

Employee's Leave Policy

w.e.f. 01.07.2022

1. Definitions

- (a) Leave 'Sanctioning or Competent authority' means the Director or any other authority to whom the powers have been delegated to sanction leave under this policy (e.g. the Directors may authorize respective department heads (HOD) to sanction all leaves types. Short leaves could also be sanctioned by HODs.)
- (b) It is mandatory to obtain prior approval before proceeding on leave, in case of emergency due to medical exigencies, the employee must inform their sanctioning authority and can apply leaves online afterwards. If not done any absence may be taken as Leave without Pay (LWP) at the sole discretion of the sanctioning authority.
- (c) "Academic Calendar Year" means the period of one year starting **from 1st July and ending on 30 June** of succeeding year.
- (d) (i) "Staff under Vacations" includes those staff who may not be categorized under "Staff under Non-Vacations".
(ii) "Staff under Non-Vacations" includes those staff who are involved in essential and continuous services as per the "nature of the work".
- (e) The types of leaves mentioned below apply to all regular teaching, non-teaching and technical employees of the college but not apply to:
 - (i) Persons engaged on casual/daily wages.
 - (ii) Persons engaged through service contractors
 - (iii) Persons engaged on part time basis and to the employees for whom the roles are specifically not made applicable.
- (f) Leave cannot be claimed as a matter of right. It may be sanctioned, refused, curtailed, revoked or postponed according to exigencies of the work.
- (g) An employee shall be required to observe scheduled hours of work, during which he/she is supposed to be present at the place of his/her duty.
- (h) Except for valid reasons and for unforeseen contingencies, no employee shall be absent from duty without prior permission. In such cases, intimation for absence along with reasons shall be communicated to Competent Authority at the earliest opportunity and case will be dealt as per prevailing policy.
- (i) As far as practicable "Link Person Pairs" shall be identified in each unit of work and care will be taken by the Link Pair Employees not to be absent simultaneously. The Head of Department/Section In-charge shall ensure that the Link Pair Employees are not on leave at a time so that the work should not suffer adversely.
- (j) No employee shall leave station without prior permission of the Competent Authority even during leave or vacation.

2. Types of Leaves

1.	Earned Leave	EL
2.	On Duty Leave	OD
3.	Compensatory Off	CO
4.	Vacation Off	VO
5.	Leave Without Pay	LWP
6.	Casual Leave	CL
7.	Short Leave	SH
8.	Sick Leave	SL
9.	Maternity Leave	ML
10.	Paternity Leave	PL
11.	Work From Home	WFH

3. No. of leaves an employee is entitled to as per band:

Leave Band	Leave Entitlement Per Month					Remark
	EL	CL	VO	SL	SH	
B1*	1	1	1	0.5	2	Teaching, Technical Lab, Admin & Support Staff
B3	1	3	1	0.5	2	HOSTEL WARDEN
B4	0	0	0	1	2	Drivers, Guards, Caretakers and other general services Staff
B5	0	0	0	1	0	PEON
B6	0	1	0	1	2	Maintenance Staff

* There is no B2 band in the revised policy, it is subsumed in B1.

4. (i) EL entitlement for service less than a full calendar month

Number of Working Days	B1/B3 EL Pro-rata
Less Than 15 days	0
15 Days and above	0.5
Full Calendar Month	1

(ii) SL entitlement for service less than a full calendar month

Number of Working Days	B1/B3 SL Pro-rata	B4/B5/B6 SL Pro-rata
Less Than 15 days	0	0
15 Days and above	00	0.5
Full Calendar Month	0.5	1

- EL for current month will be credited at the start of next month.
- Half day EL can also be availed.
- Holidays/Week offs falling in between a sequence of ELs will not be counted as EL.
e.g. if EL is taken for Saturday and Monday, the Sunday falling in between will not be counted as an EL.
- EL can be accumulated and encashed as per the norms explained below.
EL leaves can be accumulated up to 300 (three hundred only), over 300, count will be lapsed.
- EL earned during the current academic year along with the EL balance of the previous year can be carried forward.
- Any week off(s) sandwiched between 2 LWP or absent will also be considered as LWP except the 3 National Holidays (Independence Day, Republic day and Gandhi Jayanti).
- For service less than a full calendar month (employee is on LWP in the respective month), EL entitlement as per above leave accrual table will be applicable in case of all employees, Resigned, Re-joining or employees proceeding on Long Leave.

