



LEAVE POLICY (V-1.0)

(Effective from 1st January 2026)

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LEAVE POLICY (V-1.0)

1. OBJECTIVE

- a) This policy aims to provide employees with the ability to take time off from work for personal reasons while ensuring the smooth operation of the university
- b) The policy applies to all teaching and non-teaching employees, including those working five days and six days per week.

2. RIGHT OF LEAVE

- a) All employees must apply for leave through the appropriate channel. Employees registered in the ERP/HR App must submit their leave applications through the system.
- b) Leave is not an automatic right. It may be refused or revoked by the respective leave sanctioning authority based on institutional needs.
- c) Leave should be applied for in advance and availed only after obtaining approval from the designated authority, except in emergency situations.
- d) Unapproved leave will be treated as Loss of Pay (LOP).

3. GENERAL RULES:

- a) The Teaching Staff shall have to attend to their duties for five (5) days / week (i.e. Monday to Friday). (or) six (6) days/week (i.e., Monday to Saturday) as indicated in the offer letter. Timings shall be 9:00AM–5:00 PM.
- b) The Functional Heads, Non-Teaching and Administrative Staff shall have to attend to their duties for Six (6) days / week (i.e. Monday to Saturday). Timings shall be 9:00 AM–5:00 PM.
- c) Leave account for Calendar Year is maintained for Twelve months (i.e. January to December).
- d) Leaves are provided to the staff members for attending their personal / medical needs on pro-rata basis from their date of joining proportionately. Advance leaves cannot be availed. However, leaves accumulated can be availed.
- e) Leave applications should be made online through the internal HR web portal (Keka /ERP portal) to the respective Dean (Reporting Manager). Mere application for leave in web portal cannot be taken for granted. Eligible Leaves are given in Table 1 and Table 2.
- f) Sanctioning of casual leave is at the sole discretion of the Functional Head.
- g) These rules are not applicable to contract staff.
- h) CLs / VLs / Special CLs cannot be clubbed together.
- i) Public holidays during leave periods will count toward leave consumption.

4. LEAVE SANCTIONING AUTHORITY:

Leave may be sanctioned as per the designated “Sanctioning Authority (Functional Heads)” for each leave type as per the Table 1 mentioned below.

- **Functional Heads**

- a) Vice-Chancellor
- b) Registrar
- c) CFAO
- d) CXOs
- e) Controller of Examinations
- f) Deans
- g) Directors
- h) University Chief Librarian

5. COMMENCEMENT AND TERMINATION OF LEAVE

- a) Leave officially begins on the date it is availed and concludes on the day preceding the employee’s return to duty.
- b) Weekly offs, holidays, and vacations may be prefixed or suffixed to leave, subject to the specific leave category’s regulations as per the Table 3 mentioned below.

6. GRANT OF LEAVE IN THE EVENT OF RESIGNATION & NOTICE PERIOD

- a) Employees must serve their notice period as per their appointment terms. Any exceptions must be recommended by the Reporting Authority and approved by the competent respective Functional Head.
- b) Any un served notice period will result in salary deductions equivalent to the remaining period. During the Notice Period, only Functional Heads, Non-Teaching and Administrative staff can avail only EL's (as mentioned in Clause 4 Under Earned Leaves), no other leaves can be availed.

7. REJOINING DUTY AFTER MEDICAL LEAVE

- a) Employees on medical leave must provide a medical fitness certificate from a registered practitioner before resuming duty if availed for more than 2 days.

8. REJOINING DUTY BEFORE LEAVE EXPIRY

- a) Employees may resume duty before the expiry of their approved leave if permitted by the leave sanctioning authority.

9. LIMIT OF TOTAL LEAVE/ABSENCE

- a) Employees absent for more than sanctioned leaves without notice must submit a written explanation to the Registrar through the reporting officer and HR.
- b) Employees absent for more than 7 continuous days including holidays without approval is treated as absconding and such employee will be placed under suspension. Disciplinary action will be initiated against such employees.

10. LEAVE PROCESS

- a) Employees must route leave applications through their immediate Reporting authority, followed by approval from the respective Functional Head.
- b) Leave is granted based on eligibility and institutional needs. Absence must not adversely impact university operations.
- c) Leave applications should be submitted sufficiently in advance to allow for necessary work adjustments.

