

13. EMPLOYEES' LEAVE RULES

13.1 SHORT TITLE AND COMMENCEMENT:

These rules may be called “**SRM Institute of Science and Technology Employees Leave Rules**”.

13.2 DEFINITIONS:

In these rules, unless the context otherwise requires:

- a. “**SRM Institute of Science and Technology**” means all its constituent units / colleges.
- b. “**Competent authority**” means the Registrar or any other officer to whom the powers are sub delegated by the Registrar to exercise any of the powers under these rules.
- c. “**Employees**” mean regular employees working as Teaching and Non-Teaching staff
- d. “**Year**” means Calendar Year / Academic Year as applicable.

13.3 EXTENT OF APPLICATION:

These rules shall be applicable to all employees of **SRMIST** except persons not in full time employment / visiting faculty or any other persons or class of people who may be specifically excluded from these rules by the orders of the competent authority.

13.4 RIGHT TO AVAIL LEAVE:

Leave cannot be claimed as a matter of right. For availing any kind of leave, obtaining prior permission of the competent authority is compulsory and leave shall be applied only through **e-manager**. In case of exigency, the discretion to refuse, postpone, curtail or revoke the leave of any kind or to call for duty, any employee already on leave, is reserved to the competent authority.

13.5 CASUAL LEAVE:

13.5.1 Every employee of **SRMIST** is eligible to avail up to a maximum of **12 days** of casual leave in a year. Casual Leave at credit will automatically be declined at the end of the year.

13.5.2 Normally one day casual leave will be sanctioned in a month.

13.5.3 Leave including public holidays / RH and compensatory leave available should not exceed 10 days. If the eleventh day or subsequent day(s) are

unexpectedly declared as holiday(s), then the total leave may exceed ten days. Even otherwise, if the leave days exceeds a total period 10 days; the whole period of absence will be treated as Earned Leave.

13.5.4 When CL is not available at credit, the absence / leave shall be treated as earned leave (EL). If Earned Leave is also not available, then it will be treated as Leave on Loss of Pay (LOP).

13.6 COMPENSATORY LEAVE:

13.6.1 It is the leave sanctioned to an employee in lieu of having attended office on holidays.

13.6.2 The maximum compensatory leave is 20 days in a year and leave accumulation exceeding 20 days in a year will lapse.

13.6.3 This leave may be combined with holidays or casual leave and total of all these leave taken at a time should not exceed 10 days.

13.6.4 This leave should be availed **within 6 months** from the date of performing duty on holidays.

13.6.5 If the employee is required to attend duty on holidays, or while on leave the orders to this effect should be obtained from the competent authority in writing and it must be submitted to the attendance section within two working days of the date of holidays, so that the leave can be credited to the compensatory leave account of the individual concerned. If no orders are obtained from the authority, compensatory leave cannot be credited to the leave account.

13.6.6 Compensatory Leave will **not** be granted to any employee for conducting special classes and **SRMIST** examinations.

13.7 ACADEMIC LEAVE:

13.7.1 “Academic Leave” will be granted only with the prior approval in writing of the Head of the Department/ leave sanctioning authority.

13.7.2 Teaching members after rendering one year of continuous service will be granted a maximum of **10 Working days** in a year as “**ACADEMIC LEAVE**” for the purpose of attending Board Meetings / Central Valuation / External Examination connected with **SRMIST** / delivering guest lecture / attending CME programme etc., during the college working days. The academic leave should not exceed **5** days at a time. Employees who avail academic leave should produce necessary

attendance certificate from the competent authority for having done the intended duty. Otherwise his/her absence will be treated as leave to which he/she is eligible. Unavailed academic leave shall **not** be carried over to the next year.

ON DUTY:

On duty work relating to **SRMIST** should be specifically allocated by the competent authority and for obtaining “**On Duty**”, the employee should apply through e-manager.

13.8 VACATION LEAVE FOR TEACHING EMPLOYEE:

13.8.1 Vacation Leave can be availed only during the vacation period. The vacation period will be declared by the Director/Dean of the faculty concerned. Generally the semester and vacation period will be as follows:

13.8.2 Every **Teaching employee** (except Medical College) who has fully served for two semesters in an academic year is eligible to avail **60** days of vacation leave including intervening holidays, in two spells [i.e. November–December and May – June]. If the employee has served only one semester, he/she is eligible for **30** days of vacation leave. During November–December, the vacation leave will be restricted to a period of not more than **30** days at a time. If the service period is less than one semester, the Vacation Leave will be calculated/sanctioned on Pro-Rata basis.

13.8.3 The vacation leave may be availed in two spells in each vacation with a minimum of **15** days. Vacation leave should be applied well in advance and must be sanctioned by the authority before availing the same. Casual Leave, Earned Leave, Compensatory Leave, On-Duty etc., **cannot** be combined with Vacation Leave.

13.8.4 Any teaching employee who has not availed his/her vacation leave during vacation and attends duty, he/she should produce the consent letter obtained from the HOD/leave sanctioning authority. **50%** of such duty period will be treated as **Accumulated Leave** and credited to the leave account subject to a maximum accumulation of **60** days. This accumulated leave can be availed up to the maximum of **10** days at a time including holidays.

