

**SHARDA UNIVERSITY AGRA**

**MANUAL**

**OF**



**HUMAN RESOURCE ADMINISTRATION  
LEAVE POLICIES AND REGULATIONS**

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**Agra-Mathura Highway, Keetham, Agra-282007 (U.P.) INDIA**

## **VACATION, LEAVE AND HOLIDAYS:**

### **Vacation**

The teaching staff (Professors, Associate Professors and Assistant professors) who may have completed one-year service in the University and who have been involved in class room teaching shall be eligible for summer vacation for a period of maximum one month (thirty days). The dates of vacation in each individual case shall be decided by the Dean of the School depending upon the teaching requirement in the ongoing activities;

provided that in lieu of two days of work performed by a teacher during the period of vacation, one day earned leave shall be credited to the leave account of the said teaching staff;

provided further, the period of Summer Vacation and eligibility for the teaching staff shall be as notified from time to time.

### **Festival Holidays:**

The employees shall be entitled to avail the festival holidays as per the list of holidays notified by the University from time to time.

### **Right to avail Leave:**

Leave even when due and admissible, cannot be claimed as a matter of right and may be refused or curtailed by the competent authority, if the exigencies of work so require.

### **KINDS OF LEAVE:**

- (i) The following kinds of leave would be admissible to permanent teachers:
  - a) Leave treated as duty, *viz.* Casual leave.
  - b) Leave earned by duty, *viz.* Earned leave and Commuted Leave.
  - c) Leave not earned by duty, *viz.* Extraordinary leave; and Leave not due.
  - d) Leave not debited to leave account i.e. Leave for academic pursuits, *viz.* Study leave and Special Academic leave.
  - e) Leave on grounds of health, *viz.* Maternity leave.
- (ii) The Executive Council may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit.

## Casual Leave:

- (i) Total casual leave granted to an employee shall not exceed 10 days in a calendar year.
- (ii) Casual leave cannot be combined with any other kind of leave. However, it may be combined with holidays including Sundays. The holidays or Sundays falling within the period of casual leave shall not be counted towards casual leave.
- (iii) Half day casual leave is admissible to all employees of the University, subject to the availability of leave admissible in his/her casual leave account.

## Earned Leave:

- i) Earned leave admissible to a teacher shall be:
  - a) 15 days in a calendar year; *plus*
  - b)  $\frac{1}{2}$  of the period, during which he/she is required to perform duty during vacation.
- ii) In case of others employees, two and half day earned leave shall be granted for every completed month of service in the University.
- iii) Earned leave at the credit of an employee shall not accumulate beyond 240 days. The maximum earned leave that may be ordinarily sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- iv) It may be noted that if a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave

## Commuted Leave:

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to an employee subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and

- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 120 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
- (iv) Commuted leave shall be permissible to an employee subject to completion of minimum 6 months of service with the University.

### **Extra-Ordinary Leave:**

- (i) An employee may be granted extraordinary leave when:
  - a) No other leave is admissible; or
  - b) Other leave is admissible and the employee applies in writing for the grant of Extra Ordinary Leave.
  
- (ii) Extraordinary Leave shall always be without pay and allowances. Extra Ordinary Leave shall not count for increment except in the following cases:
  - a) Leave taken on the basis of medical certificates.
  - b) Leave taken for pursuing higher studies;
  - c) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance; and
  - d) Cases where the Vice Chancellor is satisfied that the leave was taken due to reasons beyond the control of the employee, such as inability to join duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit.
  
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed two years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed three years in the full working life of the individual.

The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

### **Leave Not Due:**

- (i) Leave not due may at the discretion of the Vice Chancellor, be granted to a permanent employee for a period not exceeding 240 days during the entire period of service, out of which not more than 60 days at a time and 120 days in all may be otherwise than on

medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

- (ii) 'Leave not due' shall not be granted, unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.
- (iii) An employee to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the employee for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

*Provided* that the Executive Council may waive off, in exceptional situations, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

### **Compensatory Off Leave:**

- (i) Non-Teaching Staff up till the rank of Administrative Officer & equivalent deployed in the University are entitled for a Compensatory Off against working on their Off Days / Sunday and Gazetted holidays as declared in the University.
- (ii) The Compensatory off shall have the validity of 30 days only.
- (iii) Compensatory Off can be combined with Earned Leave.

