

Staff Leave Policy

Policy # HR402 Leave Policy V1.5

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Release Control

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28.03.2017	V1.2	Maternity Benefit (Amendment)	Ashish Mittal	Rajiv Swarup
20.02.2018	V1.3 DRAFT	Vacation Leave Update, Power Down Leave (Added), Clarification on Encashment of Earned Leave	Ashish Mittal	Rajiv Swarup
09.04.2018	V1.3A DRAFT	Feedback on 20.02 draft have been incorporated. Section 4 rearranged, Sections 5, 6 and 7 added for clarity Circulation to School Directors, Deans, Registrar, Enabling Dept. Heads, VC and C	Ashish Mittal	Rajiv Swarup
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05.10.2018	V1.4	Bring Atal Incubation Centre under policy scope	Ashish Mittal	Rajiv Swarup
01.01.2024	V1.5	Bringing changes in earned leave and casual leave accrual, encashment and application process	Gunjan Dang	Ananya Mukherjee

POLICY ADMINISTERED BY:

Department:	Represented By:	Date
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HR	Head HR, Gunjan Dang	01.01.2024

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Policy Details

1. OBJECTIVE

The objective of this policy is to define all types of leaves that may be accrued and availed by full time staff members of Shiv Nadar Institute of Eminence Deemed to be University (SNIOE) and its entities, as a benefit. The aim of the policy is to establish a consistent and uniform approach towards process to be followed for granting and availing of such leaves. Human Resources Department is the owner of this policy and any clarifications or exceptions should be routed to HR.

2. SCOPE

The policy is applicable to all the schools and departments of SNIOE and Atal Incubation Centre (AIC) unless otherwise specified.

The policy covers all staff members who are on a regular employment or on a full time long term contract (one year or more) working on a regular (daily) basis. The policy excludes part time visiting / guest / adjunct faculty and part time staff members or any other member whose terms of engagement separately define their leave entitlement.

The policy is effective immediately on release and overrides all the previous versions of the policy on leave matters.

3. GENERAL GUIDELINES

- 3.1.** SNIOE is an equal opportunity employer. All requests for leave will be considered fairly and decided on an equitable, objective and justifiable basis within the context of the academic and operational needs of the University and with no prejudice.
- 3.2.** Leave at any point in time cannot be claimed as a matter of right by a member. Staff members must obtain approval from relevant approving authority, prior to proceeding on leave with the exception of emergency situations. In such case, the approving authority should be informed at the earliest.
- 3.3.** University observes the calendar year i.e., January to December for the leave policy.
- 3.4.** All leave requests should be raised through online application “Leave Request” available under Self Service in HR ERP to the approving authority by choosing appropriate type of leaves and within the stipulated time frame as listed in each leave type. HR ERP can be accessed from SNU links.

- 3.5.** It is essential that while applying for any leave, the staff members alternate work arrangements should be made and agreed with approving authority before proceeding on leave.
- 3.6.** Summary of leaves taken or applied by a member can be viewed in the Leave Ledger report available in HRERP.

4. TYPES OF LEAVES

S. No.	Leave Type	Leave Quota	Purpose / Highlights	Final Approving Authority
1	Casual Leave (CL)	12 days / year	Personal / Medical Needs	Reporting Manager / HoD
2	Earned Leave (EL)	22.5 days / year @ 1.88 days / month	Personal / Medical Needs	Reporting Manager / HoD
3	Family Leave			
a	Maternity Leave*	182 / 84 days	Maternity	Reporting Manager / HoD
b	Miscarriage Leave	42 days	Miscarriage or Medical Termination of Pregnancy	Reporting Manager / HoD
c	Paternity Leave	5	Paternity	Reporting Manager / HoD
d	Adoption Leave*	84 / 20 / 10 days	To adopt a child	Reporting Manager / HoD
4	Restricted Holidays[^]	2 days / year	Restricted	Reporting Manager / HoD

* Please refer to relevant section for details.

[^] Please refer to HR404 Holiday Policy.

4.1 Casual Leave

4.1.1 Purpose: Casual Leave (CL) may be taken to meet any personal or medical needs.

4.1.2 Eligibility & Entitlement: All University full time members are eligible for 12 days of casual leaves in a calendar year. The CLs shall be credited in advance of each quarter starting from January, April, July and October to the leave account of individual member. Casual leave may be availed in a multiple of 0.5 days up to a maximum of days available in the leave account. Intervening Weekly Offs, University Holidays, Restricted Holidays and any other holiday declared by the University will not be considered as casual leave.

