

Effective Date: 1<sup>st</sup> January, 2019

## **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 and 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	4
i) Compensatory Leave	As per defined rules
j) Duty Leave	As per defined rules

### **3. Leave Types & Accumulation:**

Following are different types of leaves available:

- a) **Casual Leave/Sick Leave** – On full pay may be allowed up to maximum of 12 days in any one calendar year. Also, it cannot be combined with any other leave or vacation. Any medical leave where there is no hospitalization, will be treated as Sick 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 gazetted holidays will be considered except Sabbatical leave, Study leave & Leave without Pay.  
Total no of Earned Leaves in the year – 1/30<sup>th</sup> of period spent on duty (Max 12 per annum)  
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. One 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 is valid only for one year post which it will lapse.



**Casual Leave/Sick Leave & Earned Leave:** Maximum of 6 Casual/Sick/Earned Leaves can be taken during the working period in any one semester.

- c) **Hospitalisation Leave** - All employees shall be entitled for Paid Hospitalisation Leave for 10 days in a year. Hospitalisation Leave cannot be combined with any other kind of Leave. This leave will be granted only on hospitalisation and on production of Medical Certificate and hospital discharge certificate.
- d) **Sabbatical Leave** - Any employee who has completed 3 years of service with Shoolini University can avail 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 the Leave will be granted on VC discretion. Max Limit of the Leave is 2 years.
- e) **Study Leave** - Any employee who has completed 3 years of service with Shoolini University can take Study leave in order to pursue special line of his/her study. Application for the same needs to be made to VC and leave will be given on his discretion. Max Limit of the Leave is 3 years. No salary will be paid during this leave period.
- f) **Academic Leave** - Any employee who gets a paid fellowship/project in the top 1000 Universities is eligible to avail academic leave during vacation period of students. This leave can be applied for a minimum period of 10 working days and up to maximum period of 30 working days. The justification for leave will be put across to VC and the leave will be sanctioned as per VC Discretion. If the concerned University is not in top 1000, then unpaid Academic Leave can be granted at the discretion of Vice Chancellor.
- g) **Maternity Leave** - Any female employee, who has worked in the University for a period of not less than 80 days in the twelve months immediately preceding the date of her expected delivery, is entitled for Maternity Leave. The maximum period for which any woman shall be entitled to maternity benefit shall be 26 weeks of which not more than 8 weeks shall precede the date of her expected delivery. Valid for first 2 children.
- h) **Bereavement Leave** - All employees are eligible for bereavement leave in the event of death in an employee's immediate family (parents, grandparents, spouse, children, sister or brother, including in-laws). Max Limit is upto 4 working days for a year.
- i) **Compensatory Leave** - Any employee with total pay of less than or equal to Rs. 30,000/-, 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 their 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.
- j) **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 the leave will be approved on the VC discretion.



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 the Dean & Registrar.

**All leaves which needs the approval of the Vice Chancellor, the request needs to be routed through the Registrar's office and the same will be sent to Vice Chancellor post Registrar's recommendation.**

#### **4. Leave without Pay/Unsanctioned Leave:**

As a matter of the University Policy, Leave without Pay is not permissible. Unauthorized absence will be treated as an act of indiscipline. Also any absence from duty without authorized leave will be considered 2X i.e. either 2 day's deduction of salary or 2 earned/casual leaves will be deducted for one day absence.

#### **5. Gazetted Holidays:**

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

Also, if any leave is clubbed with Gazetted Holiday, then Prefix and Suffix days including weekend holidays will be considered under leave.


#### **6. Administrative Process:**

- All employees are required to plan their leave for the year in concurrence with their reporting managers so that University work does not suffer.
- All Leave requests have to be raised through online portal prior to proceeding on leave.

#### **7. Working Hours & Flexibility:**

University Timings : 9.00 a.m. – 5.30 pm with a 30 minute Lunch Break.

To give flexibility to employees at the University, all employees need to put in a total 42.5 hours in a week (when there is 5 day week i.e.  $8.5 \times 5$ ) and 51 hours in a week (when there is 6 day week i.e.  $8.5 \times 6$ ). Also, on any given day, an employee needs to put on minimum of 6 working hours in the University. Employees needs to ensure that the University work / Daily teaching schedule does not get affected while availing this flexibility.

  
**REGISTRAR**  
Registrar  
Shoolini University of Biotechnology  
& Management Sciences  
Solan (H.P.)