### **Maternity Leave:**

- (i) Maternity leave on full pay shall be granted to a woman employee for a period not exceeding 26 weeks or 6 months. Also this leave is applicable in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career shall not be more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity benefit to women employees having two or more than two surviving children shall be 12 weeks or 3 months, of which not more than 6 weeks shall precede the date of her expected delivery.
- (iii) Maternity benefit to a woman employee who legally adopts a child below the age of three months shall be 12 weeks from the date the child is handed over to the adopting mother.
- (iv) Maternity leave may be combined with earned leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is

supported by a medical certificate. The total leave admissible should not exceed one year.

- (v) A woman employee who has worked in the organization for a period of 6 months is entitled for payment in maternity leave.

### **Study Leave:**

- (i) Study leave may be granted as a special case for the entry level appointees as Assistant Professor after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.
- (ii) The paid period of study leave may be for a period of two years (on Half Pay), extendable by one more year (without pay), if there is adequate progress as reported by the Research Guide. Care shall be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of three years' service being continuous.

**Explanation:** In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- a) the person is a teacher on the date of the application.
  - b) there is no break in service; and
  - c) the leave is requested for undertaking the Ph.D. research work.
- (iii) Study leave shall be granted by the Executive Council on the recommendation of the concerned Dean of the School. The leave shall not be granted for more than two years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
  - (iv) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
  - (v) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed three years.
  - (vi) No teacher, who has been granted study leave, shall be permitted to alter substantially

the course of study or the program of research without the prior permission of the Executive Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council to treat the period of shortfall as ordinary leave has been obtained.

- (vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, to be decided, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave to the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
- (xii) Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xiii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of double the leave period to be calculated from the date of his/her resuming duty on expiry of the study leave.

- (xiv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Registrar or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xii) above.
- (xv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

**NOTE:** If the above mentioned criteria is not applicable for a teaching staff, then in such cases Loss of Pay may be invoked.

### **Special Academic Leave:**

Special Academic Leave not exceeding 16 working days in a year shall be granted to regular and contractual (more than 11 months) teaching staff for:

- (i) attending a Conference/Seminar/Symposiums/any other academic activity on behalf of the University or where invitation has been accepted with prior approval of the competent authority.
- (ii) delivering lectures in Institutions/ Universities when deputed by the University or with the prior approval of the competent authority.
- (iii) working as a member of a delegation or a committee appointed by the University/UGC/Govt. of U.P. /Govt. of India or any other Academic or Public Body.
- (iv) undertaking field work related to the area of specialization with prior approval of the competent authority.
- (v) teaching staff being invited for taking Viva Voce.



## **NOTE:**

- (i) The teaching staff shall be entitled to transit time, both to and fro, one day each, within the overall ceiling of total Special Academic Leave.
- (ii) Special Academic Leave may be combined with Earned leave, Extra-Ordinary Leave or the Vacation period.

## **Authority to Sanction SAL**

The Special Academic Leave may be granted by the Vice-Chancellor or Pro Vice-Chancellor. As a special case the Vice-Chancellor may delegate, the sanctioning authority to respective Dean of the School provided.

## **POWER TO SANCTION LEAVE:**

- (i) All leave availed by an employee has to be recommended and approved by the Head of Department/Dean or Reporting Manager/Reviewing Manager before proceedings on leave.  
The approval frame-work to sanction leave shall be as at **Annexure-1**
- (ii) Casual Leave at a maximum of 3 days may be sanctioned at a time.
- (iii) Earned Leave less than 3 days may be sanctioned only when no Casual leave is available in the leave account of the employee.
- (iv) The grant of Study Leave, Special Academic Leave, Extra Ordinary Leave, Maternity Leave, and Leave not due will be submitted with appropriate recommendations to the HR Department for further processing.

The sanction of any type of leave will be subject to the procedure as may be decided from time to time.

- (v) Leave rules applicable to non-teaching staff under essential service category such as Security, Maintenance and Estate, IT Services and IHA shall be, as notified separately, as at **Annexure-2** and **Annexure-3**.
- (vi) If an employee remains absent for ten days without sanction of leave or beyond the period of leave originally sanctioned or subsequently extended, he will be deemed to have resigned the service of his own accord and his name will be struck from the rolls of the university without any further reference to him.