5. EL Encashment Rules

- Upto 10 number of EL** above 30 can be encashed only **once in a year in any month**.
- Minimum count recommended above 30 EL (fixed minimum balance) is 5EL, for encashment.
- Leave encashment will be **@100% of** current salary excluding HRA and SA i.e. **100%** of (Basic + DA + AGP). OR Encashment will be @ full current salary excluding HRA and SA multiplied by the number of ELs being encashed.
- There is no restriction of fixed time or minimum number at the time of exit. All the ELs can be encashed, as per above rules, at the time of leaving the college after resignation and **subject to the fulfilment of applicable Notice Period.**

6. Sick Leave

- Sick leave may be granted in case of sickness of the employee and not his/her dependents a certificate medical attendant or a registered medical practitioner would be required in case where more than one day the person was sick. However, for one day sickness no medical certificate is required.
- SL for current month will be credited at the start of next month.
- The entitlement of Sick leave will be as per Clause 3.
- Sick leave may be combined with vacation/other leaves.
- 50% of un-availed leaves under Sick Leave in a particular academic year will be mandatorily converted and carried forward as EL in next academic year as below table.

S.no	Sick Leave Un-availed at the end of Academic Year. – 30 th June	No. of Converted EL, to be carried forward to next academic year – 1 st July onwards.
1	Equal to 12	6
2	Less than 12 But more than equal to 10 $10 < = SL < 12$	5
3	Less than 10 But more than equal to 08 $08 < = SL < 10$	4
4	Less than 8 But more than equal to 06 $06 < = SL < 08$	3
5	Less than 6 But more than equal to 4 $4 < = SL < 6$	2
6	Less than 4 But more than equal to 2 $2 < = SL < 4$	1
7	Less than 2	0

7. Casual Leave (CL) Rule

- CL entitlement will be done at the start of calendar month.
- CL will be carry forwarded to next month and can be accumulated but will completely lapse at the end of Academic Calendar year **i.e. 30th June.**
- Holidays/Week offs falling in between a sequence of CL will not be counted as CL. e.g. if CL is taken for Saturday and Monday, the Sunday falling in between will not be counted as a CL.
- CL cannot be encashed.

8. On Duty Leave (OD)

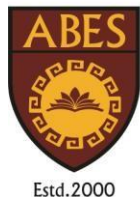
- On duty leave (OD) may be recommended by HOD & granted by the Director for transacting College/University or any other academic/professional assignment.
- A reasonable period spent on travelling/journey may be included in the period.

9. Vacations Off (VO)

- Vacations be as per table mentioned in **Clause -3**. The VO can be availed at **any time during the year**. The VO can be availed in **the multiple of 3**. That is either 3 or 6 or 9 or 12 subject to the availability of VO leaves in the leave balance account.
- VO will completely lapse at the end of Academic Calendar year **i.e. 30th June.**
- Week offs or any Holiday sandwiched between vacations will also be counted as Vacation Off.
- VO entitlement will be done at the start of calendar month.

10. Short Leave(SH) Rule

- This type of Leave is for all Bands except BAND B5 (Peons)
- Only 2 short Leaves permission of 2 hrs. each allowed in a month.
- Short Leave cannot be combined with any other Leave type on same day.



