

## STAFF LEAVE POLICY

### ➤ Purpose

The purpose of leave policy for employees is to lay guidelines regarding when to avail leave and the process to take leave with pay, leave without pay, Leave of absence policy and so on

### ➤ Objective

The objective of the Leave Policy is to give provision to the employees to balance their personal as well as professional life.

### ➤ Guidelines for Leave Policy

- Leave cannot be claimed as a matter of right. Any kind of leave can be granted or refused depending upon the business demands. Leave of absence from work without proper approval will call for disciplinary action. Leave meaning is to go away for something for a short period of time.
- The calendar year for leave is from January to December.
- Leaves will be credited to employees account in two parts i.e, in the month of January and in the month of July. Earned Leave will be updated on a monthly basis for the leave earned during the month. For existing employees carried forward earned leave balance from previous year will be updated in the month of January.
- Employees will be eligible for Earned Leave only after completion of probationary period or after two years of service whichever is higher. On confirmation Earned leave for the period of probation will be credited to employee's account.
- Employees joining during course of year shall be subject to receive Leave on pro-rata basis in their leave account.
- An employee shall not proceed on leave until unless leave has been approved by reporting authorities. Leave without approval will be considered as leave without pay.
- In case of planned leave it is employee responsibility to apply for leave in advance, however in case of emergency, employee must regularize leave within 2 days of resuming duty.



➤ **Holidays**

1st January to 31st December shall be considered the Holiday Year that will cover Public, National and Religious Holidays as per applicability. The Schools of the University will observe public holidays and restricted holidays in a calendar year as fixed by the governing body of university.

A Maximum of 19\* (17 fixed and 2 Optional) National Holidays will be provided to the staffs. The list of holidays will be declared by HR department as per approval of University Management in the month of January of every year.

➤ **Vacation Leave (VL)**

- The faculty members shall be entitled for summer / Diwali / winter vacation on the basis of the norms prescribed by the Governing Body and Authority from time to time.
- Staffs who have completed 1 year from date of joining will be eligible for Vacation Leaves.
- A total of 28 Days of vacation leaves will be provided to teaching staffs in a year as per eligibility.
- Vacation leaves are subjected to academic calendar and as per university decision.
- Vacation Leaves has to be availed as per pre decided window.
- In case of non-utilization of vacation leaves due to official duties, 1 CL will be credited to employee leave balance in lieu of 3 VL.

❖ **Type of Leaves**

The employees of the university and its various Schools may be sanctioned leave as mentioned below. This will be subject to the condition that leave cannot be claimed as a matter of right and when the exigencies of the Schools of the University so require, the discretion to refuse or revoke leave of any description is reserved with the sanctioning authority.

➤ **Casual Leave (CL)**

- Casual Leave admissible to 8 days for teaching staffs and 12 for non-teaching staffs for a calendar year and can be availed for a maximum period of three days in one stretch.
- Any un-availed leave at the end of the Calendar year shall automatically lapse.
- Casual Leave cannot be clubbed with any other leave category. Any National & Festival holidays or weekly holidays falling in between the leave applied tenure shall be considered as CL.
- Staffs will be eligible for CL from the date of joining on pro rata basis.
- Casual Leave will not be carry forwarded yearly.
- In case the employee leaves the organisation before 1 year, the total CL utilised will be recovered during the full and final settlement.