11. OVERSTAY OF LEAVE

- a) Overstaying leave without prior approval will be treated as misconduct and result in Loss of Pay.
- b) Employees exceeding their leave balance without approval may be subject to disciplinary action.

12. LEAVE DEDUCTION FOR INADEQUATE WORKING HOURS

- a) Employees must meet the following minimum working hours per week failing which salary deductions will be applicable.
 - 5-day workweek: 9:00 AM–5:00 PM, with 30 minutes of working Lunch.
 - 6-day workweek: 9:00 AM–5:00 PM, with Third Saturday Holiday, 30 minutes of working Lunch. –University Non-Teaching Staff, Functional Heads, University/Schools Admin Office, Admissions Office Staff.

Table 1: Eligible Leaves for Teaching Staff

S. No.	Leave Type	5 Day Work Week		6 Day Work Week	
		No. of Leaves		No. of Leaves	
		Regular	Probation	Regular	Probation
1	Casual Leave	6	6	8	8
2	Medical (Commuted) Leave	6	3	8	4
3	Vacation Leave	12	0	18	0
4	Half Pay Leave	6	0	6	0
5	Special Academic Leave (Duty Leave)	12	6*	12	6*
6	Special Examination Leave	6	3*	6	3*
	Total	48	18	58	21

* **Note:** Teaching Staff who have completed min. of 6 months continuous service during probationary Period.

Table 2: Eligible Leaves for Functional Heads, Non-Teaching Staff and Administrative Staff

S. No.	Leave Type	6 Day Work Week	
		No. of Leaves	
		Regular	Probation
1	Casual Leave	8	8
2	Medical (Commuted) Leave	8	4
3	Earned Leave	14	0
4	Half Pay Leave	6	0
	Total	36	12

The Functional Heads are also eligible for Special Academic Leave and Special Examination Leave as applicable to 5-day/6-day work week teachers (as in Table 1).

13. CATEGORIES OF LEAVES AND ELIGIBILITY

(a) CASUAL LEAVE (CL)

- **Eligibility:** Teaching, Functional Heads, Non-Teaching & Administrative staff
- **Conditions:**
 - Minimum Leave Period: Half Day per month (or) 1 day in 2 months.
 - Maximum Leave Period: 3 consecutive days.
 - Lunch interval shall be the dividing line for the grant of half-day CL
 - Unused casual leave expires on 31st December every year does not carry forward.
 - Casual leave may be granted as and when occasion arises at the discretion of the Sanctioning Authority.
 - Employees should apply for casual leave before availing the leave.
 - Casual leave cannot be combined with any other kind of leave.

(b) MEDICAL (Commuted) LEAVE:

- **Eligibility:** Teaching, Functional Heads, Non-Teaching & Administrative staff
- **Conditions:**
 - Minimum Leave Period: Half Day (or) 1 day in 2 months.
 - Maximum Leave Period: Total period of absence shall not exceed Total Eligible leaves as per the Table-1/2 listed above
 - Lunch interval shall be the dividing line for the grant of half-day ML.
 - Up to 2 days with or without a medical certificate from a Registered Medical Practitioner can be availed, however a medical certificate required for leave exceeding 2 days from a Registered Medical Practitioner.
 - Medical Leave may be granted as and when occasion arises at the discretion of the Sanctioning authority.
 - Unutilized Medical Leave expires on 31st December every year and is not carried over.
 - The approval of any additional medical leave is at the discretion of Chancellor on case wise scrutiny.

(c) VACATION LEAVE (VL) – TEACHING STAFF ONLY

- **Eligibility:** Teaching staff only.
- **Conditions:**
 - **Can be utilised by teaching staff during vacation period declared to students at the respective school.**
 - The teaching staff members can avail Vacation Leave during summer/winter vacation in 1 /2 tranches (subject to approval from sanctioning authority) not more than 6 Leaves at a time excluding public holidays. Vacation Leave cannot be encashed.

