



## **LEAVE POLICY FOR TEACHING AND NON TEACHING STAFF**

Vignan's Institute of Information Technology (VIIT) provides different kinds of leaves to meet the various requirements of its employees. Availing of leave should be with a proper notice so that the work of the organisation does not get disturbed. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college.

### **General Information:**

- a) These rules shall be called the "Vignan's Institute of Information Technology (VIIT), Leave Rules".
- b) A leave account shall be maintained for each employee in the appropriate form.
- c) Leave cannot be claimed as a matter of right. **The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.**
- d) The sanctioning authority may recall an employee to duty before the expiry of his / her leave.
- e) Unauthorized absence from duty may be treated as misbehaviour involving disciplinary action.
- f) For casual leaves, the HOD shall be the competent authority to grant leave to staff, the Principal shall be the competent authority to grant leave to all Heads. In the case of the Director and the Principal, the Secretary or the Chairman of the Governing Council will be the authority competent to sanction leave.

The following types of leaves are available for staff:

### **1. Casual Leave:**

- Every employee is eligible for 10 days of casual leave in a calendar year.
- Casual leave cannot be availed without obtaining prior approval. Sanction of casual leave shall be subject to work adjustment.
- The total period of absence on casual leave at a time, with or without combination of public holidays and compensatory casual leave shall not exceed 8 days.
- Casual leave can be combined with public holidays compensatory casual leave, but not with any other kind of leave of vacation
- Casual leave up to Two Days shall be sanctioned by the HOD subject to prior notice i.e. at least before one day.

- CL for more than Two Days shall be sanctioned by the HOD subject to prior intimation of at least one Week.
- Casual leave for more than Two Days where sufficient notice period of one week is not provided by the employee may only be sanctioned by the Principal under extraordinary situations subject to prior intimation of at least one day.
- Un-availed leave shall not be carried over to the next calendar year. It means that the casual leave may not be accumulated.
- In case of employees still serving the probation period, Casual Leave shall be sanctioned on pro-rata basis. It means that they shall be eligible for a maximum of one day of casual leave for every 1y,3 month of completed service subjected to a maximum of 10 days in a calendar year. This condition shall not be applied to permanent employees.
- Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.

## **2. Earned Leave:**

- All the permanent employees are eligible for 6 days of earned leave per every calendar year of completed service
- EL for a given calendar year shall be credited on the 1<sup>st</sup> of January of the following year provided that the staff should have completed Two years of uninterrupted service at VIIT by that time.
- Earned Leaves can be accumulated up to 120 days.
- Earned leave cannot be combined with casual leave or compensatory casual leave, but can be combined with pre-vacation and all other kinds of leaves. The maximum availability of earned leave utilization at a continuous stretch is 50% of overall ELs or 15 leaves whichever is less subject to a minimum of 3 EL's sanctioned by the HOD subject to prior intimation of at least one week. There should be a minimum/month gap between one slot to another slot for usage of EL's.
- However, if such maximum exceeds the available EL count, then the eligibility is the total available EL count.
- Accumulated leaves cannot be encashed at the time of working but can be encashed at the time of leaving the Institution.
- Principal is the authority to sanction earned leave.

## **3. Maternity Leave:**

- All the women permanent employees are eligible for 120 days of paid maternity leave provided that they have completed probation service by the date of application.

- A woman permanent employee is eligible for maternity leave only twice in her entire service.
- Principal shall sanction maternity leave to all the women employees provided that the staff should apply with the prior notice of at least one Month.
- The salary for the period of maternity will be paid out in six equal instalments after six months uninterrupted service from the date of rejoining. The employee should submit the Birth Certificate of the child at the time of rejoining.
- No leave beyond the expiry of maternity leave will be granted. However in exceptional cases where the female employee is not in a position to join duty immediately on expiry of maternity leave due to weakness or other illness, Leave without pay not exceeding 30 days may be granted on production of medical certificate, Further leave beyond 30 days may be considered at the discretion of the GC/COMMITTEE.

#### **4. Paternity Leave:**

- All the men permanent employees are eligible for 7 days of paid paternity leave provided that they have completed probation service by the date of application.
- A man permanent employee is eligible for paternity leave only twice in his entire service.
- Paternity leave may be utilized only within a month of the date of birth of the child. Principal shall sanction paternity leave to men employees provided that the staff should apply with the prior notice of at least one Month.
- The salary for the period of paternity leave will be paid out after submitting the Birth Certificate of the child.

#### **5. Marriage Leave:**

- All the Permanent employees are eligible for 15 days of marriage leave.
- Principal shall be the sanctioning authority to all the employees provided that the staff should apply with the prior notice of at least one Month.
- The salary for the period of marriage leave will be paid out after submitting the marriage Certificate.

#### **6. Academic Leave:**

- All teaching staff members are eligible to attend two reputed conferences per year.
- Academic leave may be sanctioned for attending conferences, seminars and workshops etc. which help the faculty to achieve professional growth.
- Principal shall sanction academic leave to all the faculty members. However, the staff should submit necessary proofs such as the event invitation along with the application.

- All permanent staff members, who are at the verge of submitting their Ph.D thesis, may apply for one month of academic leave after pre-talk. However, such candidates should submit a proof of pre-talk proceedings for availing leave and proof of submission of thesis within three months from the date of application of the leave failing which the academic leave will be deducted from all other eligible leaves.
- The salary for the period of such doctorate thesis submission based academic leave will be paid out after submitting the proof of thesis submission.

