

SNU Leave Policy

Policy # HR402 Leave Policy V1.3

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POLICY ADMINISTERED BY:

Department:	Represented By:	Date
HR	Head HR - Ashish Mittal	09.04.2018

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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 faculty and staff members of Shiv Nadar University (SNU) and its entities, as a benefit. The aim of the policy is to establish a consistent and uniform approach towards procedures 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, departments and all entities of SNU unless otherwise specified.

The policy covers all faculty and staff members who are on a full time 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 policies and practices on leave matters.

3. GENERAL GUIDELINES

- 3.1. SNU 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. Leaves at any point in time cannot be claimed as a matter of right by a member. Faculty or 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. All leave types mentioned in this policy are fully paid leaves other than leave without pay.
- 3.4. University's Leave Year runs for the calendar year, i.e., January to December.

- 3.5. All leave requests should be raised through online application “Campus Scheduling System (CSS)” to the approving authority by choosing appropriate type of leaves. CSS can be accessed from SNU links. All leave applications have to be submitted for approval within the stipulated time frame as listed in each leave type.
- 3.6. It is essential that while applying for any leave, the faculty members are required to compensate for a scheduled lecture, tutorial or lab either by making arrangement with another faculty member to substitute or reschedule them for another day in consultation with the Head of Department before proceeding on leave. Likewise for staff members alternate work arrangements should be made and agreed with approving authority before proceeding on leave.
- 3.7. Summary of leaves taken or applied by a member can be viewed in the CSS application. HR is the official bookkeeper for all leave records.

4. TYPES OF LEAVES

S No	Leave Type	Faculty Members		Staff Members	
		Eligibility	Calendar year Leave Quota (in Days)	Eligibility	Calendar year Leave Quota (in Days)
1	Casual Leave (CL)	✓	12	✓	12
2	Vacation Leave (VL)	✓	45 (37+8)	✗	-
3	Earned Leave (EL)	✓	@ 1EL for every 2VL, max 18.5	✓	@ 1.75 days per month, max 21
4	Maternity Leave*	✓	182 or 84	✓	182 or 84
5	Miscarriage Leave	✓	42	✓	42
6	Paternity Leave	✓	5	✓	5
7	Adoption Leave *	✓	84 or 20 or 10	✓	84 or 20 or 10
8	Leave Without Pay (LWP)	✓	Discretionary	✓	Discretionary
9	Restricted Holidays (RH)^	✓	2	✓	2

* 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 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.
- 4.1.3 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.
- 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 cannot be combined with Earned leave and Vacation leave.

4.2 Vacation Leave

- 4.2.1 Purpose:** Vacation Leave (VL) is to allow faculty members to take time away from the University when the academic sessions are not in progress, during the summer and winter breaks, in the pre-defined windows. A faculty member needs to apply for VL and take HoD approval before proceeding on leave.
- 4.2.2 Eligibility:** All full time faculty members are eligible for Vacation Leave inside the VL windows. A new faculty member can avail VL after the member has completed 9 months of service with the University,

however, a new member may avail ELs against VLs inside VL windows. For details, refer to Earned Leave section.

4.2.3 Entitlement: The year for the purpose of vacation leave is the calendar year. Full time faculty members with the University shall be entitled to 45 days' of Vacation leave in a calendar year (for the purpose of VL 1st of January is accounted for in the previous calendar year). VL shall be credited in advance in the month of January every year. For new faculty joining during the calendar year, VL credit will be on a pro-rated basis from the date of joining.

Faculty can take Vacation Leave during summer break to a maximum of 30 days and in winter break a minimum of 8 days (Power Down days - 25th December to 1st January, which is a compulsory VL period). In case the situation arises where VL balance is not available during power down (cases where faculty has joined recently), the opening balance of next year's VL shall be reduced against the VL shortfall during the Power Down. All the un-utilized VL will lapse at the end of the calendar year.

Vacation leave is defined in calendar days and includes any intervening Weekly Offs, University Holidays, Restricted Holidays and any other holiday declared by the University.

4.2.4 Vacation Leave Windows:

Vacation leave can be availed only in the following two windows:

- Summer Break: From the day following the convocation day until 30th June of the same year. For convocation date please refer to the relevant academic calendar. E.g. for 2018 and 2019, the Convocation dates are 19th May and 18th May, so the summer break starts on 20th May, 2018 and 19th May 2019 respectively.
- Winter Break: From 15th December to 1st January.

Example: for the year 2018, the VL windows are as following

VL Windows	From	To
Summer Window	20 th May 2018	30 th June 2018
Winter Window	15 th December 2018	1 st January 2019

4.2.5 Application and Process: Vacation Leave has to be applied to approving authority through Campus Scheduling System (CSS) and post approval a faculty member may avail the same. VL can be applied maximum twice in a calendar year and minimum of 5 days' at a time. A member does not have to apply VL separately during the power down period. The Power Down period is the third VL period.

