

INSTITUTE POLICY

STAFF LEAVE OF ABSENCE



There was a need to review and disambiguate our institutional leave policy given a few elements that have not been defined comprehensively enough.

The idea is to make the policy more precise with scope for discretion in only very exceptional situations and that too with reasoning clearly defined there-of for future reference and scrutiny. It is very important to clarify that only Casual Leaves (non-accumulative) and Earned Leaves (accumulated to the max of 60 days unless for those who already have more accumulated more as of now which would be the max for them) are entitlements. No other leave is an entitlement or a right.

Note: Policy aside, there will always be management discretion that is absolute but discretion would have to be used with reasoning so there is a perception that it is used judiciously.

The Policy

Casual Leaves:

1. Casual Leave is an entitlement.
2. No reasons need be given mandatorily for casual leave.
3. The approving authority can normally not refuse a casual leave provided the period is less than or equal to 3 days and can in exceptional situations suggest to the employee to defer it if possible.
4. Casual leaves cannot be accumulated over the years.
5. Each employee would be entitled to 15 casual leaves a year assigned to his/her account at the beginning of the calendar year.
6. Any leaves left unutilized at the end of the year will automatically elapse on the first day of next calendar year.
7. The work load adjustment is the responsibility of the employee to ensure non-disruption.
8. Non-adjustment of work load is liable for penal action.
9. If an employee joins in the middle of a calendar year, month pro-rata casual leaves will be assigned to them in that calendar year.
10. If there are holidays in between the start and end of CL's, the holidays would not be counted against CL's.

Special Casual Leaves:

1. Special Casual Leaves of up-to 7 days would be available in any year only in the situation of marriage of the staff concerned, bereavement of either of the parent or spouse, and marriage of son or a daughter. Special Casual Leaves are not entitlement and sanctioned only at the discretion of the college management based only the above grounds.
2. Special Casual Leave is not an entitlement and is only at discretion of management.
3. Since special casual leaves are not an entitlement, they cannot be accumulated.

Earned Leaves:

1. Earned leaves are an entitlement.
2. Earned Leaves need to be approved by the approving authority and the authority has the right to refuse them (if the period of leave is exceeding 3 working days) at any time based on work considerations with reasons.
3. Earned leaves can be used in any number but not exceeding 30 days in a year, with approval of approving authority.
4. Utilization of earned leaves for more than 3 leaves at a time would of course need supervisor prior approval (at-least 2 working days prior).
5. Work load need to be adjusted to ensure no disruption of work in absence.
6. Starting from 2023, the number of Earned Leaves per year for both Teaching and Non-Teaching who have completed one full year of service will be 6 per year. There will not be any EL entitlement for individuals with less than one year of service.
7. All Teaching and Non-Teaching staff who have completed one year of service will be entitled to 24 days of summer vacation that would have to be planned in staggered manner across all staff to ensure minimal services availability.
8. Maximum earned leaves total accumulation at the end of any given year would be 60 days. If as of now, any individual has accumulated EL's of more than 60 days, those will be retained but he/she cannot cross that at the end of any year from now on.
9. Except for the final year of service before retirement and in cases of emergencies which would need reasoned approval from management, one cannot use more than 30 EL's in a given year.
10. If there are holidays in between the start and end of EL's, the holidays would not be counted against EL's.

Medical Leaves:

1. Medical leaves are not an entitlement.
2. They are extended strictly on need basis as a welfare measure for employees.
3. Medical leaves are only available in case of in-patient time or at home recuperating from a major surgical procedure that by definition mandates bed-rest.
4. Medical leaves cannot be available for general out-patient treatment.

5. In exceptional circumstances where a situation that does not get covered in above scenarios but merits a consideration, discretion will be with the college management but with documented reasoning so we can ensure consistency.
6. Medical leaves cannot be combined with maternity leaves.
7. A maximum of 10 full medical leaves would be available/added per year and medical leave accumulation cannot be more than 30 days.
8. Full quantum of medical leaves accumulated (up to maximum of 30 days) can be utilized at a stretch if all other criteria satisfied.
9. Effective 01.01.2024, all employee medical leave accumulation would be a maximum of 30 days based on their service irrespective of what is already used up.

Permissions:

1. First and foremost, permissions are not entitlements which are automatically available.
2. Permissions is a courtesy available to staff to be used discreetly and only on a must need basis with approval of reporting authority.
3. The general guideline is 2 permissions per month maximum.
4. If the concerned individual is not someone who uses permissions lightly and has not used for than $((11*2)/4)$ in the previous 12 month period, the reporting authority can extend 3 or even 4 permissions.
5. If the pattern of permission usage is indicating individuals gaming the organization/facility, it will reflect in performance considerations since permissions are not default entitlements.
6. It is advised that permissions are used with restraint and only on a strict need basis and not be deemed a default entitlement.
7. All approving authorities are expected to track monthly permissions to each staff working under their supervision.
8. Any permission exceeding 2 hours would be a half-day leave or if it crosses 4 hours, a full-day leave.
9. The approving authority will have discretion of 10 minutes over and above 2 hours for permissions and 4 hours for half day leave respectively.

Moon-lighting:

1. Moon-lighting, where an individual works in another organization in the same line of business as us (educational institution) while working here in whatever manner with some periodic compensation is not permitted. Doing the above, if it comes to institution notice, will have consequences including removal from service.
2. Moon-lighting where an individual is associated in another organization in a different line of business than us while working here in whatever manner with some periodic compensation needs a detailed review and pre-approval of the management. Doing the above, if it comes to institution notice, will have consequences including removal from service.

3. Any kind of even one-off association with another organization in a similar line of business as us (educational institution) can only happen after bringing it to the notice of the reporting authority and management and getting the approval.

Academic Leaves:

1. For those who need 3-4 days of leave for attending semester review of part-time Ph. D work, they are expected to be using the Earned Leaves for them and there would not be any special provision called Academic Leave.
2. There is no provision of Academic Leave as such. Any special circumstances where earlier Academic Leave was being sanctioned can be brought to the attention of Management well in advance to apply their discretion that of course will be documented with reasons for consistency of application.
3. Attending workshops if sanctioned by approving authority, would be on-duty leave.

Other Leaves:

1. On Duty Leaves are sanctioned as required by the institution in due discharge of the assigned duties and would be sanctioned by the college management as deemed fit.
2. Extraordinary Leave of absence which is like a sabbatical leave can be given for a maximum period of 2 years without pay at the discretion of the management after recording the reasoning. The period of leave would not count under service for gratuity computation nor would the concerned individual be eligible for routine increments/notional increments for the leave period.
3. Study Leave (Part time) will only be available for those employees who have a minimum of 5 years of service and cannot exceed more than 90 days with not more than 60 days in any given year. Any year, where Study Leaves are available, summer vacation to the extent of study leave availed up to a maximum of 24 days will be deducted.
4. Study Leave (full time): Is available for those who have completed a minimum of 5 years of service for pursuing Ph. D to a maximum of 3 years. This will be leave without pay but on return, the period will be considered for notional increments.

By Order




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