

# Faculty Leave Policy

Policy # HR402 Leave Policy V2.0

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## Release Control

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Release Date	Version No:	Details	Released by	Approved by
04.09.2020	V1.4A DRAFT	Financial approval on pre-approved Sabbatical Leave Policy	Siddhartha Goel	Pawan Danwar & Parveen Juneja
29.10.2020	V1.4B DRAFT	Sabbatical Leave policy presented in Leadership forum	Siddhartha Goel	Rupamanjari Ghosh
26.11.2020	V1.4C DRAFT	Earned Leave concept for Faculty was proposed to Leadership in lieu of Vacation Leaves	Siddhartha Goel	Rupamanjari Ghosh
17.12.2020	V1.4D DRAFT	Special Leaves were presented in Leadership Forum	Siddhartha Goel	Rupamanjari Ghosh
24.12.2020	V1.4E DRAFT	Consolidated leave policy draft with new inclusions / amendments was circulated to Faculty members	Suneet Tuli	All University Faculty members
18.03.2021	V1.5 DRAFT	Feedback received from Faculty members had been incorporated and final draft presented to Leadership	Siddhartha Goel	Rupamanjari Ghosh
12.05.2021	V1.5 DRAFT	Draft policy reviewed with EC members	Siddhartha Goel	EC members
20.05.2021	V1.5 DRAFT	Changes suggested by EC members were discussed in Deans forum	Siddhartha Goel	All School Deans and Research Dean
13.07.2021	V2.0	Faculty Leave Policy	Siddhartha Goel	Vice-Chancellor

### POLICY ADMINISTERED BY:

Department:	Represented By:	Date
HR	Mr. Siddhartha Goel, Director - HR	13.07.2021

**POLICY RATIFIED BY:**

Office of:	Represented By:	Date
Office of Research	Prof Suneet Tuli	18.03.2021
Dean's office – SoE	Prof Sandeep Sen	18.03.2021
Dean's office – SME	Prof Bibek Banerjee	18.03.2021
Dean's Office – SHSS	Prof Ajay Dandekar	18.03.2021
Human Resources Department	Mr Siddhartha Goel	18.03.2021
Vice-Chancellor's Office	Prof Rupamanjari Ghosh	18.03.2021
Dean's Office – SHSS	Prof Rajat Kathuria	06.05.2021
Dean's Office – SNS	Prof Sanjeev Galande (Designate Dean-SNS)	06.05.2021
Executive Council	EC members	12.05.2021

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# Policy Details

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## 1. INTRODUCTION

Leave is a provision to stay away from work with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extraordinary conditions.

## 2. OBJECTIVE

Shiv Nadar University (hereinafter referred to as “the University”) is a multidisciplinary, student centric and research & innovation focused University, committed to its faculty members’ well-being, balanced family & work life.

The University fosters a productive, healthy workplace that helps employees effectively integrate and manage their work and personal life responsibilities by way of offering various kinds of Leaves & Teaching Breaks. It may also support research, teaching and other prestigious opportunities for overall development.

The objective of this policy is to define all types of leaves that may be availed and accrued by full time faculty members of Shiv Nadar University. The aim of the policy is to establish a consistent and uniform approach towards policies and procedures to be followed while applying, granting and availing leaves.

Department of Human Resources (HR) is the owner of this policy and any clarifications or exceptions should be routed to HR.

## 3. SCOPE

The policy covers all faculty members on full time employment and excludes part time visiting / guest / adjunct faculty or any other member whose terms of engagement separately define their leave entitlement. The policy is applicable to all the Schools, Departments and Centers.

The policy is effective from 1<sup>st</sup> January 2022 and overrides all the previous policies and practices on leave matters.

