

SRM University Delhi-NCR, Sonapat
LEAVE RULES-2022



1. Scope

These Rules shall apply to all University employees, whether employed in regular, temporary or contract service, except in the case of an Officer for whose appointment and condition of service some special provision and/or terms and conditions of service have been specifically laid down.

2. Definitions

- a) A "completed year of service" means continuous service of one year duration in the University and includes period spent on duty as well as leave including extra - ordinary leave unless otherwise provided.
- b) "Competent Authority" means the authority empowered by the Board of Management to grant leave.
- c) "Month" means a calendar month.
- d) "Holiday" means a holiday prescribed or notified as such by the competent authority.
- e) "Pay" means the monthly pay drawn on the day before the leave commences.

3. Right of Leave:

- a) **Leave cannot be claimed as a matter of right.** When the exigencies of service so demand, leave of any description may be refused or revoked by the competent authority.
- b) When an employee is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory except in the emergency cases duly approved by the competent authority. The period from the date on which he/she joins his/her post may be treated as on duty but he/she will draw leave salary only after he/she joins his/her post. **Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.**
- c) **Prior approval for all kind of leaves must be taken in advance and a hardcopy of approved leave application must be submitted in the HR Office (with approved delegation hours) before proceeding on leave.**

4. Leave shall not be granted to an employee:

- a) who is dismissed, removed or compulsorily retired from the University service by a competent authority;
- b) who is under suspension/notice period.

5. Commencement and Termination of Leave:

- a) Leave begins from the date on which it is actually availed of and ends on the day preceding on which duty is resumed.
- b) Sundays, or other holidays (except vacations) may be prefixed / suffixed to leave.
NOTE: Employee shall be present on the first and last working days of each term; in special circumstances any kind of leave except casual leave may be prefixed / suffixed to vacation/break with the permission of the competent authority.

6. Return to duty on expiry of leave:

- a) Except with permission of the authority who granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him/her.
- b) Beyond 3 (three) days of medical leave, an employee is required to submit his/her the medical cum fitness certificate, failing which he/she may be treated as loss of pay.

7. Absence from duty.

- a) An employee who remains absent after expiry of his/her leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority.
- b) Willful absence from duty for more than a week may involve forfeiture of appointment. [The employee may not be allowed to resume the duties while the case to declare his office as vacant is under process without prior permission of the Vice Chancellor].
NOTE: Provided that a reasonable opportunity to explain the reasons for such absence shall be given to the person before the subsection is invoked.
- c) When an employee does not resume duty, after remaining on leave for a continuous period of one year, he/she shall be deemed to have resigned and shall accordingly cease to be in the University service.

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8. Conversion of one kind leave into another kind: (Conversion of leaves can't be claimed as a matter of right)

- a) At the request of an employee the sanctioning authority may convert any kind of leave including extra-ordinary leave retrospectively into a leave of different kind which was due and admissible to him/her at the time leave was granted.
- b) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and any amount paid to him/her in excess shall be recovered and any arrears due to him/her shall be paid.

9. Leave to persons appointed on probation:

A person appointed on probation will, during the period of probation, be treated, for purpose of leave, as a temporary employee. However, if a person in the regular service of the University is appointed on probation to a higher post he/she shall not be deprived of the benefit of leave rules applicable to his/her regular post.

10. The following kinds of leave would be admissible to the members of teaching staff:

- i) Casual Leave (12 days , can't carried over to the next year)
- ii) Vacation Leave (14 days in a calendar year/ 7 days in a Semester)
- iii) Maternity Leave (26 weeks only after completion of probation period)
- iv) Medical Leave (5 days after completion of probation period)
- v) Duty Leave (maximum 7 days after completion of probation period)
- vi) Study Leave (maximum 2 years after completion of continuous service of 5 years)
- vii) Compensatory Leave.

11. The following kinds of leave would be admissible to the members of the non-teaching staff:

- i) Casual Leave (12 days , can't carried over to the next year)
- ii) Vacation Leave (14 days in a calendar year/7 days in a Semester)
- iii) Maternity Leave (26 weeks only after completion probation period)
- iv) Medical Leave (5 days after completion of probation period)
- v) Compensatory Leave.

12. Casual Leave

- i) The amount of casual leave that may be granted to teaching and non-teaching staff shall not exceed 12 (twelve) days in one calendar year, provided that in case of employees joining/leaving the University service during the course of a year, it will be granted on pro-rata basis.
- ii) Casual leave shall not be combined with any other kind of leave. However such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as causal leave. The total period of continuous absence on casual leave and public holidays/Sundays put together should not exceed 10 (ten) days. If it exceeds, then the entire period shall be counted as loss of pay. In extraordinary circumstances, the competent authority may relax the condition of loss of pay.
- iii) Casual leave cannot be carried over to the next leave year.
- iv) An employee on casual leave is not treated as absent from duty and his/her pay is not intermitted.
- v) Who shall be joining in mid of the calendar year, the casual leave may be granted proportionately.

13. Vacation Leave:

- i) Teachers and Staff are entitled for a vacation leave after completion of one year continuous service in the University. 14 (fourteen) days' Vacation leave will be available (7 days in each semester). An employee may also avail all the 14 days' vacation leave during summers, but needs to take prior permission for the same.
- ii) Dean of the Faculty concerned / Vice Chancellor may refuse vacation to a teacher if the exigency so demands. However, in such case the reasons of retaining the teacher/Staff shall be recorded by the Sanctioning authority in the form of a speaking order and his/her progress during the retention period shall be monitored.
- iii) Vacation shall not be carried over in the next calendar year.
- iv) If an employee's Vacation leave is cancelled by the Competent Authority, he/she will be entitled for the encashment of the leave equivalent to 50% of the days of cancelled vacation leave.

