

LEAVE, HOLIDAYS AND WORKING HOURS

1. Objective:

The objective of the Policy is to encourage employees to strike a healthy balance between work and family. Also the second objective behind framing this policy is to achieve our vision to be a top 200 Global University by 2022.

2. Policy Features:

- All regular employees are eligible for following types of leaves in a Calendar year:

a) Casual Leave/Sick Leave	12
b) Earned Leave	12
c) Hospitalisation Leave	10
d) Sabbatical Leave	As per defined rules
e) Study Leave	As per defined rules
f) Academic Leave	As per defined rules
g) Maternity Leave	As per defined rules
h) Bereavement Leave	2
i) Extraordinary Leave	As per defined rules
j) Compensatory Leave	As per defined rules
k) Duty Leave	As per defined rules

- In order to ensure a healthy work life balance, the University insists that Employees must avail a minimum of 12 days of Casual leave in Calendar year i.e. from 1st January to 31st December. The said 12 leaves, if unavailed, would get lapsed and not carried over to next Calendar Year.

3. Leave Types & Accumulation:

Following are different types of leaves available as per University norms:

- a) **Casual Leave/Sick Leave** – on full pay may be allowed up to maximum of 12 days in any one calendar year but not more than 5 days in any one semester. Also, it cannot be combined with any other leave or vacation. Any Sick/medical leave where there is no hospitalization, will be treated as Casual Leave.
- b) **Earned Leave** – This leave needs to be earned depending on the period spent on duty by an employee. For calculating this period, all working days including weekly off's and all leaves will be considered except Extraordinary leave, Sabbatical leave, Study leave & Leave without Pay.

Total no of Earned Leaves in the year – $1/30^{\text{th}}$ of period spent on duty (Max 12 per annum)
The above is introduced in lieu of the Vacations (Summer/Winter/Diwali) in order to ensure the continuity of the University at all times of the year. These leaves cannot be availed by Teaching Staff during the Semester/Classes period and can be only taken during Vacation Period of Students. Deans/Directors will decide the rotation of sanction of these leaves during

the complete Vacation Period in order to ensure the continuity of University. 1 earned leave will be accumulated each month. Maximum 5 unused earned leaves in a calendar year can be carried forward. Any earned leave carried forward needs to be consumed in next 1 year else it will be lapsed.

- c) **Hospitalisation Leave** – All employees shall be entitled for Medical Leave for 10 days in a year. Medical Leave cannot be combined with any other kind of Leave. The period exceeding 10 days leave shall be treated as Leave without Pay. This leave will be granted only on hospitalisation and on production of Medical Certificate.
- d) **Sabbatical Leave** – Any employee who has completed 3 years of service can take the Sabbatical Leave in order to undertake research assignments. No salary will be paid during this leave. Application for the same needs to be made to VC and Sabbatical Leave will be given on his discretion. Max Limit of the Leave is 2 years.
- e) **Study Leave** – Any employee who has completed 3 years of service can take this study leave in order to pursue special line of his/her Study. Application for the same needs to be made to VC and Study Leave will be given on his discretion. Max Limit of the Leave is 3 years. No salary will be paid during this leave.
- f) **Academic Leave** – Any employee who gets good paid fellowship/project during vacation period of students is eligible to get this academic leave. This leave can be applied for minimum period of 10 working days and up to maximum period of 30 working days. The said project will be put across to VC and this leave is sanctioned after it is approved.
- g) **Maternity Leave** – Any female employee who has completed 1 year of service is entitled to 180 days of paid maternity leave, beginning not earlier than date that is six weeks prior to expected delivery date. Valid for first 2 children.
- h) **Bereavement Leave** – All employees are eligible for bereavement leave in event of death in an employee immediate family (ordinarily considered to be parents, grandparents, spouse, children, sister or brother, including in-laws). Max Limit is upto 2 working days for a year.
- i) **Extraordinary Leave** – Extraordinary leave may be granted to any employee in special circumstances where Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of teacher provided the teacher has no other kind of leave to his/her credit. This leave can be granted on grounds like natural calamity, accept invitation to teaching post or fellowship of academic importance. Total absence permitted for maximum period of 3 years. This leave will be given on complete discretion of Vice Chancellor and it can be given with pay or without pay.
- j) **Compensatory Leave** – Any employee with total pay of less than or equal to Rs. 30000/- , who may be required in the interest of the University, to work during holidays, shall be entitled to compensatory leave after getting it approved from reporting authority. Compensatory Leaves

needs to be taken within 30 days of the day when it is accrued. Employee cannot take more than two compensatory leaves consecutively.

- k) **Duty Leave** - The employee can avail duty leave in a year as under for attending Workshop/Seminars/Conference/Research Travel/Consultancy etc. Documentary proof will be required for availing duty leave and it requires approval of Vice Chancellor.

For visiting outside University for different invitations e.g. conducting examination/ Guest Lectures of academic importance etc = 5 Days

Conference/Seminar/Workshops = 5 Days

Trainings/FDP's = 5 Days

For any of the Duty Leave, application needs to be approved by Vice Chancellor on recommendation of Registrar.

4. **Leave without Pay:**

As a matter of Policy, Leave without Pay is not permissible. However, in very exceptional cases of family emergencies or medical exigencies, such leave may be permitted.

5. **Gazetted Holidays:**

The list of holidays will be declared and circulated at the beginning of every year.

6. **Administrative Process:**

- All employees are required to plan their leave for the year in concurrence with their reporting managers so that Company's business does not suffer.
- All Leave requests should only be applied through online portal at least 3 days prior to proceeding for leave. The employee has to ensure that the same has been accepted by the Reporting Manager before proceeding for Leave.
- In case of emergency or illness, the leave has to be applied within 3 days of resuming duty. The system will not accept any Leave applied after 3 days.

Watch Outs:

- Unauthorized absence will be treated as an act of indiscipline.

7. **Working Hours & Short Leaves:**

University Timings : 9 a.m. – 5.30 pm with a 30 minute Lunch Break. All Saturday except one are off days. Notice for this one working Saturday will be circulated as and when University will be working on Saturday's.

Short Leaves : 2 short leaves of 1 hours each can be availed by employee in a month with the permission of his/her reporting Manager. This can be combined too i.e. 1 short leave of 2 hours can be taken in a month.

Flexi Timings : All employees are expected to complete their 8.5 hours on each day.

- a) Any working for less than 4 hours in a day will be treated as Absent
- b) Any working between 4 to 7.5 hours will be treated as Half Day

- c) For every 2 cases, starting from 3rd case between 7.5 to 8 hours, Half day will be marked.
- d) Habitual cases of working between 8 to 8.5 hours will be identified on monthly basis and disciplinary proceedings can be initiated.