#### 4. GENERAL GUIDELINES

- 4.1 All requests for leave shall be considered fairly and decided on an equitable, objective and justifiable basis within the context of academic and operational needs of the University with no prejudice.
- 4.2 Leave at any point in time cannot be claimed as a matter of right by any member. Faculty members must obtain approval from relevant approving authority prior to proceeding on leave with the exception of emergency situations. In such cases, the approving authority should be informed at the earliest possible.
- 4.3 University's Leave year runs as per the Calendar year i.e. January to December.
- 4.4 All leave requests should be raised through online application presently the "Campus Scheduling System (CSS)" to the approving authority by choosing appropriate type of leave. CSS can be accessed via SNU links. All leave applications have to be submitted for approval within the stipulated time frame as listed against each leave type.
- 4.5 As part of the application process, all faculty members are required to discuss alternate arrangement of their scheduled work / lecture etc. with their Reporting manager / Head of the Department before proceeding on leave.
- 4.6 Approval of leave of any type shall be subject to the discretion of the approving authority. In all circumstances, consideration of applications for leave shall relate to the work cycle of the faculty member's area of work.
- 4.7 Summary of leaves availed or applied by a member can be viewed in the CSS application.

## 5. TYPES OF LEAVE

Leave rules and norms have been categorized under various heads. Details are provided about the different types of leaves and the procedure to avail them.

The Leave types and their applicability is summarized in the table below:

S. No.	Leave Type	Leave Quota	Purpose/ Highlights	Final Approving Authority
1	<b>Casual Leave (CL)</b>	12 days/ year	Personal/ Medical Needs	Reporting Manager/ HoD
2	<b>Earned Leave (EL)</b>	Max of 22.5 days/ year @ 1.875 days/ month	Personal/ Medical Needs	Reporting Manager/ HoD
<b>Teaching Break Window</b> - Period of 60 days in a year (Winter Break & Summer Break)				
3	<b>Sabbatical Leave (SL)</b>	Up to 2 years in entire University tenure	To undertake R&D, Residency or Book/ Case Writing Projects	Vice-Chancellor
4	<b>Special Leave including Leave Without Pay (LWP)</b>	Up to 2 years in entire University tenure (Discretionary)	To cater to extraordinary circumstances	Vice-Chancellor
5	<b>Family Leave</b>			
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/ 10/ 20 days	To adopt a child	Reporting Manager/ HoD
6	<b>Restricted Holidays^</b>	2 days/ year	Restricted	Reporting Manager/ HoD

\* Please refer to relevant section for details.

^ Please refer to HR404 Holiday Policy.

## 5.1 CASUAL LEAVE (CL)

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

**5.1.2 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 for the new calendar year on 1st January to the leave account of individual member. For new joiners, leave credit will be pro-rated from the date of joining. Casual leave may be availed in a multiple of 0.5 days up to a maximum of 3 days. However, in case of sickness, more than 3 days of casual leave may be availed. Intervening Weekly Offs, University Holidays, Restricted Holidays and any other holiday declared by the University will not be considered as casual leave.

**5.1.3 Application & Approval Process:** Casual leave need to be applied through CSS preferably 2 days in advance to approving authority, except in emergencies where the leave must be applied on returning to work.

**5.1.4. 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 cannot be encashed.

**5.1.5 Combining of leave types:** Casual leave cannot be combined with Earned leave.

**5.1.6 Separation Rules:** Casual Leave (CL) cannot be adjusted against waiver of Notice period.



## 5.2 TEACHING BREAK

Considering that teaching duties do not exist around the year, the University declares a set period of 60 days a year as Teaching break for Faculty members. This break is usually split between 15 days in winter and 45 days in summer. These breaks particularly enable Faculty members to plan & focus on their research work.

The Teaching Break (Winter Break and Summer Break) windows will be notified every year based on University Academic calendar of that particular year.

**5.2.1 Winter Break (15 days):** Starts with the conclusion of Monsoon Semester.

**5.2.2 Summer Break (45 days):** Starts once the academic session is over.

## 5.3 EARNED LEAVE (EL)

**5.3.1 Purpose:** The purpose of EL is to enable the faculty to avail Leave during or beyond the window of Teaching Break.