**APPROVAL FRAMEWORK TO SANCTION LEAVE**

<b>Employee Category</b>	<b>Type of Leave</b>	<b>First Level Approver</b>	<b>Second Level Approver</b>
PVC/Registrar/ Deans/Directors/CO E/FO	All Types	Vice Chancellor	-
Academic Employees	Casual Leave	HoD/Dean/PVC/VC as per reporting of the employee.	-
	Earned Leave	HoD/Dean/ PVC/VC as per reporting of the employee.	For more than 10 days, all the Earned Leaves will be approved by Pro- Vice-Chancellor/Vice-Chancellor.
	Commuted /Medical Leave	HoD/Dean/ PVC/VC as per reporting of the employee.	For more than 10 days, all Commuted Leaves will be approved by Pro -Vice-Chancellor/Vice Chancellor.
	Vacation Leave	Dean/VC as per reporting of the employee.	-
	Compensatory Off	HoD/Dean/VC as per reporting of the employee.	-
Non-Academic Employees	Casual Leave	HoD/Dean/ Asst Reg/ Dy.Reg/ OSD/ Registrar as per reporting of the employee.	-
	Earned Leave	HoD/Dean/ Asst Reg/ Dy. Reg/OSD/ Registrar as per reporting of the employee.	For more than 10 days, all the Earned Leaves will be approved by Registrar
	Commuted /Medical Leave	HoD/Dean/ Asst Reg/ Dy. Reg/ OSD/ Registrar as per reporting of the employee.	For more than 10 days, all commuted Leaves will be approved by Registrar
	Compensatory Off	HoD/Dean/ Asst Reg/ Dy. Reg/ OSD/ Registrar as per reporting of the employee.	-

## **RULES FOR EMPLOYEES IN DEPARTMENT OF MAINTAINENCE**

### **Leave**

**The following kinds of leave may be earned by and granted to an Employee:**

- a) 12 days Earned leave as accrued in a year subject to a provision that the total period of earned leave admissible to any employee shall not exceed 45 days.
- b) 12 days Casual leave in one calendar year subject to a maximum of 3 days being availed at a time.
- c) 10 days Commuted Leave in a calendar year, granted on the basis of medical certificate from a registered medical practitioner to an employee. This shall be credited into account in January / July, whichever is earlier, postcompletion of 01 year of service with the University.

**These leave will not be applicable for Contractual employees.**

- a) 10 days Earned Leave and 10 days CL are for Contractual employees.
- b) Entitle for Comp-off against working on Sunday & notified holidays as per Holiday Calendar of Maintenance, notified by the University, the Comp off shall have the validity of 30 days.
- c) CL & Comp. Off can be merged; maximum up to 03 days and EL & CML can be merged maximum up to 45days.

### **Working Hours and attendance:**

The working days shall be observed from Monday to Saturday and the working hours shall be of 48 hours per week excluding lunch period.

Swipe timings of the attendance may be regulated to suit the duties entrusted to an employee, subject to permission from the reporting officer or Competent Authority; with the prior information to the HR.

Employees will not at any time absent themselves from their work without the permission of the Manager. Each employee is expected to maintain punctuality in attendance. Habitual late attendance will render him/her liable to disciplinary action. In case if any exigency of work, an employee can be called for duties by his supervisor.

**PS:** Employees will follow a roaster with 30% of staff presence on Sunday or on the basis of requirement.

### **Holidays:**

Holidays in a calendar year shall not exceed by 7 days and 1 restricted holiday under any circumstances, in general the following days may be observed as Holidays (National holidays and festivals):

1	Republic Day
2	Holi Parwa
3	Labour Day
4	Independence Day
5	Vishwakarma Day
6	Gandhi Jayanti
7	Diwali Parwa
Restricted Holiday (Any one of the following)	
8	Dushehra (Vijyadashmi)
9	Idu'IFitr
10	Christmas Day

### **Abbreviation:**

CL	-	Casual Leave
EL	-	Earned Leave
CML	-	Commutated Leave
Comp Off	-	Compensatory Off

**RULES FOR EMPLOYEES IN DEPARTMENT OF INTER HOSTEL ADMINISTRATION**

- 1) EL - 01 per month
- 2) CL - 01 per month
- 3) They will be entitled for Comp-off; working on Gazetted holidays as declared by University, the Comp off shall have the validity of 1 month only.
- 4) Merge EL and Comp Off (pl. check its feasibility, this rule does not exist in the current system)
- 5) EL will carry forward to the next yr. and CL will lapse at the End of the year. Other combination rules shall remain the same.
- 6) Weekly off - Sunday only (per week)

**Potential Benefits**

Since the staff deployed in Department of IHA being essentially engaged in facilitation of resident students in Hostels, thus there is requirement of the employees of IHA to work round the clock, every year due to maintenance of hostels, new admissions and settlement of students.