13.9 EARNED LEAVE:

Earned Leave is the leave earned by an employee by virtue of his/her duty. Every **non-teaching employee** is eligible for Earned Leave of **15** days during the period of probation i.e., first one year. On completion of probation period, they are eligible for **30** days of Earned Leave per year. 50% of unavailed Earned Leave shall be carried over to the next year leave account. Teaching employees are **not** eligible for Earned Leave.

13.10 MEDICAL LEAVE:

Medical leave exceeding two days at a spell will be granted only on producing of medical certificate. An employee who has been granted Medical Leave shall resume duty after producing a certificate of fitness from a registered medical practitioner. If the medical leave exceeds 7 days including holidays the employee shall be referred to the Medical Board of the SRM Medical College Hospital and Research Centre.

No medical leave will be sanctioned to an employee during the first year of service. After one year, all teaching and Non-teaching employees are eligible for **9** (nine) days of medical leave per year. The medical leave can be accumulated for a maximum of **120** days in the entire period of service.

13.11 MATERNITY LEAVE:

Every female employee is eligible for maternity leave for **90 days** after completion of three years of continuous service. Maternity leave is allowed **for only one living child**. That is, where a female employee is already having one child alive, she is not eligible for maternity leave. Those employees who are availing benefits from **ESI** will be sanctioned maternity leave as Leave on Loss of Pay.

13.12 RESTRICTED HOLIDAY (RH):

Every employee is eligible for **two** days of restricted holiday irrespective of the religion and leave can be availed as per the list of Restricted Holidays (annexed to this Leave Rules) specified for this purpose. RH can be combined with Casual Leave and Compensatory Leave.

13.13 LATE / PERMISSION (LP):

Every non-teaching employee can avail two permission or late during a salary month. [i.e. from 21st of previous month to 20th of current month] either in the morning **or** in the evening. If an employee avails permission both in the morning and evening on the

same day, then one day casual leave will be deducted. If an employee attends late with or without permission for more than two times in a salary month, each late attendance will be treated as half-a-day casual leave. If no casual leave is available at credit, one day Compensatory Leave/Earned leave will be deducted for each permission.

13.14 LEAVE ON LOSS OF PAY(LLP):

Leave on Loss of Pay will be granted only on merit of the case. The period of Leave on Loss of Pay will lead to postponement of annual increment.

13.15 SPECIAL CASUAL LEAVE ON MEDICAL GROUNDS:

Every employee is eligible for Special Casual Leave for the reasons mentioned below on production of necessary medical certificate.

- 6 days for undergoing sterilization
- 14 days for undergoing non puerperal sterilization
- 7 days for Chickenpox

13.16 TURN LEAVE:

- a. Every non-teaching employee is eligible for turn leave and this leave can be availed every alternate Saturday. This is not applicable to the employees of Maintenance Department of all campus & Estate office.

13.17 GENERAL GUIDELINES:

- a. During the notice period for resignation, no employee shall be allowed to avail any kind of leave at his/her credit.
- b. Notwithstanding anything contained in these rules, the Vice Chancellor on his own discretion can sanction any kind of leave under special circumstances, during the notice period.

13.18 RESIGNATION / TERMINATION

13.18.1 Rules Governing Resignation / Termination

13.18.1.1 If any employee resigns from the employment, the concerned Employee shall give one month notice if he/she is a faculty and three months notice if he/she is a research faculty / one month notice if he/she is a (non-teaching staff) This must be submitted in written form to the Registrar through their immediate reporting authority.

- 13.18.1.2** If the employee is a faculty, then it is subject to the condition that the Faculty will be relieved from duty only at the end of the academic year.
- 13.18.1.3** In case of less than one month notice period, salary for the shortage of notice period must be remitted to the office so as to get the no dues certificate.
- 13.18.1.4** The same claim is applicable for non-teaching category as well.
- 13.18.1.5** The accumulation of any leave in the credit of the employee cannot be adjusted towards the notice period.
- 13.18.1.6** The notice shall not be required in case of a casual or a project employee.
- 13.18.1.7** The employee shall apply for his financial dues and the relieving order from the Institute only after producing "No Dues Certificate" in the prescribed form along with a copy of the handing- over charge record, duly endorsed by the Dean/ Director/Section Heads concerned.
- 13.18.1.8** In case an employee is leaving the institute then he/she must return the property/item belonging to the Institute which has been lent or issued to him/her. If the item / property is not returned then the cost of it shall be deducted from the wages/salary or other sum due to him.
- 13.18.1.9** Any employee who resigns service shall be entitled only to the benefits that are due to him/her according to the rules
- 13.18.1.10** A permanent / probationary employee shall be terminated from employment for any misconduct as provided for in these rules.
- 13.18.1.11** Any order of termination of service shall be signed by the Registrar.

13.18.2 Service Certificate

Every employee, other than a casual employee, who leaves service, retires or is dismissed shall be given a service certificate if he/she applies for it. If an employee wishes to apply for a job in Government institutions / organizations or desires to pursue higher studies, the application should be sent through the Registrar and the "No Objection Certificate" shall be obtained from the Registrar by submitting an application.

An undertaking stating that the employee should serve at least for two years after rejoining in the university on completion of her/his higher studies for which leave was availed should be obtained from the employee.