### 5.3.2 Eligibility & Guidelines

- 5.3.2.1** Full time faculty members with the University shall be entitled to 22.5 days of Earned leave in a calendar year. For new faculty joining during the calendar year, EL credit will be on a pro-rated basis from the date of joining.
- 5.3.2.2** Earned Leave will accrue at the rate of 1.875 for every completed month of service, i.e. 22.5 days for every completed year of service.
- 5.3.2.3** During the Teaching Break window, Faculty member can apply ELs in the ratio of 1:2 (1 EL = 2 days leave during Teaching Break). This conversion is only for the purpose of availing leave during teaching break window and not for accrual and encashment.
- 5.3.2.4** Outside the Teaching Break window, EL shall be counted on actuals and any intervening weekly offs, University holidays, restricted holidays or any other holiday declared by the University will not be counted as Earned Leave.
- 5.3.2.5** During the Teaching Break, any intervening weekly offs, University holidays, restricted holidays or any other holiday declared by the University will be counted as Earned Leave.
- 5.3.2.6** Faculty members are required to plan their ELs well in advance and should get approving authorities' approval at least 15 days prior to their proceeding for the EL.
- 5.3.2.7** EL should be planned & applied with due consideration of running semester. HoD shall approve EL applied by Faculty member with Alternate Faculty member's name so that teaching remains un-impacted.
- 5.3.2.8** Earned Leave cannot be combined with Casual Leave.

**5.3.3 Accrual & Encashment:**

- 5.3.3.1** Un-availed Earned Leave will be carried forward to the next leave year. Maximum 10 ELs from the current year's balance can be carried forward. The maximum number of days which can be accumulated for Earned Leave is limited to 60 days.
- 5.3.3.2** Excess leaves (over 60 days) will automatically lapse.
- 5.3.3.3** EL encashment is permissible up to a maximum of 30 days and it is allowed at the time of separation & not during the service of the member.
- 5.3.3.4** EL Encashment is applicable only for full time regular faculty members and shall be calculated on last drawn Basic and DA of the member.
- 5.3.3.5** EL cannot be adjusted against the short fall of notice period.

## 5.4 SABBATICAL LEAVE (SL)

**5.4.1 Purpose:** The purpose of Sabbatical Leave (SL) is to provide dedicated time to faculty members to focus on Research & Development, Residency and Book / Case writing related projects.

**5.4.2 Scope:** All full time Regular faculty members of the University are eligible for Sabbatical Leave (SL).

**5.4.3 Definition:** Sabbatical Leave is defined as a form of leave (paid/ unpaid) which is free from all administrative & teaching duties granted in order to undertake:-

- Research & Development,
- Residency or Book/ Case writing projects.

SL will help faculty members to maintain a high calibre of research, scholarship and teaching.

**5.4.4 Types of SL:** To cater to the needs of faculty members, the University has developed following types of Sabbatical Leave. To supplement any shortfall of project time commitment, member has the option of prefixing or suffixing Earned Leaves with the SL as per the rules defined in the Leave Policy.

Type of SL	Duration	Next SL	Full Pay	Leave without Pay/ EL	Maximum No. of times SL can be availed in the University tenure
After 6 years of continuous service	1 Year	After completion of 6 years and above from the date of previous SL return	First 6 months	Remaining 6 months	2
After 3 years of continuous service	6 months	After completion of 3 years and above from the date of previous SL return	First SL, Third SL	Second SL, Fourth SL	4

### 5.4.4.1 On completion of 6 years of continuous service:

**5.4.4.1.1** A faculty member who has completed 6 years or above of continuous service with the University can avail One (1) year of continuous Sabbatical Leave.