4.2.6 Combining of leave types: Inside the VL window, VL may not be combined with any other leave other than Maternity leave, Paternity leave or Adoption leave. However, in case the desired leave window partially overlaps the VL window, then the faculty member is advised to make two separate requests for VL and EL for the relevant durations.

4.3 Earned Leave for Faculty

4.3.1 Purpose: Faculty is encouraged to take Vacation Leave during the two Vacation Windows. However in a situation where there is a need to take leave outside of the Vacation Windows, a faculty member may take Earned Leave by drawing from the pool of VL's at the rate of 2VLs for every EL taken. While taking Earned Leave the faculty must ensure that alternate arrangements for carrying out teaching responsibilities have been made in consultation with the HOD.

4.3.2 Eligibility: All full time faculty members are eligible for Earned Leaves drawn from VLs accrued to them as per rules defined elsewhere in this policy.

4.3.3 Entitlement: A faculty member may avail Earned leave from her VL balance at the rate of 2VLs for every EL taken. The Earned Leave may be availed a maximum of three times in a calendar year and minimum of three days at a time. ELs require HoD's approval before

proceeding on leave. ELs of more than five days require approval from the relevant School Director. Intervening Weekly Offs, University Holidays, Restricted Holidays and any other holiday declared by the University will not be counted as Earned Leave.

- 4.3.4 Accrual:** Vacation leave accrues for the faculty as explained in the VL section. Faculty draws Earned Leave from the VL pool.
- 4.3.5 Application & Approval Process:** Earned leave is a planned leave, it should be applied to 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. While applying for EL, the faculty members are required to compensate for a scheduled lecture, tutorial or lab either by making an alternate arrangement with another faculty member to substitute or reschedule them for another day in consultation with the Head of Department before proceeding on leave.
- 4.3.6 Combining of leave types:** Earned leave may either prefix or suffix Maternity leave, Paternity leave or Adoption leave. In case the desired leave window partially overlaps the VL window, then the faculty member can combine EL and VL by making two separate applications. EL may not be combined with CL.

4.4 Earned Leave for Staff

- 4.4.1 Purpose:** Earned Leaves (EL) may be taken to meet personal or medical needs.
- 4.4.2 Eligibility:** All full time University staff members are eligible for Earned Leave.
- 4.4.3 Entitlement:** A staff member may avail all or a portion of the accrued Earned leave. The Earned Leave may be availed a maximum of three times in a calendar year and minimum of three days at a time. Intervening Weekly Offs, University Holidays, Restricted Holidays and any other holiday declared by the University will not be counted as Earned Leave.

- 4.4.4 Accrual:** For full time staff and superannuated regular staff on fixed term, Earned Leave will accrue at the rate of 1.75 for every completed month of service, i.e. 21 days for every completed year of service.
- 4.4.5 Application & Approval Process:** Earned leave is a planned leave, it should be applied to 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.
- 4.4.6 Accumulation:** For staff members, a maximum of 30 days of Earned leaves can be carried forward to next calendar year and any balance in excess of 30 days shall lapse at the end of calendar year after the adjustment of all encashment requests.
- 4.4.7 EL Encashment:** Staff Members except superannuated regular members on fixed term may encash EL in excess of 10 days. The option of encashment needs to be confirmed to Human Resources Department by email between 1st and 15th of January every year. All encashment will be at the rate of (Basic + DA) of the last drawn salary.
- 4.4.8 Combining of leave types:** Earned leave may either prefix or suffix Maternity leave, Paternity leave or Adoption leave. EL may not be combined with CL.

4.5 Power Down

- 4.5.1** The days between Christmas and New Year are period of very low attendance in the campus. The faculty members will be on Vacation Leave and most of the Staff members take their annual breaks at this time. It is a common practice followed by many Organizations to observe the 8 day period from Christmas to New Year as a Power Down period to conserve energy and be environment friendly. Starting from the year 2018, the University shall observe Power down from 25th December to 1st January every year. During this period there will be no classes or University functions. The Campus Housing will be operational and limited Hostel and Dining Halls will be functional. Minimal essential services will run in the Academic area.

- 4.5.2** Staff members will be considered to be on Leave for this period, therefore, up to two Casual Leave (if available) and balance Earned Leaves will be deducted during the period of power down excluding intervening Weekly Offs, University Holidays and any other holiday declared by the University. If the situation arises where no leave or appropriate balances are available (mostly cases where member has joined recently), the next years' opening balance of CL and EL shall be adjusted accordingly.
- 4.5.3** Faculty members will be considered to be on Vacation Leave during the Power Down period of 25th December to 1st January. In case a faculty member does not have adequate VLs for this period, the shortfall will be drawn from the following year's balance.
- 4.5.4** Members required to provide minimum essential services such as Security, Maintenance and IT support during power down period will not take any leave during this period. Hence the Power Down is not applicable to those members. In case a member is required to work during the power down period, a prior approval from Director / President / Vice-Chancellor has to be taken as applicable.