14. Maternity Leave:

- i) **Maternity Leave** up to two children may be granted up to 26 (twenty-six) weeks only after the completion of probation period in the university to the regular employees with prior approval after the submission of the required medical documents. Provided that normally total period of maternity leave including other types of leave should not exceed 06 months. An employee availing maternity

leave within rules i.e. up to 60 (sixty days) days shall be allowed to join duty on the expiry of Maternity Leave.

- ii) No maternity leave shall be allowed on the birth of third living children in such cases, however, leave of other kind due may be allowed.
- iii) Female employee who has already two living children before her entry in University service is not entitled to the benefit of maternity leave. In such cases also, the leave of the other kind due may be granted.

NOTE:

- a) The 50% of the salary shall be paid (during the maternity leave) while one is on the leave and remaining 50% salary will be released after joining of the service in 2 (two) months.
- b) Maternity leave with pay may also be granted (only twice) in case of miscarriage or medically terminated pregnancy, subject to the condition that the leave, applied for, 45 (forty-five) days and the application is supported by a medical certificate.
- c) If an employee wants to resign after availing the maternity leave, she must serve the University one month notice period.

Explanation: For the purpose of this clause the term "week" means a cycle of 7 (seven) days including Sundays. All holidays or vacations falling during the period of maternity leave shall be included therein.

15. Medical Leave

- i) An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. However the competent authority will examine seriousness of incidence and his/her decision will be final.
- ii) Five (5) days Medical Leave with full pay shall be admissible to an employee in a calendar year on the basis of medical certificate of the District Hospital or duly recognized private hospital. Medical leave if not availed will be accumulated for three years up to the maximum of 15 (fifteen) days. Therefore, number of medical leaves accumulated, at a given point of time, will not exceed 15 (fifteen) days.
- iii) The employee will be required to submit his/her medical cum fitness certificate at the time he/she resumes his/her duty. **Medical certificate shall not be required if the leave is up to 3 days.**
- iv) Sundays, holidays and off days falling in between the leave shall be counted as a part of the Medical Leave.

16. Duty leave (not applicable to non-teaching staff)

- i) Duty Leave not exceeding 7 (seven) days in a calendar year may be granted to a faculty depending upon academic requirement (there has to be an official invitation and has to be approved by the competent authority).
- ii) The competent authority may at his/her discretion grant duty leave in excess of 7 (seven) days on the merit of each case.
- iii) Duty leave cannot be accumulated nor can it be combined with any other kind of leave. It may be combined with holidays or the vacation.
- iv) The duty leave admissible to a person joining/leaving the University service during a calendar year will be on pro-rata basis.

17. Study Leave (without pay):

A member of the faculty/staff who has completed 5 (five) years active service in the University may be allowed to apply to another University or a Government or a similar body, in India or abroad, through the Vice Chancellor for higher studies or for research, with or without a scholarship, fellowship or financial aid. If the same is granted he/she may be allowed Study Leave (without pay) up to 2 (two) years by filling a bond for serving the University equivalent to his/her leave period (after rejoining).

18. Compensatory Leave:

Compensatory Leave will be granted only for working over 6 (six) hours on Sunday and Holidays (as per holiday list). The Compensatory Leave shall not be applicable in the case of Assistant Registrar and above for non-teaching staff and Associate Professor and above for teaching staff. However, in the event of the deployment of faculty and staff on special duties like Admission/Entrance Tests and other important institutional events and functions falling on Sundays and Holidays, they shall be granted Compensatory Leave with the approval of the competent authority. **The validity of COL shall be for 2 (two) months only. In case of Construction people, the validity of COL shall be of 6 (six) months (looking into their nature of job).**

19. General:

- i) A leave account shall be maintained through the Hard copy/ERP by the HR Office.
- ii) A University employee who is dismissed or removed from the service, if reinstated is entitled to count former service for leave.
- iii) An employee, on leave, may not take up any service or accept any employment, without obtaining the previous sanction of the competent authority whether the proposed service or employment lies in India or outside.
- iv) Every University employee, proceeding on leave, must record on his/her application for leave, the address at which the letters will find him/her during leave. Subsequent changes in address during leave, if any should likewise be intimated to the competent authority.
- v) Unless otherwise specified in these rules and **except in the case of casual and medical leave all applications for leave should be made at least 07 days before the date from which leave is applied for.**

20. Physical Fitness for Efficient Discharge of Duties:

The appointing authority shall have power to require a University employee to appear before a Medical Board to test his/her physical fitness for the efficient discharge of the duties of his/her post, whenever it has reason to believe that University employee is not physically fit to carry out his/her duties satisfactorily. The University employee concerned shall, however, have a right of appeal to an appellate Medical Board, against the decision of the first Medical Board.

NOTES:

- 1. The Leave Policy will supersede all the earlier leave rules policies of SRM-UH.
- 2. This Leave Policy is effective from 1st May 2022.
- 3. The above mentioned Leave Policy is subject to the amendments as and when needed as per the SRM Group/ Management.

IN ADDITION TO THE ABOVE LEAVE RULES THE BOARD OF MANAGEMENT MAY, IN EXCEPTIONAL CASES, GRANT FOR THE REASONS TO BE RECORDED, OTHER KINDS OF LEAVE, SUBJECT TO SUCH TERMS AND CONDITIONS AS IT MAY DEEM FIT TO IMPOSE.

OR
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