11. Compensatory Off

- (a) CO will be applicable only on **NON-WORKING DAYS** i.e. if someone working on week offs, Sundays or any Holiday
- (b) However, visit days by accreditation/approval/certification or official bodies will be considered as Working days. Hence, No CO will be applicable for such visit days.
- (c) CO Earn Rule will be:
 - (i) More than 2 hrs. Up to 4 hrs. - 1/2 day
 - (ii) More than 4.30 hrs. - 1 day
- (d) Earning/Grant of CO can be done **within same month** from the day worked on week offs or any Holiday.
- (e) After earning CO can be availed any time till the end of leave year.
- (f) CO will be carry forwarded to the next month and can be accumulated but will completely lapse at the end of Academic Calendar year **i.e. 30th June.**
- (g) For any activity on non-working day for which the remuneration is being paid to faculty/staff, no CO requests will be entertained.
- (h) CO will not be applicable to Leave Band B3, B4, B5 & B6.

12. Maternity Leave

Maternity Benefit (Amendment) Act 2017

All women employees are entitled for maximum of 6 months Maternity Leaves and all 6 (six) months will be paid leaves as per guidelines below:

'It is mandatory to join after six months from date of start of maternity leaves. In case unable to join due to any reason, person has to resign and re-joining will then be through fresh recruitment process based on availability of suitable vacant position.

NOTE: The new ML policy as per Maternity Benefit (Amendment) Act 2017 will be applicable for those proceeding for ML on or after 01.08.2017.

Eligibility:

1. After completion of 1 year of continuous service at ABES EC.
2. Benefit can only be availed twice during the entire service period.
3. Declaration required that woman employee is not working in any establishment during the period for which she receives a maternity claim.
4. Woman Employee can only join office after 6 weeks from date of delivery and submit discharge summary of hospital to claim maternity benefit.

5. Total Maternity benefit of 6 (six) months will be processed in 2 parts:

- Maternity benefit of 3 (three) months will be paid after three months from the date of resuming duty.
- Maternity benefit of remaining 3 (three) months will be paid after 3 months from the month in which 1st part is processed.

6. In continuation to provide conducive environment for working mothers having child (less than 2 years of age), following changes are applicable w.e.f. 01.06.2022:

- No first lecture will be allotted.
- Benefit of flexi timings, although one needs to complete requisite working hours in a day.

For availing above benefits, an application form concerned faculty/ staff member duly signed by respective HoD along with a copy of birth certificate of child is required to be submitted at HR office.

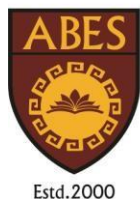
Please note, the reporting time for Central /Examination (internal or external)/Essential departmental duties will remain binding & is applicable as per prevailing norms.

7. Maternity Benefit is applicable ONLY, if employee rejoins the institution after approved leaves of six (6) months.

8. For the duration of 6 months, no leave is to be applied to process the Maternity benefit of 6 months.

13. Paternity Leave Policy:

- (a) A male employee (who has completed one year of service) with less than two children, may be granted paternity leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for childbirth, i.e. up to 15 days before, or up to six months from the date of delivery of the child.
- (b) During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (c) The period of 15 days can be split in two parts (maximum) within the period specified in subrule (a).
- (d) The paternity leave may be combined with leave of any other kind, only after the prior approval of competent authority.
- (e) The paternity leave shall not be debited against the leave account.
- (f) If paternity leave is not availed of within the period specified in subrule (a) such leave shall be treated as lapsed.
- (g) The beneficiary will be solely responsible for the completion of previously assigned tasks to him while proceeding for paternity leave. However, reporting manager will facilitate the concerned employee in finishing the assigned task.



14. Additional Recommendations:

- (a) Both Teaching and Non-Teaching staff (BAND B1, B5) will be given off for two Saturdays (1st & 3rd Saturday of the month). The off on Saturday is liable to any exigencies at college or academic accomplishment. Holidays for BAND B1 will be as per Academic Calendar released semester wise.
- (b) BAND B4 & B6 employees will have only one week-off. 13 holidays in one calendar year will be applicable for BAND B4 & B6.