(d) EARNED LEAVE (EL) – FUNCTIONAL HEADS, NON-TEACHING & ADMINISTRATIVE STAFF

- **Eligibility:** Functional Heads, Non-Teaching & Administrative staff
- **Conditions:**
 - Encouraged to be taken during lean workload periods.
 - The staff members may be encouraged to avail EL during summer/winter vacation/ during lean workload periods in 2 tranches (subject to approval from sanctioning authority) not more than 7 Leaves at a time including public holidays.
 - EL's can be accumulated to a maximum of 28 days in the service period.
 - Earned Leave cannot be encashed.

(e) HALF-PAY LEAVE (HPL)

- **Eligibility:** Teaching, Functional Heads, Non-Teaching & Administrative staff
 - 3days of half pay leave will be credited on 1st Jan of every year and remaining, 3 days will be credited on 1st July of every year.
- **Conditions:**
 - As the name suggests, the employee will be paid half the salary for a full day leave during such a half pay leave period.
 - Half pay leave may be granted to an employee on medical grounds (with a certificate) or for other reasons as approved by the sanctioning authority.
 - Half-pay leave can be availed even when one has earned/vacation leave to their credit.
 - Unutilized half pay leave expires on 31st December every year and is not carried over.

(f) SPECIAL ACADEMIC LEAVE (Duty Leave)

- **Eligibility:** Teaching staff whose services are regularized and who are on probationary period with min of 6 months of continuous service are eligible.
- **Sanctioning authority:**
 - For Teaching Staff –Vice-Chancellor on recommendation of Deans & Directors
 - For Dean/Director and above - Vice-Chancellor.
- **Conditions:**

Academic leave may be sanctioned for:

- Attending Orientation Program, Refresher Course, Research Methodology Workshop, Faculty Induction Program, Conference, Congresses, Symposia, and Seminar, as a delegate nominated by the University or with the permission of the University.
- Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the University and accepted by the Competent Authority.
- Working in another Indian or Foreign University, any other agency, Institution or Organization, when so deputed by the University.
- Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, or any other similar academic/governing bodies.
- Attending legitimate academic/administrative activities such as conferences, scientific gatherings, practical training, and institutional building activities.
- Conduct examination of another University/Public Service Commission/Board of Examination or any other similar body/institution in the interest of the University.
- Academic leave may also be sanctioned for attending meetings in the UGC, DST, etc. where a teaching staff is invited to share their expertise with an academic body, government agency, or NGO.
- For performing any other duty assigned by the University.
- Unutilized Academic Leave expires at the end of the respective academic year i.e. on the 31st of December every year and is not carried over.
- Academic Leave cannot be combined with any other kind of leave.
- Intervening holidays/weekly offs shall form part of academic leave.

- Submission of Proof like invitation letter is mandated to get leave approved, post event the staff must submit the attendance certificate. Require *prior verification* of event relevance and *post-event report* submission with certificate of participation uploaded to ERP.

(g) SPECIAL EXAMINATION LEAVE:

- **Eligibility:** Teaching Staff
- **Conditions:**
 - To conduct examinations for the university, public service commissions, boards of examinations, or other similar bodies/institutions, or to inspect academic institutions attached to a statutory board, etc.
 - For approval, staff members must submit proofs such as formal invitations from the respective board or public service commission, or similar bodies, to their Reporting Manager, Dean, and HR.
 - The following conditions apply:
 - Maximum 2 external engagements per semester.
 - Official communication from the host institution and proof of completion are mandatory.

(h) COMPENSATORY LEAVE (CPL)

- **Eligibility:** All Staff.
- **Conditions:**
 - Compensatory leave may be granted to employees who are required to work beyond their regular working hours, including public holidays and weekly offs.
 - To be eligible, employees must work for a minimum of 4 hours on a day beyond their regular working hours, without receiving additional remuneration.
 - Compensatory leave will only be granted for mandatory work assignments given by the reporting manager and approved by functional head, not for voluntary or unofficial attendance.
 - The Sanctioning authority reserves the right to approve or deny compensatory leave requests.
 - Compensatory leave must be availed within 30 days otherwise, it will lapse.
 - Compensatory leave cannot be accumulated or carried forward.
 - Compensatory leave cannot be combined with any other type of leave.
 - The functional head will be the Sanctioning authority to sanction compensatory leave, based on the recommendation of the immediate reporting manager to the staff under their control.

