

## **Maternity and Paternity Policies**

### General Leave Guidelines:

Leave is a privilege, not a right, and should be taken in a planned manner, with the prior permission of the competent authority. Any leave not mentioned below is subject to the discretion of the Chancellor or their nominee. The leave policy follows the calendar year. Leave requests will be granted based on the exigencies of service, and the University reserves the right to refuse or revoke leave, whether during term time or vacation.

If an employee needs to leave the station, they must mention their outstation address in the leave application and hand over their responsibilities to another staff member, as directed by the University. No staff member is permitted to leave the station without prior written approval from the Vice-Chancellor.

Leave applications must be submitted and sanctioned before the leave period begins. Any leave without pay exceeding 15 days in a calendar year will not be counted as service for the purpose of calculating other types of leave.

### **Categories of Leave:**

Casual Leave

Special Casual Leave

Medical Leave

Maternity Leave (for female employees)

Vacation Leave (for teaching staff only)

Earned Leave

Leave Without Pay

Compensatory Leave

### **Leave Types and Entitlements:**

#### 1. Casual Leave:

Each employee is entitled to 12 days of casual leave per calendar year, with a maximum of 8 days allowed in one semester.

Casual leave cannot be combined with other types of leave and is not transferable to the next year.

Casual leave cannot be taken for more than 3 consecutive days.

Proportionate casual leave will be provided for new employees based on the remaining portion of the calendar year.

#### 2. Special Casual Leave (OD):

Special Casual Leave of up to 10 days per year may be granted for attending conferences, seminars, paper presentations, or other academic activities with the approval of the Vice-Chancellor or Registrar. Proof of participation (e.g., registration) must be submitted.

### 3. Medical Leave:

Employees are entitled to 10 days of medical leave per calendar year, which is available after one year of service. New employees will receive proportionate medical leave after completing one year of service.

In the case of hospitalization or accidents, medical leave may be converted to 20 days of half-pay leave, based on a medical certificate.

Medical leave can only be granted upon submission of a valid medical certificate.

### 4. Vacation Leave (For Teaching Staff Only):

Faculty members are entitled to 4 weeks of vacation in summer and 1 week in winter after completing two full semesters, as per the approved academic calendar.

New faculty members are entitled to 15 days of summer vacation and 1 week of winter vacation after teaching one full semester (75% of class days).

Vacation leave is not applicable to part-semester teaching.

### 5. Earned Leave:

For Vacation Staff (Faculty): One day of earned leave for each full month of service (12 days per year) plus 1/3rd of the period worked during vacation.

For Non-Vacation Staff (Non-Teaching and Technical Staff): One and a half days of earned leave for each full month of service (18 days per year).

#### General Conditions:

Earned leave must be planned and approved in advance.

A maximum of 3 instances of earned leave may be taken in one year.

Sundays, holidays, or any other days off falling during earned leave will be counted as part of the leave period.

Earned leave can be accumulated, but the maximum limit is 24 days for teaching staff and 36 days for non-teaching staff.

Earned leave is not eligible for encashment.

### 6. Maternity Leave (For Female Employees Only):

Female employees are entitled to 90 days of full-pay maternity leave, applicable only to employees with fewer than two surviving children, and a maximum of two instances of maternity leave during their entire service.

Maternity leave is only available after completing one year of regular service.

### 7. Extraordinary Leave (Leave Without Pay):

Extraordinary leave may be granted to regular employees when no other leave is available.

Valid grounds for extraordinary leave include medical reasons, pursuing higher studies, or attending a fellowship or research assignment.

The duration of extraordinary leave will be decided on a case-by-case basis with the approval of the Chancellor.

#### 8. Study Leave/Sabbatical Leave:

Study leave or sabbatical leave without pay may be granted with the approval of the Chancellor, subject to fulfillment of specific conditions. The approval is at the Chancellor's discretion.

#### 9. Compensatory Leave:

Compensatory leave may be granted for compulsory attendance on weekends, public holidays, or other non-instructional days, based on prior approval from the officer-in-charge.

Compensatory leave is available only to ministerial and class IV staff, not to supervisory staff.

Compensatory leave must be utilized within one month; otherwise, it will lapse.

Leave Sanctioning Authority:

Leave Type	Category	Authority
Casual Leave	Professors, Associate Professors, Assistant Professors	Dean on recommendations of HOD
Special Casual Leave	All Employees	Vice Chancellor/Registrar on recommendation of the Dean
Medical Leave	All Employees	Vice Chancellor/Registrar on recommendation of the Dean
Maternity Leave	Female Employees	Vice Chancellor on the recommendation of the Registrar
Earned Leave	All Employees	Vice Chancellor on the recommendation of the Dean/Branch In-charge
Study Leave/Sabbatical Leave	All Employees	Vice Chancellor on the recommendation of the Registrar

#### General Guidelines:

Leave must be sanctioned in advance, except in emergencies. If leave is not sanctioned within three days after returning, it will be considered leave without pay.

Unauthorized absence without leave approval is considered misconduct and will be treated as a break in service.

Teaching staff must arrange for alternate faculty to cover their classes in advance. In emergencies, they must inform the HOD/Dean and make alternate arrangements.

Punctuality:

All employees must swipe their fingerprints at the beginning and end of the day. Signature in the attendance register is mandatory if the swipe machine is not functioning.

Late arrivals beyond 30 minutes and up to 60 minutes for more than two days a month will be charged as half-day leave. If no leave is available, half-day wages will be deducted.