#### **7. On Duty:**

- On duty for spot valuation shall be sanctioned only twice in a semester or a Maximum of 15 days per year whichever is applicable.
- On duty for any other Examination related works like observer, Lab external duties should not exceed 5 days in a year. If, exceeds 5 days the approval of HOD/Principal is mandatory.
- In addition to the above, “on duty” for any works assigned by HOD/Principal/Management may be approved by Principal. However, the staff should submit necessary proof of evidence along with the invitation/work/assignment.

#### **8. Emergency/Medical Leave:**

- Every permanent employee is eligible for 8 days of Emergency/Medical leave in a calendar year.
- Un-availed medical leave shall not be carried over to the next calendar year. It means the Medical leave shall not be accumulated.
- Medical leave cannot be claimed as a matter of right and sanction of Medical leave shall be subjected to severity of Health condition. That means prior approval/sanction is required or Evidences can be submitted within one week of reporting to the institute post the illness.
- Medical leave up to One Day shall be sanctioned by the HOD/Principal after completion of all casual leaves.
- Medical leave for More than One Day shall be sanctioned by the Principal only. However, the staff should intimate in-advance to the HOD & Principal wherever possible and also submit the necessary proof of evidences for medical illness within one week of reporting to the institute post the illness.
- Medical leave for a period exceeding 8 days shall be approved at the sole discretion of the principal in consultation with the management.

### **9. Compensatory Casual Leave:**

- All the employees are eligible for compensatory casual leave if they have approved "OTs".
- The staff who has worked at least 6 continuous stretch or cumulative hours assigned/authorized by HOD/Principal/Management in holidays shall be sanctioned "OT". The approved OT shall be compensated with CCL during the same calendar year.
- Principal is the sole approving authority for OTs in consultation/approval of the HOD

### **10. Extra-ordinary Leave:**

Extra-ordinary leave may be granted to the employees on the recommendation of the Governing body on private affairs or academic affairs like short/long term assignments in India or abroad/Higher studies/Fellowship etc. They will not be entitled for any pay or allowance during this period.

### **11. Special Casual Leave:**

- All permanent employees are eligible for special casual leave not exceeding 6 days for the purpose of undergoing Family Planning Operation. He/she is required to produce proof of having undergone the operation for regularizing the leave availed.
- Any humanitarian grounds issues such as miscarriage/loss of immediate family members may be also considered for special casual leave.
- Principal, in consultation of the management, shall be the sole authority to sanction Special Casual Leave.

### **12. Study Leave:**

- An employee may be granted study leave to enable him to undergo part time higher studies or course work or specialized training in a professional or technical subject and close connection with the branches of study relevant to the College and has bearing on the candidates' area of specialization.
- Study Leave shall not be granted to one, whose absence will cause cadre-difficulties, beside dislocation in the regular work of the college.
- In case candidate pursues Ph.D. on part — time basis, study leave will be granted to fulfil the mandatory course work as stipulated by the University. The candidate may be given half pay during the study leave.
- An employee availing himself of study leave for pursuing higher studies, shall furnish a bond in the prescribed form and on stamped paper to serve the College on return to duty they must serve in the College for a minimum period of one year. Otherwise, they have to pay double of salary received during the study leave.
- They should make alternative arrangements for their theory and lab classes with prior approval. SL permission will be granted only if they make alternative arrangement for their classes, through a teacher handling subject for the same class.

### **13. Summer Vacation:**

- Principal will be the competent authority to fix/suffix the summer vacation schedule in accordance with the schedule wherever applicable.

- Each department has to maintain a skeletal staff to attend department works like invigilation duties, class work and other works assigned by HOD/Principal during the vacation as determined by the Principal.
- Schedule of vacation for all the employees in a department is to be approved by the HOD.
- By the time of declaring vacation, the staff should have at least 1 year of uninterrupted service at VIIT to avail summer vacation.
- If any faculty attend spot valuation or engaged with any other examination related duties during the vacation, all those days will be included in summer vacation. No extra days will be allowed.

***Vacation Eligibility criteria for Permanent Teaching staff:***

One- Week Vacation	The staff members who have $\geq 1$ and $< 2$ years of uninterrupted service at Vacation VIIT.
Two- Week Vacation	The staff members who have $\geq 2$ and $< 3$ years of uninterrupted service at Vacation VIIT.
Four- Week Vacation	The staff members who have $\geq 3$ years of uninterrupted service at Vacation VIIT.

**14. Other terms & conditions:**

- Permanent Employee: An employee is considered to be permanent on completion of one year of uninterrupted service in the institute.
- Temporary employees are not eligible to avail any kind of extraordinary leaves except casual leaves, academic leaves and On-duty.
- The total number of staff availing "CL" of any department at any given point of time should not exceed  $1/3^{\text{th}}$  of the total staff of the same department at such instance.
- If any employee would like to leave the organization by giving one-month notice, they will not be allowed to avail any type of leave except available CL as per pro-rata. If they use extra leaves, loss of pay will be implemented. They can compensate the extra leaves by working extra days to avoid loss of pay. One-month notice can be exempted by the Principal if staff resigned at the end of semester/academic year.
- The staff members who may be found not adhering to the above policies are liable for punishment as per HR policy of the Institute.
- Employees are advised to contact HR department to know the leave record and then apply for leave.
- Prefixing and Suffixing of Holidays: The leave under these rules (except casual leave) may be either prefixed or suffixed or both by Sundays/holidays but the intervening Sundays /holidays shall be included in such leave.
- **Over Staying After Leave:** An employee who remains absent after the expiry of his/her originally granted or subsequently extended leave is not entitled to salary for

the period of absence including sanctioned leave period. Absence from duty after the expiry of leave will render the employee liable for disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control and the same shall be reported to the sanctioning authority before the completion of the sanctioned leave.