**5.4.4.1.2** Member shall be eligible for next One year of SL after completion of 6 years or above of service from the date of returning from the previous one year of SL

- 5.4.4.1.3 SL for One (1) year may only be availed maximum Two (2) times in the University tenure until superannuation.
- 5.4.4.1.4 During One year of SL, the first Six (6) months shall be on full pay and remaining Six (6) months shall be on leave without pay as the case may be.
- 5.4.4.1.5 The faculty member should have a consistent track record of performance (rating “Very Good” or above) in the past Four (4) Annual Appraisal cycle.

**5.4.4.2 On completion of 3 years of continuous service:**

- 5.4.4.2.1 A faculty member who is willing to do a short term project in research and development or book writing can also avail SL for Six (6) months after completion of Three (3) years or above of service.
- 5.4.4.2.2 SL once taken for Six (6) months can only be applied again after completion of Three years or above of service from the date of returning from the previous SL.
- 5.4.4.2.3 SL for Six months can only be availed Four (4) times in the University tenure until superannuation.
- 5.4.4.2.4 A faculty member who is availing Six (6) months of SL after Three (3) years and above of continuous service will be entitled for full pay during first Six months of SL. However, if a faculty member wants to go on next SL of Six (6) months after completion of Three (3) years or above of service from the return of previous SL may use ELs or Leave without pay as the case may be.
- 5.4.4.2.5 The faculty member should have a consistent track record of performance (rating “Very Good” or above) in the past Two (2) Annual Appraisal cycles.

**5.4.5 Application and Approval Process:**

- 5.4.5.1 Interested faculty members shall be required to submit the application form to the respective HoD at least 4 months before the start of the next monsoon/ spring semester.
- 5.4.5.2 HoD shall review the application and call an all-faculty meeting of the department, wherein the applicants would present their case. The faculty members may discuss load share/ alternate teaching/ research arrangements etc. The Minutes of the Meeting

(MoM) clearly stating the recommendation and alternate arrangements will be recorded.

**5.4.5.3** Post internal department meeting, HoD shall forward the application along with the MoM to the respective School Dean.

**5.4.5.4** In cases where more than one application(s) are received within the same department, seniority of tenure at the University would be considered while awarding the SL.

**5.4.5.5** The respective School Dean shall further refer his/her recommendation and signed MoM to the Vice-Chancellor keeping Head- HR in the loop.

**5.4.5.6** The final approving authority will be the Vice-Chancellor.

**5.4.5.7** Post VC's approval, HR shall further communicate to the concerned faculty member and get the documentation completed.

**5.4.5.8** The faculty member has to submit a signed undertaking to the HR department before proceeding on SL.

**5.4.5.9** A faculty member who is on SL is required to submit a status report of his work in every Three (3) months to the respective HoD keeping the School Dean in the loop.

#### **5.4.6 Suggested Deliverables or Achievements:**

**5.4.6.1** Manuscript of the book as a single author preferably under Publishing status

**5.4.6.2** Written document on the practical knowledge (Know-How) gained.

**5.4.6.3** Publication in a ranked quality journal

#### **5.4.7 Review upon completion of Sabbatical Leave:**

**5.4.7.1** Upon completion of Sabbatical Leave, the faculty member is required to submit a detailed report of his/ her achievements in line with the statements mentioned in the SL application to the HoD and School Dean within 30 days.