4.6 Maternity Leave

- 4.6.1 Purpose:** The purpose of this leave is to support female members during pregnancy and for taking care of the new born. This leave is applicable in accordance to the provisions of the Maternity Benefit (Amendment) Act, 2017.
- 4.6.2 Eligibility:** All female members of faculty and staff who have worked at least 80 days during 12 months immediately preceding the date of her expected delivery.
- 4.6.3 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.

4.6.4 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.

4.6.5 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.

4.7 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.

4.8 Paternity Leave

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

4.8.2 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.

- 4.8.3 Application and Approval Process:** Paternity leave needs to be raised through CSS to approving authority within 7 calendar days of resuming back to work. The leave request has to be supported by a provisional birth certificate, submitted prior to or on resuming duty.
- 4.8.4 Combining of leave types:** Earned leave may prefix or suffix Paternity leave. All such extension requests of paternity leave have to be duly applied and approved by approving authority.

4.9 Adoption Leave

- 4.9.1 Purpose:** To support University members bond with their adopted child and for completion of any formalities arising on account of adoption.
- 4.9.2 Eligibility:** All University female members are eligible for adoption leave for first two surviving children during their tenure with the University.
- 4.9.3 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. 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.
- 4.9.4 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.
- 4.9.5 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.

4.10 Leave Without Pay (LWP)

- 4.10.1 Purpose:** The purpose of Leave Without Pay is to support University members with time away from work when any other leave type is not applicable or admissible and when all other leave types have been exhausted.
- 4.10.2 Application & Approval Process:** Leave without pay (LWP) needs to be raised through CSS at least 30 calendar days in advance. 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 Director of School or Function Head, 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 President, as applicable. Intervening Weekly Offs, University Holidays, Restricted Holidays and Vacation leave will be considered as Leave Without Pay.
- 4.10.3 Combining of leave types:** Leave without pay cannot be combined with Vacation leave. In case leave without pay is being combined with any other leave type, it has to be duly applied for by the University member and approved by approving authority as per the leave approval process of respective leave type and supported with relevant documents.
- 4.10.4 Leave Accruals during LWP:** No leaves of any kind will accrue during the period of LWP. All leaves, such as CLs, ELs and VLs will be proportionately scaled down after discounting the LWP period.

5. WEEKLY OFFS FOR ESSENTIAL SERVICES

For essential services in administration, transport, maintenance, security, utilities etc. weekly offs will be approved for respective departments by approving authority. Each department will be required to maintain a duty roster for managing their teams and work allocation.

6. LEAVE CALCULATION FOR NEW JOINEES

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

VL Example for Faculty Member: If a faculty member joins on 10th April, the member shall be entitled for 33 days VL from 10th April to 31st December (45×267 (number of days remaining in the year including 1st January of the next year) / 365 (Number of days in a year) = 32.92 days and shall be rounded off to the nearest integer, 33 days) of VL including 8 days of power down period. However in this case the member will be able to avail VL after on 10th of December, after completing 9 months of service.

CL Example for Staff and Faculty Members: If a member joins on 25th May, the member shall be entitled for 7 days from 25th May to 31st December (12×221 (number of days remaining in the year) / 365 (number of days in a year) = 7.27 days and shall be rounded off to the nearest integer, 7 days).

EL Example for Staff Member: If a member joins on 21st May, the member shall be entitled for 0.5 day in May, from 21st May to 31st May (11 (number of days remaining in the month) $\times 1.75$ (EL accrued per month) / 31 = 0.62 day) and shall be rounded off to the nearest multiplication of 0.5 day) and for remaining months, EL will accrue at the rate of 1.75 for every completed month of service.

7. LEAVE RULES DURING SEPARATION AND NOTICE PERIOD

- 7.1. University members are not allowed to avail any kind of leave while serving their notice period.
- 7.2. In case members take leaves on grounds of medical/ personal exigencies, notice period shall be extended proportionately.
- 7.3. If a member has already availed excess leaves (CL / EL or VL) than entitled till her last working date, excess leave taken shall be recovered from full & final on her monthly gross salary.

- 7.4. All accrued Earned leave will be encashed on separation or superannuation at the rate of last drawn Basic + DA and will be disbursed along with full and final settlement.

8. RELATED POLICIES

- 8.1. SNU Holiday Policy (HR404)
- 8.2. SNU Travel Policy (HR403)
- 8.3. CSS Online Campus Scheduling System

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