➤ **Earned Leave (EL)**

- The calculation of earned leaves is done for the entire calendar year. Ideally, the earned leaves get credited to the employee's leave account at the start of the calendar year, but the number of leaves the employee is entitled to also depend on the number of months they worked.
- Earned Leave admissible to 8 days for teaching staffs and 12 for non-teaching staffs for a calendar year and can be availed for a maximum period of five days in one stretch.
- Employee will be eligible to avail EL only after successful completion of two years from the date of joining.
- The accumulated EL will be added to employees leave balance only after 2 years of service from date of joining.
- Earned Leave can only be availed for a minimum of 3 days in stretch.
- If an employee joins the institution at the middle of the calendar year, then the entitled earned leaves will be calculated on a pro-rata basis, from the joining date to December 31 of the same year.
- If an employee resigns, the entitled leaves are calculated on a pro-rata basis until the last working day. If the employee has taken any extra leaves, this will get adjusted in the final settlement amount.
- If an employee is unable to utilize all the entitled earned leaves in one calendar year, then the unused earned leaves will get carried forward to the next year. However, there is a limit to the number of leaves that can be carried forward to the next year. The maximum number of leaves that can be accumulated is 120 days.
- Employee who are availing LTA as per policy and eligibility, the leaves availed for the same will be compensated from the balance EL of the respective employee.
- There will be no encashment for unused EL during employment period or after.

➤ **Sick Leave (SL)**

- Every employee is entitled for 10 Sick Leaves in one Leave Year.
- Employee will be eligible to avail SL only after successful completion of two year from the date of joining.
- The calculation of Sick Leave for the employee joining in between the Leave Year shall be done on a pro-rata basis.
- Sick Leave may be availed on the grounds of illness or injury. SL can be availed by the employee only in case of hospitalization. Post resuming duty, the employee should provide IPD documents to HR department to avail the same.
- Submission of factitious medical certificate/IPD Documents as supporting document shall lead to disciplinary action against the employee which may include termination from services without notice.
- Sick Leave may be clubbed with the Summer Vacation Leave and Earned leave only in the case of grave injury or serious illness causing hospitalization of the said employee and the discretion of the management is exercised.
- If an employee is unable to utilize Sick Leaves in one calendar year, then the unused sick leaves will get carried forward to the next year. However, there is a limit to the number of leaves that can be carried forward to the next year. The maximum number



of leaves that can be accumulated is 120 days.

- There will be no encashment for unused SL during employment period or after.

➤ **Special Leave (Only applicable to Teaching Staff)**

- Special casual leave in an academic year may be granted,
  - To conduct examination of a university/public service commission/board of examination or other similar bodies/institutions; and
  - To inspect academic institutions attached to a statutory board, etc.
- All confirmed faculty and other employees are entitled to Special Leave for 10 days during the year as per the entitlement.
- Under normal circumstances, this leave can be availed during the semester or term breaks only when classes are suspended and all assessment related to examinations / other duties have been completed.
- Special Leave should be applied at least 7 days in advance.

➤ **On Duty Leave (OD)**

On duty leave may be granted for:

- Attending conferences, congresses, symposia and seminars on behalf of the School of the University or with the permission of the Competent Authority.
- Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the institute of the University, and accepted by the University.
- Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the University;
- Participating in a delegation or working a committee appointed by the Government of India, State Government, the University Grants Commission / AICTE, a sister university or any other academic body, and;
- The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- The leave may be granted on full pay. Provided that if the faculty receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned a duty leave on reduced pay and allowances;
- Duty leave may be combined with the Earned Leave (EL) with the permission of the Competent Authority.

➤ **Compensatory Off (CO)**

- Compensatory off can be availed either half day or full day. Employee will be eligible for half day CO for not less than 4 hours working on holiday/Week off day and full day CO for not less than 7 hours working on holiday/Week off day.
- The employee should utilize the generated Compensatory Off within 15 days.



- For performing any other duty of the university of P P SAVANI UNIVERSITY, an employee will be eligible for a Compensatory Off (CO). Working on holidays should be approved in advance by the competent authority. However, CO cannot be availed for more than seven days at a stretch.
- Employees who are having a Gross Salary of Rs. 40000/- per month or above will not be eligible for CO.
- CO will be provided to the employee only if the university demands his/her duty during holidays/week offs. The same will be approved by the HR department only after work evaluation.