**5.4.7.2** Request by the faculty for the subsequent SL shall be considered based on the outcomes of the previous SL.

**5.4.7.3** The same report shall also be referred during the faculty appraisal.

**5.4.8 Other Terms & Conditions:**

- 5.4.8.1** SL may only be availed either for a period of Six (6) months or One (1) year subject to total of Two (2) years in the entire University tenure until superannuation.
- 5.4.8.2** SL may not be taken when only Two (2) years of service are left, prior to superannuation.
- 5.4.8.3** The faculty member may use the allotted assets like Laptop, Data Card etc. and campus housing accommodation during SL and shall continue to pay the subsequent charges (as applicable).
- 5.4.8.4** SL may not start or end in the mid of a semester/ quarter.
- 5.4.8.5** A faculty member has to sign an undertaking that he/she will not resign during SL and will serve the University for at least Two (2) years post completion of SL period. In case of breach, the amount paid to the faculty member during SL shall be recovered in full.
- 5.4.8.6** In case the Faculty member doesn't join upon completion of the approved Sabbatical leave period, he / she would be deemed to have resigned, and the day prior to the start of the relevant Leave shall be treated as his/ her Last working day.
- 5.4.8.7** The Faculty member who is serving notice period cannot apply for the SL.
- 5.4.8.8** During SL period, a faculty member shall not undertake any regular appointment with any other University in India or abroad.
- 5.4.8.9** Not more than 10% of regular faculty of the department can be on SL and Special Leave at a time. In case number of faculty is less than 10 in a department, then each School will assess on a case by case basis subject to a maximum of 10% of regular faculty at School.
- 5.4.8.10** SL has to be availed in continuation for Six (6) months or One (1) year subject to completion of all T&C mentioned in section 5.4.4.1 and 5.4.4.2 in the policy and cannot be split in parts.
- 5.4.8.11** SL period shall not be counted for any of the Leave accrual and accumulation.
- 5.4.8.12** SL shall not affect the Appraisal cycle of a faculty member.
- 5.4.8.13** All intervening Weekly Offs, University Holidays will be considered as SL.
- 5.4.8.14** If SL application is rejected, the faculty member may again apply for the SL after six months.

## SPECIAL LEAVE

### 5.5.1 Purpose:

Special Leave may be applied when no other leave is admissible / available. Special leave is to cater to the extraordinary circumstances including taking up prestigious assignments that bring repute to the University. It can also be used for severe medical conditions.

Special Leave shall be granted/ availed in the following three conditions:

- A. Professional grounds
- B. Leadership Roles in Prestigious Institutions
- C. Medical grounds

#### A. Special Leave on Professional Grounds

**5.5.2 Eligibility:** Special Leave rules are applicable to all full time regular faculty members of the University. A full time faculty member who has completed successful Three (3) years of continuous service at the University may also be granted Special leave for good and sufficient reasons which is acceptable by the Approving authority.

### 5.5.3 General Rules & Guidelines

5.5.3.1 A Faculty member can apply for Special Leave only after successful completion of 3 years of continuous service at the University.

5.5.3.2 Unlike other leaves, Special Leave is to serve special / extraordinary / emergency leave requests. It cannot be claimed as a matter of right and is purely at the discretion of the Vice-Chancellor.

5.5.3.3 Special Leave is classified under three categories –

Leave Category	Eligibility	Duration	Max no. of applications
Leave without Pay*	A full time regular faculty member should have completed 3 years' service. Evaluated on case to case basis based on discretion of VC & School Deans.	Maximum 2 years in Entire tenure at the University.	Can apply maximum 2 times, subject to minimum 10 years' gap.
Leave with Half Pay			
Leave with Full Pay			



**\*Leave without Pay of up to 15 days on genuine and personal grounds** E.g. to take care of ailing dependent family member, bereavement in the family etc. Such LWP may not be subject to the general Eligibility criteria for Special Leave as mentioned in the table above.

**Process:** To avail Leave without Pay of up to 15 days, the Faculty member needs to make a formal application to HoD with a copy to HR, which has to be approved by the School Dean.

5.5.3.4 Each request for Special Leave will be taken up on case to case basis.

5.5.3.5 The total duration of Special Leave shall not exceed Two (2) years.

5.5.3.6 A member may avail Special leave only twice in entire tenure at the University. A Faculty member can apply for 2nd Special Leave only after completion of 10 years of service post retuning from the first Special Leave. Consideration would be given whether the faculty has availed Sabbatical Leave also.

5.5.3.7 Special leave may ONLY be combined with Earned leave provided that the total period of continuous absence shall not exceed Two (02) years.

