

# **LEAVE POLICY**

## **(Extract of HR Manual)**

### **Casual Leave**

All employees are eligible for 18 days C.L in a calendar year. Casual leave is granted on the basis of calendar year that is from 1st January to 31st December of every year. 1.5 Leave will be credited every month to employee account. This leave can be accumulated.

Only with due permission of the Director through proper channel, casual leave can be availed prefixing or suffixing Sundays and other sanctioned / declared holidays. However, Duty Leave & Compensatory off cannot be combined with the Casual Leave.

### **Medical Leave**

- An employee is entitled to avail medical leave where the illness requires bed rest/admittance/home isolation.
- Medical Leave is admissible to the employees who have completed their probation period.
- An employee can avail a maximum of 7 days of medical leave in a calendar year.
- It must be applied with a doctor's certificate / discharge summary.
- In case adequate ML is not available with an employee; he/she can club CL with it. Intervening National/ Festival/declared holiday will be counted as a part of leave.
- Any unavailed medical leave shall lapse at the end of the respective year and it cannot be carried forward/accumulated.
- Inability to attend office because of such sickness should be notified to the respective Section Head/Chairperson/Dean on the same day.

### **On-Duty (OD)**

The faculty members/non-teaching staff can avail on duty leave up to a maximum of 10 days per annum (calendar year) for academic purposes with prior intimation and approval from the Director, on recommendation of their reporting authority. On-Duty Application is to be submitted for organized or participated Conference / Seminar / Workshop / FDP / Refresher Course / Training / Industry Visit / Academic Visit / Guest Lecture.

However, the faculty members who are in-charge of NSS / NCC, etc., can avail more than 10 days, based on the need and necessities with prior intimation and approval from the Director.

## **Maternity / Paternity Leave**

All women employees are entitled to maternity leave up to six (6) months in which three (3) months with salary & three (3) months without salary. Those who are covered under ESI can avail 6 months leave with benefits granted by ESI. All men are entitled to a paternity leave of one week during the first and second childbirth.

## **Compensatory Leave**

All employees are eligible to Compensatory Leave for work performed in the field or at the place of duty, on official holidays to complete assigned work within the time frame.

Any employee who worked or planning to work on a holiday should inform to the concerned leave granting authority and submit appropriate leave format later.

The final decision of approval of compensatory leave is with the approving authority. The application (Appendix-13) for approval of the compensatory leave for faculty should reach through the Dean / Associate / Section Head within 2 working days from the day of worked on Holiday.

Compensatory offs should be availed within one month from the date of working by the incumbent.

The Compensatory leaves cannot be carried forwarded to next month.

## **Bereavement Leave**

A male employee is eligible for a leave of 13 days, or the actual number of days required, whichever is less, in the event of the death of his mother or father to complete the funeral rituals. Similarly, a female employee is entitled to the same leave in the event of the death of her father-in-law or mother-in-law.

In contrast, a female employee is eligible for a leave of up to 3 days in the event of the death of her mother or father. Likewise, a male employee is entitled to a leave of up to 3 days in the event of the death of his father-in-law or mother-in-law.

This bereavement leave is in addition to the regular leaves available and is granted with pay. All employees who have completed at least two years of service are eligible for this leave.

## **Leave Sanctioning Protocol**

The leave sanctioning authority shall be as follows:

a. The Director	-	The President
b. The Dean	-	The Director
c. Faculty Members	-	The Director
d. Centre Heads/Librarian/IT Admin	-	The Director
e. Chief Training & Placement Officer	-	The Director
f. Chief Admission Officer	-	The Director

Chief Administrative Officer	-	The President
Chief Finance Officer	-	
g. HR Manager	-	The Director
h. Marketing Manager	-	The Director
i. Physical Education Head	-	The Director
j. Staff in Admissions Department	-	Chief Admissions Officer
k. Staff in Training & Placement Department	-	Chief Training & Placement Officer
l. Staff in Administration Department	-	Chief Administrative Officer

### **Process of Availing Leave**

The employees (Teaching and Non-Teaching) shall avail the leave with prior approval from their reporting authorities by submitting the leave form Appendix-9 for Faculty and Appendix-10 for non-teaching staff. Leave should be applied for at least 2 days in advance except in case of emergency situations. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning.

The faculty member who applies for leave must ensure that the alternate arrangement is made to the assigned teaching slot (in the timetable) and must indicate same in the leave application.