➤ **Sabbatical Leave / Academic Leave for Faculty Members**

- To encourage interface between education and industry/ R&D Institution/ other relevant organization of repute, a faculty of PPSU should be given a sabbatical leave for six months for working in an industry/ R&D Institution/ other relevant organization of repute, after the completion of seven years of service. Staffs who are availing this leave should provide a documented commitment of service at the university for further 3 Years.
- A Faculty should avail this type of leave for intellectual and professional development that will be of benefit to him/her and to the University. Such leave shall be available to a faculty only twice in his/her entire career.

➤ **Relocation Leave**

- Relocation leaves will be provided for maximum of 2 days for staffs relocating from a place more than 100 Kilo meters from the university.
- The employee can avail a minimum of 1 day relocation leave at a time.
- The employee can utilize this leave only within 3 months from date of joining.

➤ **Maternity Leave (ML)**

- Maternity leave on full pay may be granted to a female faculty member/ employee who has completed 2 years of service and can be availed of twice in the entire career. Maternity leave may also be granted in the case of miscarriage including abortion and while the application for leave is supported by a medical certificate.
- Maternity Leave with pay may be granted to female employees, as per prevailing rules of the university. Staffs who are availing ML should provide a documented commitment of service at the university for further 2 Years.
- The faculty / staff member will have to necessarily join the duty on the completion of a Maternity Leave. However, Maternity Leave may be combined with Earned Leave and Sick Leave but any leave applied for, in continuation of maternity leave, may be granted if the request is supported by a medical certificate.



**NOTE: - Payment of Maternity leave will be done only after successful completion of 2 years of continuous service, post maternity leave.**

➤ **Paternity Leave**

Paternity leave of 6 days may be granted to a male employee who has completed two years of continuous service during the confinement of their wives, provided, the limit of two children. Birth Certificate of the child in support of the Paternity Leave must be submitted to the Human Resources department.

➤ **Menstrual Leave:**

Menstrual leave is being provided to Female employees if the employees experiences pain or discomfort which prevents them from performing work duties to the best of their ability

- Menstruating employees are provided a maximum of 5 paid days per calendar year
- One (1) menstrual leave day may be taken per month
- Menstrual leave days cannot be carried over
- Unused menstrual leave day credits are not paid out upon employee departure from the institution
- There will be no encashment for unused Menstrual Leave during employment period or after.

➤ **Leave Without Pay (LWP)**

- Leave availed beyond the entitlement of Casual Leave, Sick Leave, Earned Leave or Summer Casual Leave shall result into Leave without Pay.
- Leave availed or extended without prior approval of the Sanctioning Authority shall also result into Leave without Pay.
- Leave without Pay shall have the direct impact on the appraisal increments / promotions of employees.
- Unapproved LWP for a continuing period of 15 days or more including absence when leave though applied for but not granted and when availed for a period of 15 days or more would make the concerned staffs to lose the lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventuality, the Management will draw an irresistible presumption that by remaining absent continuously and unauthorizedly, the staff have abandoned his/her job.

➤ **Staffs Appointed on Contract**

- Staffs appointed on contract will be granted leave in accordance with the terms of the contract. However, the rules relating of availing and other related will remain the same as per university rules.



➤ **Peons/Drivers**

- Drivers and Peons will be provided a total leaves of 80 Days per year which includes Week offs, National holidays and Casual Leaves. The unavailed leaves will be encashed in the month of January of every year.

Leave Entitlements: In summary, the leave entitlement for all the employees of the university is as follows:

LEAVE ENTITLEMENTS			
Type of Leaves	Teaching	Non-Teaching	Accumulation
Casual Leave (CL)	8	12	0
Earned Leave (EL)	8	12	120
Sick Leave (SL)	10	10	120
Vacation Leave (VL)	28	0	0
Special Leave	10	0	0
Relocation Leave	2	2	0
Menstrual Leave	5	5	0
National Holidays	19*	19*	0
<b>Total</b>	<b>90</b>	<b>60</b>	

\*17 fixed and 2 optional holidays



Registrar,  
P P Savani University

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