5.5.3.8 Special Leave may not be taken when only Two (2) years of service are left, prior to superannuation.

5.5.3.9 Special Leave cannot start or end in the mid of a semester.

5.5.3.10 Faculty member has to sign an undertaking that the member will not resign during Special Leave and will serve the University for a period which is equivalent to the number of Special Leave period availed.

5.5.3.11 The Faculty member has to rejoin post completion of the Special Leave period and has to serve the University for a minimum period equivalent to the number of days' Special leave was availed excluding the Notice period.

5.5.3.12 In case of breach of Point No. 5.5.3.11, the amount paid to the faculty member during Special Leave shall be recovered in full.

5.5.3.13 In case the Faculty member doesn't join upon completion of the approved Special leave period, he / she would be deemed to have resigned, and the day prior to the start of the relevant Leave shall be treated as his/ her Last working day.

5.5.3.14 During Special Leave period, a faculty member shall not undertake appointment beyond the terms of the application/ approval, including those for tenure,

employment and Financial aspects etc. Not more than 10% (round off to next higher integer) of regular faculty of the department can be on Special and Sabbatical leave at a time.

5.5.3.15 Whether or not the Special Leave period be counted towards promotion, shall be at the sole discretion of the Management based on the application grounds and value being added/ brought to the University.

5.5.3.16 For “Special Leave with Pay”, the member’s existing Basic and DA shall be considered for payment.

5.5.3.17 Special Leave shall not affect the Annual Appraisal cycle of a faculty member.

5.5.3.18 The Faculty member serving notice period cannot apply for Special Leave.

5.5.3.19 Special Leave can neither be accumulated nor can the Special Leave period be counted for any Leave accrual / accumulation.

5.5.3.20 During the Special Leave period, any intervening Weekly Offs, University Holidays will be included in the Special Leave period.

5.5.3.21 The faculty member will have to return the allotted assets like Laptop, Data Card and Campus Housing accommodation during Special Leave. The University may frame guidelines and rules otherwise.

#### **5.5.4 Application and Approval Process**

5.5.4.1 Interested faculty member shall be required to submit the application form to the respective HoD at least 3 months in advance.

5.5.4.2 In the application, the faculty member has to provide complete details of the reason for leave, organization/ institution being visited, related terms and conditions including financials, perks etc.

5.5.4.3 HoD shall review the application and call an all-faculty meeting of the department, where the applicants would present their case. The faculty members shall discuss load share/ alternate teaching/ research arrangements etc. The Minutes of the Meeting (MoM) clearly stating the recommendation and alternate arrangements will be recorded.

- 5.5.4.4 Post internal department meeting, HoD shall forward the application along with the MoM to the respective School Dean.
- 5.5.4.5 In cases where more than one application(s) are received, seniority would be considered while awarding the SL.
- 5.5.4.6 The respective School Dean shall further refer his/her recommendation and signed MoM to Vice-Chancellor keeping Head- HR in the loop.
- 5.5.4.7 The final approving authority will be the Vice-Chancellor.
- 5.5.4.8 Post VC's approval, HR shall further communicate to the concerned faculty member and get the documentation completed keeping HoD, School Dean and all other stake holders in loop.
- 5.5.4.9 The faculty member has to submit a signed undertaking to the HR department before proceeding on Special Leave.

**B. Leadership Roles in Prestigious Institutions / Government Bodies on deputation / Lien-**

The guidelines for this category will be same as of Special Leave on Professional grounds except for the eligibility criteria defined in point No. "5.5.2". Further, this would need approval of Pro- Chancellor also.

**C. Special Leave on Medical Grounds**

A Faculty member may apply for Special Leave under severe medical conditions for self, subject to submission of required medical certificates. This Special Leave will also have similar categories like Special leave on Professional grounds i.e.

- I. Special Leave without Pay
- II. Special Leave with Half Pay
- III. Special Leave with Full Pay

Terms and conditions / rules as specified under Special leave on Professional grounds, shall be applicable as appropriate and deemed fit.