15. Leave Policy for Wardens (BAND B3)

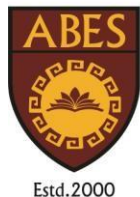
- (a) The duty of warden is for 24 hr. when the warden is at rest in her residence, it is also considered as duty except the period for which prior permission is taken to remain absent.
- (b) Wardens are authorized to avail leaves during one academic year as mentioned in table under clause 3 above.
- (c) No compensatory leaves in lieu of Sundays or other holiday is permissible.
- (d) Holidays given for 3 days each in Holi & Diwali festival.

16. College Shifts

- (a) 08:30AM - 05:20PM (Weekdays)
- (b) 08:30AM - 12:30PM (Working Saturdays)

17. Important Points regarding working hours/college timings and other features:

- (a) **College Timings:** 08:30 AM to 05:20 PM (Monday to Friday) & 08:30 AM to 12:30 PM (Working Saturdays).
- (b) **Minimum working hours for Full Working Day:** Eight hours & Thirty minutes of working hours are required.
- (c) **Minimum working hours for Half Working Day:** Four hours & Twenty-five minutes of working hours are required.
- (d) **Minimum working hours in Case of Short Leave :** Six hours & Fifty minutes of working hours are required
- (e) **Attendance Regularization Limit:** The limit of attendance regularizations per month will be restricted to 2 (two) only.
- (f) **Paternity Leave:** This leave will be applied through greythr portal through "Grant Leave" process.
- (g) **Maternity Leave:** This leave will be applied through greythr portal through "Grant Leave" process.
- (h) **LOP feature:** Loss of Pay feature is now linked with individual attendance. Hence, salary calculation will be done on the basis of deduction of absent days in a month. This feature is activated from the month of November 2021. Please make sure to apply for leaves and regularizations on time.
- (i) **Resignation Flow:** The resignation flow is now implemented on greythr portal with approval of 3 levels.



18. Work From Home (WFH) for Faculty

- (a) Working Saturdays are converted into “Work from Home” to promote the blended mode of teaching for Faculty Members only.
- (b) Apply WFH on working Saturday's through HR portal.

19. Public Holidays: As declared in Academic Calendar for the respective semesters.

20. Any changes in this Leave Policy are subject to sole discretion of competent authority.

NOTE:

- (a) All leaves will be sanctioned by the Reporting Manager/HOD.
- (b) Short Leave cannot be combined with any other Leave type on same day.
- (c) <https://abesec.greythr.com/login.do> is link for HR portal, user credentials will be provided by HR Department.

Following measures will be adopted for smooth incorporation and implementation of this policy:

- 1) The last day of Academic Session 2021-22 will be considered as 30th June 2022. However, all VO's of Session 2021-22, will be given a grace period till 31st July 2022.
- 2) The commencement of new academic year 2022-23 will be from 01.07.2022.
- 3) All the accumulated ELs at the end of academic year 2021-22 i.e 30.06.2021 will be reduced to 50% to facilitate 100% encashment from Session 2022-23 onwards.
- 4) EL will not be encashed at the end of Session 2021-22. However, the encashment will be resumed from 01.11.2022 onwards.
- 5) Implementation of Flexible Leave Encashment Model: Flexible leave encashment model will be implemented from 01.11.2022 onwards. Under this model:
 - a. Maximum of 10 EL, over and above 30 EL, can be encashed in any month of the year.
 - b. Count of Minimum EL (which may be encashed), over and above 30 EL, is 5.
 - c. Employee may encash EL under Flexible leave encashment model only once in an academic year.
 - d. EL will be encashed @ of 100% of Average Wages (BASIC + AGP + DA).
 - e. Average Wages will be calculated by taking Average of previous 3 months of Wages (BASIC + AGP + DA).