- 4.1.3 Application & Approval Process:** Casual leave need to be applied through HR ERP preferably 2 days in advance to approving authority, except in emergencies where the leave must be applied on returning to work.
- 4.1.4 Accumulation:** Unutilized Casual leave balance at the end of each calendar year will lapse and will not be carried forward to the next year. CLs are not encashable.
- 4.1.5 Combining of leave types:** Casual leave can be combined with any type of leave.

4.2 Earned Leave

- 4.2.1 Purpose:** Earned Leaves (EL) may be taken to meet personal or medical needs.
- 4.2.2 Eligibility:** All full time University staff members are eligible for Earned Leave.
- 4.2.3 Entitlement:** A staff member may avail all or a portion of the accrued Earned leave. The Earned Leave may be availed in multiples of 0.5 days up to the maximum days available in the leave account upon approval. Intervening Weekly Offs, University Holidays, Restricted Holidays and any other holiday declared by the University will not be counted as Earned Leave.
- 4.2.4 Accrual:** For full time staff and superannuated regular staff on fixed term, Earned Leave will be accrued at the rate of 1.88 for every completed month of service, i.e. 22.5 days for every completed year of service.
- 4.2.5 Application & Approval Process:** Earned leave is a planned leave. It should be applied to the approving authority well in advance (preferably a week) to plan for any alternate arrangements. The Earned leave has to be approved by the approving authority before it can be availed. Alternate work arrangements should be made and agreed with approving authority before proceeding on leave.
- 4.2.6 Accumulation:** For staff members, a maximum of 60 days of Earned leaves can be carried forward to the next calendar year and any balance in excess of 60 days shall lapse at the end of calendar year.
- 4.2.7 EL Encashment:** EL can be encashed up to a maximum of 60 days only at the time of separation. All encashment will be at the rate of (Basic + DA) of the last drawn salary. The members on full time contract drawing remuneration via Invoicing or any grant are not entitled to EL encashment.
- 4.2.8 Combining of leave types:** Earned leave may either be prefixed or suffixed with any other type of leave.

4.3 Maternity Leave

- 4.5.1 Purpose:** The purpose of this leave is to support female members during pregnancy and for taking care of the newborn. This leave is applicable in accordance to the provisions of the Maternity Benefit (Amendment) Act, 2017.
- 4.5.2 Eligibility:** All female staff members who have worked at least 80 days during 12 months immediately preceding the date of their expected delivery.
- 4.5.3 Entitlement:** All female members are entitled to maternity benefit of 182 days (26 weeks) of which not more than 56 days (8 weeks) shall precede the date of her expected delivery for first two surviving children. A female member having two or more surviving children shall be entitled for 84 days (12 weeks) of which not more than 42 days (6 weeks) shall precede the date of her expected delivery. Maternity leave can be availed a maximum of twice during the tenure at the University. Maternity leave has to be availed in continuation and cannot be split in parts. Intervening Weekly Offs, University Holidays, Restricted Holidays and Vacation leave will be considered as Maternity leave.
- 4.5.4 Application & Approval Process:** Maternity leave needs to be raised to the reporting manager / HoD via email and shared with HR at least 30 calendar days in advance of the expected delivery date. HR will apply maternity leave for the member in HR ERP post approval. The leave request has to be supported by a medical certificate from a registered medical practitioner, submitted prior to or on resuming duty.
- 4.5.5 Combining of leave types:** Earned leave may be prefixed or suffixed with Maternity leave to meet any medical needs arising out of pregnancy or childbirth. All such extension requests of Maternity Leave has to be duly applied by the respective member and approved by the approving authority. Extension requests has to be supported by a medical certificate from a registered medical practitioner.

4.4 Miscarriage Leave

In case of miscarriage or medical termination of pregnancy, a female member will, on production of certificate by a relevant medical practitioner, be entitled to take leave for a period of 42 calendar days immediately from the day of her miscarriage or medical termination of pregnancy. All such requests will be approved by approving authority. The leave request has to be supported by a medical certificate

from a registered medical practitioner and has to be submitted on resuming back to duty.

4.5 Paternity Leave

4.5.1 Purpose: The purpose of Paternity leave is to support male University members at child birth for taking care of the mother and new born.

4.5.2 Eligibility & Entitlement: All male University members are eligible for 5 consecutive days of paternity leave for first two children during their tenure with the University. The leave must be availed within 30 days of the child's birth. Intervening Weekly Offs, University Holidays and Restricted Holidays will be considered as Paternity leave.