### **5.5.5 Review upon completion of Special Leave**

5.5.5.1 Upon completion of the Special Leave on Professional grounds, the faculty member is required to submit a brief report of his/ her achievements during the Special Leave period within 15 days to the HOD, School- Dean.

5.5.5.2 In case, Special leave was applied on medical grounds, the faculty member is required to submit fitness certificate at the time of re-joining the duties.

## 5.6 FAMILY LEAVE

The Family Leave categories listed below entitles eligible members to take paid leave for specified family and medical reasons.

Family Leaves are designed to help members by allowing them to take reasonable paid leaves for certain family and medical reasons.

The members shall be entitled to take following leaves under the Family Leave:

- 5.6.1 Maternity Leave
- 5.6.2 Miscarriage Leave
- 5.6.3 Paternity Leave
- 5.6.4 Adoption Leave

### 5.6.1 Maternity Leave (ML)

5.6.1.1 **Purpose:** The purpose of this leave is to support female members during and after pregnancy to take care of the new born. This leave is applicable in accordance to the provisions of the Maternity Benefit (Amendment) Act, 2017.

5.6.1.2 **Eligibility:** All female members who have worked at least 80 days during 12 months immediately preceding the date of their expected delivery.

5.6.1.3 **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 their 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 two times 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 Teaching Break will be considered as Maternity leave.

5.6.1.4 **Application & Approval Process:** Maternity leave needs to be raised through CSS at least 30 calendar days in advance to approving authority. The leave request has to be supported by a medical certificate from a registered medical practitioner, submitted prior to or on resuming duty.

5.6.1.5 **Combining of Leave types:** Earned Leave may be prefixed or suffixed with Maternity leave to meet any medical needs arising out of pregnancy or child birth. All such extension requests of Maternity leave have to be duly applied for by the respective University member and approved by approving authority. Extension requests have to be supported by a medical certificate from a registered medical practitioner.

### **5.6.2 Miscarriage Leave**

In case of miscarriage or medical termination of pregnancy, a female member shall, 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 which shall be submitted on resuming duty.

### 5.6.3 Paternity Leave

- 5.6.3.1 **Purpose:** The purpose of this leave is to support male members of the University at child birth for taking care of the mother and new born.
- 5.6.3.2 **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.
- 5.6.3.3 **Application and Approval Process:** Paternity leave shall be raised through CSS to approving authority within Seven (07) calendar days of resuming duty. The leave request has to be supported by a provisional birth certificate submitted prior to or on resuming duty.
- 5.6.3.4 **Combining of leave types:** Earned leave may prefix or suffix Paternity leave. All such extension requests of paternity leave have to be duly approved by the approving authority.



## 5.6.4 Adoption Leave

- 5.6.4.1 **Purpose:** To support University members' bond with their adopted child and for completion of any formalities arising on account of adoption.
- 5.6.4.2 **Eligibility:** All University female members are eligible for adoption leave for first two surviving children during their tenure with the University.
- 5.6.4.3 **Entitlement:** When a female member legally adopts a child below the age of 3 months, she is entitled for 84 days of Adoption leave, 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. 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.
- 5.6.4.4 **Application and Approval Process:** Adoption leave needs to be raised through CSS to approving authority at least 7 calendar days in advance. The leave request has to be supported with relevant legal documents prior to or on resuming duty.
- 5.6.4.5 **Combining of leave types:** Earned leave may prefix or suffix Adoption leave. All such extension requests of Adoption leave have to be duly applied for by the University member and approved by competent approving authority.

## 6. OFF CAMPUS ON DUTY

It is a provision for faculty members when they are “On Duty” but not in the campus, to attend conferences, seminars, to carry out field work, research work etc. Therefore, a faculty member who is out of campus for official work, can apply “Off Campus on Duty” through CSS in SNU links, with prior approval from HoD / Reporting Manager. This is NOT to be considered as Leave.