(i) ON DUTY

- **Eligibility:** All Staff.
- **Conditions:**
 - Any Duty assigned by Reporting Manager on the official and university works and approved by the Functional Heads are considered as On Duty.

(j) MATERNITY LEAVE (ML)

- **Eligibility:** Teaching & Non-Teaching female staff.
- **Entitlement:** 90 days. (only for two deliveries)
- **Conditions:**
 - Maternity leave on full pay may be granted to a woman for a period not exceeding 60 days, after completion of Probation period.
 - Maternity leave on full pay may be granted to a woman for a period not exceeding 90 days, after completion of 2 years.
 - In case, if the employee fails to join the duty on the due date after availing maternity leave, the period from the due date of rejoining till rejoining duty shall be treated as Leave on Loss of Pay.
 - The employees should serve the University for a minimum period of one year from the date of returning from Maternity Leave.
 - Salary for Maternity Leave period will be paid only after 1 month after rejoining duty with signed undertaking to continue service for a minimum period of 1 year.

(k) PATERNITY LEAVE (PL)

- **Eligibility:** Teaching & Non-Teaching male staff.
- **Conditions:**
 - Paternity leave 7 days may be granted to male staff after completing probation period during the confinement of their wife, and such leave shall be granted only up to two children.
 - The male employees may avail Paternity Leave during the period of delivery or within 90 days from the date of delivery of his wife.

(l) BEREAVEMENT LEAVE

- **Eligibility:** Functional Heads, Teaching, Non-Teaching & Administrative staff.
- **Conditions:**
 - Bereavement leave is a paid leave granted for 12 days (including public holidays and other leaves) available to an employee following the death of an immediate family member (spouse, children and parents).

(m) LEAVE ON LOSS OF PAY (LLP) - (EXTRAORDINARY LEAVE)

- **Eligibility:** All Staff 3+ years of service.
- **Entitlement:** Maximum 1 Month (Max. 2 Spells) during the entire service of an employee.
- **Conditions:**
 - Only when no other leave is available.
 - LLP is applicable for extended personal emergencies, care giving responsibilities.
 - LLP shall always be without pay and allowances.
 - It may be granted when no other kind of leave is admissible.
 - The concerned department shall make alternative arrangements to distribute teaching / workload to other members of the staff.
 - The period of LLP shall not count for annual salary increment purpose.
 - However LLP is subjected to approval at the discretion of Chancellor by case wise.

(n) STUDY LEAVE (STL)

- **Eligibility:** Teaching & Non-Teaching staff with 5+ years of continuous service.
- **Entitlement:** Maximum 2 years.
- **Conditions:**
 - Study Leave may be granted to eligible members of the staff with a minimum of five years of continuous service for study or training which has a direct bearing on the work of the University.
 - The employee shall join back in the same position with same salary after completion of study leave.
 - A teaching staff, who has availed sabbatical leave, would not be entitled to the study leave, until after the expiry of five years from the date of their return from previous sabbatical leave or any other kind of training programme of duration of one year or more.
 - The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study Leave admissible during the entire service shall not exceed two years.
 - The employee will be eligible for a second spell of study leave only after five years have elapsed after the employee returned to duty on completion of the first spell. Moreover, for the second spell of study leave, the employee shall indicate the work done during the first spell and give details of work to be done during the proposed second spell of study leave.
 - Study leave shall not be granted to an employee who is due to retire within five years of the date on which they are expected to return to duty after the expiry of study leave.
 - Study leave is an unpaid leave.
 - However, study Leave approval will be at the discretion of Chancellor based on Case wise scrutiny

(o) SABBATICAL LEAVE (SL) – TEACHING ONLY

- **Eligibility:** Teaching staff with 5+ years of service.
- **Entitlement:** Minimum 180 days and up to 1 year at a time.

