Managers (HR) and employees of **Registrar's Office**, leave of any type, up to three days normally, and up to **five days** under **extraordinary justified circumstances**, **Leave matters** beyond **5 days** will be referred to the **President**.

The Controller of Examination shall sanction leave to employees working under

him/her (leave of any type up-to three days).

The Chief Finance and Account Officer shall sanction leave to employees working under him (leave of any type up-to three days).

The Chief Librarian shall sanction leave to employees working under him/her (leave of any type up to three days).

**Note:**

1. An application for leave shall be submitted to the Head of department of the employee in the prescribed format who shall, if competent, sanction the leave and in other cases forward the same to the authority competent to sanction such leave.
2. The leave record of every employee shall be maintained by the Manager, Human Resource Department for purposes of payment of salary and consolidation of leave records.

**Monthly salary statement preparation:**

- Joining month's salary payment will be based on the employee's actual number of working days in the said month.
- **Difference between 'Leave' and 'absent':** Whereas, **Leave** is informed or sanctioned absence from the duty on a working day, the **Absent** is uninformed absence from duty on a working day. **Absent** matters are treated as willful negligence of duty and may end up in being relieved from service.
- Two days salary may be deducted for each 'Absent'. In case the absence exceeds a week, it will lead to termination of services by the University authorities.
- If an employee is on a long leave, in the first / last week of the month, his/her salary will be released only after 10 days of regular working after rejoining.
- Salary advances, if any, will be deducted subsequently in current months, either in single installment or in parts. Penalties and deductions are to be made from immediate salary of the month.

- Holidays cannot be **Both** prefixed and suffixed around permitted/sanctioned leave period, unless specific permission of the Competent Authority is taken in writing. Else, the entire period of absence from duty including leave and holidays will be converted into leave.
- Sundays will be counted as leave in between long leaves periods. Also, if an employee is on leave (other than CL) on Saturday and following Monday in continuation, then Sunday will be counted as a leave.

**Policy Review – Implementation:**

This policy will be reviewed annually or as necessary to ensure its effectiveness and relevance. By Adhering to this policy, hostel wardens can ensure a fair and consistent approach to leave management while supporting the operational needs of the university hostels.