## 7. LEAVE CALCULATION FOR NEW JOINEES

CL/EL will be credited on pro-rated basis for all new members as per their date of joining.

## 8. LEAVE RULES DURING NOTICE PERIOD & SEPARATION

- 8.1 University members are not allowed to avail any kind of leave while serving their notice period.
- 8.2 In case members take leaves on grounds of medical/ personal exigencies, notice period shall be extended proportionately.
- 8.3 If a member has already availed excess leaves (CL / EL) than entitled till his/her last working day, excess leaves taken shall be recovered from full & final settlement on his/her monthly gross salary.
- 8.4 Encashment of earned leaves at the time of separation is permissible to a maximum limit of 30 days.
- 8.5 EL Encashment is applicable only for permanent faculty members and shall be calculated on last drawn Basic and DA.

## 9. EXCEPTION CLAUSE

All the exceptions to the University Leave Policy shall be treated separately on case-to-case basis. All exceptions should be nominated by the respective School Dean to HR. After reviewing with School Dean, HR shall make appropriate recommendations to the Vice-Chancellor for approval.

## 10. UNIVERSITY HOLIDAY POLICY

### 10.1 University Holidays

A University Holiday(UH) is the day when all departments, services, and functions of the University observe a closed day. There is no teaching on these days. Only the essential services in administration, maintenance, security, utilities etc. run during these days. It is a paid holiday except when taken in conjunction with Leave without pay. The total count of UHs is 10 in any calendar year taking into consideration the National Holidays of India and holidays on which there is mass following in the NCR area. In any circumstance, the number of UH will not change and will remain fixed at 10.

#### **10.1.1 Composition of University Holidays**

A. **National Holidays** – Following 3 days are the national holidays:

1. Republic Day, 26th January
2. Independence Day, 15th August
3. Gandhi Jayanti, 2nd October

B. **New Year's Day**

4. New Year Day, 1st January

C. **Festival Holidays** - There are 6 holidays selected as Festival Holidays in the list of University Holidays.

5. Holi
6. Idu'l Fitr
7. Dussehra
8. Deepavali
9. Guru Nanak's Birthday
10. Christmas Day

10.1.2 To compensate a UH falling on a Sunday, an alternate day will be chosen as a UH for that particular year and marked with '\*' in the list of UHs of that year.

## 10.2 Restricted Holidays

A Restricted Holiday is a paid day off which a member may exercise based on his/her individual preference, religious beliefs and convenience. An RH may be combined with any other paid leave. However, it may not be taken in conjunction with Leave without pay. It needs to be applied and approved through the CSS as in the case of Casual Leave (CL). List of RHs consists of holidays up to 21 days. A member may take up to 2 RHs from this list in a calendar year. Unused RHs will automatically lapse at the end of calendar year.

### 10.2.1 Selection Criteria for Restricted Holidays

Restricted Holidays will be in the form of a list of 21 days selected from the list of Central Government gazetted and Restricted holidays which are not University Holidays. A member may take up to 2 RH from this list in a calendar year.

S.No.	Holiday
1	Makar Sankranti
2	Guru Gobind Singh's Birthday
3	Basant Panchami/Sri Panchami
4	Maha Shivaratri
5	Good Friday
6	Vaisakhi / Vishu
7	Ram Navami
8	Mahavir Jayanti
9	Buddha Purnima
10	Id-UI-Zuha(Bakrid) <sup>+</sup>
11	Muharram
12	Raksha Bandhan
13	Janmashtami
14	Vinayaka Chaturthi/Ganesh Chaturthi
15	Maha Ashtami
16	Maha Navmi
17	Milad-Un-Nabi/Id-E-Milad
18	Karaka Chaturthi (Karva Chouth)
19	Govardhan Puja
20	Bhai Duj
21	Guru Teg Bahadur's Martyrdom Day

For further details on University Holidays policy and list of Holidays please refer to the below link: <https://snulinks.snu.edu.in/snuPolicies/HumanResources/HolidayPolicy/>

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