- **Conditions:**

- Must be used for academic research, with approval.
- Members of teaching staff who have completed five years of service are eligible to apply for sabbatical leave to undertake study or research at an Institution of high repute or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university, subject to availability of adequate teaching staff in the respective department.
- The duration of sabbatical leave shall not exceed one year at a time, and two years in the entire career.
- A teaching staff, who has availed study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of their return from previous study leave or any other kind of training programme of duration of one year or more.
- A teaching staff member on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies subject to approval of Chancellor.
- Sabbatical leave is an unpaid leave.
- No carryover of Sabbatical Leave (part or full) will be permissible.
- Sabbatical Leave cannot begin or end in the middle of a semester.
- At the time of availing the Sabbatical leave, the teaching staff should have at least five years of service before superannuation.
- The teaching staff would be required to specify the purpose of sabbatical and how the sabbatical work would contribute to their professional development and hence benefit the University.
- A teaching staff availing himself / herself of the sabbatical leave, shall undertake that he/she shall serve the University for a continuous period of at least three years as per the service agreement to be calculated from the date of their resuming duty on the expiry of the sabbatical leave.
- However Sabbatical leave approval is at the discretion of Chancellor by case wise scrutiny.

(p) UNAUTHORIZED ABSENCE

- The absence of an employee from duty without getting leave sanctioned under any one of the above categories shall be considered as an unauthorized absence from duty and such employee shall be placed under suspension. Disciplinary action will be initiated against such employees.

Table 3: Eligibility of Leave Types for Prefix and Suffix

S. No.	Leave Type	Prefix	Suffix	Remarks
1	Casual Leave	No	No	
2	Medical (Commuted) Leave	No	No	
3	Vacation Leave	No	No	
4	Earned Leave	Yes	Yes	
5	Half Pay Leave	No	No	
6	Special Academic Leave (Duty Leave)	Yes	Yes	Either Prefix or Suffix but not both
7	Special Examination Leave (External Examiner)	Yes	Yes	Either Prefix or Suffix but not both
8	Compensatory Leave	No	No	
9	On Duty	Yes	Yes	Either Prefix or Suffix but not both
10	Maternity	No	No	
11	Paternity	No	No	
12	Bereavement	No	No	
13	Leave on Loss of Pay (LLP) (Extra Ordinary Leave)	No	No	
14	Study Leave	NA	NA	
15	Sabbatical Leave	NA	NA	

(q) AMENDMENT OF POLICY:

- The University reserves the right to amend, abrogate, modify, and revise any or all the clauses of this policy depending upon university-related work exigencies and approval of the Chancellor.

Table 4: Procedure for processing applications for various types of leave

S. No.	Leave Type	Recommending Authority	Sanctioning authority	Request for leave must be received at least
1	Casual Leave	Reporting Manager	Functional Head	1 day Before
2	Medical (Commuted) Leave	Reporting Manager	Functional Head	As necessary
3	Vacation Leave	Reporting Manager	Functional Head	12 days Before
4	Earned Leave	Reporting Manager	Functional Head	12 days Before
5	Half Pay Leave	Reporting Manager	Functional Head	1 day Before
6	Special Academic Leave (Duty Leave)	Reporting Manager	Functional Head	3 working days before
7	Special Examination Leave (External Examiner)	Reporting Manager	Functional Head	3 working days before
8	Compensatory Leave	Reporting Manager	Functional Head	1 day before
9	On Duty	Reporting Manager	Functional Head	As assigned
10	Maternity	Reporting Manager	Functional Head	3 months before
11	Paternity	Reporting Manager	Functional Head	3 Days before
12	Bereavement	Reporting Manager	Functional Head	As necessary
13	Leave on Loss of Pay (LLP) (Extra Ordinary Leave)	Reporting Manager	Functional Head	12 days before
14	Study Leave	Reporting Manager	Functional Head	6 months before
15	Sabbatical Leave	Reporting Manager	Functional Head	6 months before

Note:

- The Employee should avail any type of leaves without affecting the class work (The assigned class work should be adjusted appropriately by the Employee who is applying for the leave).
- For Registrar, all Deans, and Functional Heads, the sanctioning authority is Vice-Chancellor.
- All the Schools/Programs under Registrar, and Vice-Chancellor the sanctioning authority is reserved within them only, while HR is Verifying Officer.