4.5.3 Application and Approval Process: Paternity Leave needs to be raised to the reporting manager / HoD via email and shared with HR within 7 calendar days of resuming duty. HR will apply Paternity Leave for the member in HR ERP post approval. The leave request has to be supported by the provisional birth certificate, submitted prior to or on resuming duty.

4.5.4 Combining of leave types: Earned leave may be prefixed or suffixed to the Paternity Leave. All such extension requests of Paternity Leave has to be duly applied and approved by approving authority.

4.6 Adoption Leave

4.7.1 Purpose: To support University members bond and take care of their adopted child and for completion of any formalities arising on account of adoption. This leave is applicable in accordance with the provisions of the Maternity Benefit Act, 1961.

4.6.1 Eligibility: All University female members are eligible for adoption leave for first two surviving children during their tenure with the University.

4.6.2 Entitlement: When a female member legally adopts a child below the age of 3 months, she is entitled for 84 days and 20 days when legally adopting a child up to 3 years in age and 10 days where the age of the child is more than 3 years from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be. The leave must be availed within 30 days of the child's adoption and in continuation. Intervening Weekly Offs, University Holidays and Restricted Holidays will be considered as Adoption Leave.

4.6.3 Application and Approval Process: Adoption Leave needs to be raised to the reporting manager / HoD via email and shared with HR within 7 calendar days of resuming duty. HR will apply Adoption Leave for the member in HR ERP post approval. The leave request has to be supported by the provisional birth certificate and adoption certificate or any other related legal document qualifying the adoption, submitted prior to or on resuming duty.

4.6.4 Combining of leave types: CL/EL may prefix or suffix Adoption Leave. All such extension requests of Adoption Leave has to be duly applied by the member and approved by competent approving authority.

4.7 Leave Without Pay (LWP)

4.7.1 Purpose: The purpose of Leave Without Pay is to support University members with time away from work when all other types of leave have been availed and exhausted.

4.7.2 Application & Approval Process: Leave without pay (LWP) needs to be raised to the reporting manager and shared with HR. A member can take maximum 45 calendar days LWP in a calendar year. Any such requests for up to 15 calendar days will be approved by the respective Dean of the School or HoD, as applicable. In case the duration of leave without pay applied for is more than 15 days, all such requests in addition will be approved by the Vice Chancellor or Executive Director, as applicable. Intervening Weekly Offs, University Holidays, and Restricted Holidays will be considered as Leave Without Pay.

4.7.3 Combining of leave types: In case leave without pay is being combined with any other leave type, it has to be duly applied by the member and approved by the approving authority as per the leave approval process of respective leave type and supported with relevant documents.

4.7.4 Leave Accruals during LWP: No leaves of any kind will be accrued during the period of LWP.

5. WEEKLY OFFS FOR ESSENTIAL SERVICES

For essential services in administration, transport, maintenance, security, hostels, utilities etc. weekly offs will be approved for respective departments by the approving authority.

Relevant department will be required to maintain a duty roster for managing their teams and work allocation.

6. LEAVE CALCULATION FOR NEW JOINEES AND EXITING MEMBERS

Any new member who joins during the calendar year, CL / EL credit will be on a pro-rated basis from the date of joining.

CL Example for Staff Members: If a member joins between 1st to 15th of the month, the member shall be entitled for full CL i.e. 01 day of the respective month. In case of joining post 15th of the month, the member shall be entitled for half CL i.e. 0.5 day.

EL Example for Staff Member: If a member joins between 1st to 15th of the month, the member shall be entitled for full EL credit i.e. 1.88 days for the respective month. In case of joining post 15th of the month, the member shall be entitled for half EL i.e. 0.94 days.

If a member leaves between 1st to 15th of the month, the member shall be entitled for half EL credit i.e. 0.94 days for the respective month. In case of leaving post 15th of the month, the member shall be entitled for full EL i.e. 1.88 days.

7. LEAVE RULES DURING SEPARATION AND NOTICE PERIOD

- 7.1. University members can not avail any kind of leave while serving their notice period.
- 7.2. In case members take leave on grounds of medical/ personal exigencies, notice period shall be extended proportionately.
- 7.3. If a member has already availed excess leave then the entitlement till their last working date, excess leave taken shall be recovered from the full & final on their monthly gross salary.
- 7.4. All accrued Earned Leave will be encashed on separation at the rate of last drawn Basic + DA and will be disbursed along with full and final settlement.

Amendment of Leave Policy: SNIOE reserves the right to alter, append or withdraw this policy either in part or in full based on the University discretion.