

SRM INSTITUTE OF SCIENCE & TECHNOLOGY EMPLOYEES' LEAVE RULES-2024

01. Short title and commencement:

These rules shall be called 'SRM Institute of Science and Technology Employees' leave [amended] Rules- 2024. This shall come into force with effect from 01st Aug 2024.

02. Definitions:

In these rules, unless the context otherwise requires:

- (a) **"Competent authority"** means the Registrar or any other officer to whom the powers are sub-delegated by the Registrar.
- (b) **"Employees"** means regular employees working as Faculty and non-teaching staff as classified in these rules.
- (c) **"Faculty"** means the employees directly involved in teaching the students and academic activities.
- (d) **"Non-Teaching - Academic staff"** means the employees working in the Faculties, Colleges and Schools and involved in academic and student activities/programs.
- (e) **"Non-Teaching - Administrative staff"** means employees working in non-academic departments such as Administrative offices, Directorates and other departments and are not directly connected with the academic and student activities/programs.
- (f) **"Year"** means Calendar Year starting 1st **January**/Academic Year starting 1st **July**, as the case may be.

03. Extent of application:

These rules shall apply to all the regular employees of **SRM IST** except those who are not in full-time employment and Visiting faculty or any other category who may be specifically excluded under orders of the competent authority within the scope of these rules.

04. Right to avail leave:

Leave cannot be claimed as a matter of right. To avail of any kind of leave, obtaining prior permission from the competent authority is compulsory, and leave shall be applied only through the **Employee Portal**. **However, for availing any kind of leave except On Duty, Casual and Medical leaves shall be applied in advance.** In case of exigency, the discretionary powers to refuse, curtail or revoke leave of any kind or recall for duty any employee who is already on leave are reserved by the competent authority.

05. Leave Applicability Chart:

S#	Leave Type	Faculty	NT-Academic	NT-Administration
1	Casual Leave (CL):	Yes	Yes	Yes
2	Compensatory Off (CO):	Yes	Yes	Yes
3	On Duty (OD):	Yes	Yes	Yes
4	Medical Leave (ML):	Yes	Yes	Yes
5	Maternity Leave (MTL):	Yes	Yes	Yes
6	Restricted Holiday (RH):	Yes	Yes	Yes
7	Vacation Leave (VL)*:	Yes	Yes	No
8	Accumulated Leave(AL)*:	Yes	Yes	No
9	Earned leave (EL):	No	No	Yes
10	Turn Leave (TL):	No	Yes	Yes
11	Permission (LP):	No	Yes	Yes

*As per the approval of the authority

06. Casual Leave (CL):

1. All employees of the **SRM IST** are eligible to avail up to **12 days** of Casual Leave in a year.
2. One day CL will be credited on the first day of every month.
3. Normally, one day of Casual Leave will be sanctioned to the employee in a month.
4. If CL is availed of more than one's available leave balance due to unforeseen circumstances, the leave account will show a minus balance. This shall be reconciled in the last month of the year.
5. (a) For Teaching and Non-Teaching Academic Staff: At the end of the year, if more than 12 CL is availed, it will be adjusted against Accumulated Leave. If Accumulated Leave is also not available, then it will be treated as Leave on Loss of Pay (LOP).
(b) For Non - Teaching Administrative Staff: At the end of the year, if more than 12 CL is availed, it will be adjusted against Earned Leave. If Earned Leave is also not available, then it will be treated as Leave on Loss of Pay (LOP).
6. Unavailed Casual Leave will lapse automatically at the end of the year.

07. Compensatory Off (CO):

1. Compensatory off can be sanctioned to an employee in lieu of having attended office on holidays.
2. If the employee is required to attend duty on holidays or while on approved leave, they must register their attendance in the biometric system and the Compensatory leave should be credited on approval by the reporting authority.
3. CO should be availed within three months from the date of performing duty on holidays otherwise the compensatory leave will lapse.
4. CO will **not** be granted to any employee while on vacation leave for conducting special classes and Practical Examinations.

08. On Duty (OD):

Employees are allowed to avail 'On Duty' at a maximum of 10 days in a year for the duties attended outside SRM IST that is assigned by the competent authority. Special cases are exempted subject to the approval of the authorities concerned. For 'On Duty' leave, individuals must apply through the portal.

09. Medical Leave (ML):

Medical Leave exceeding two days at a spell will be granted only on production of a 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 SRM Medical College Hospital and Research Centre, if desired by the management.

No Medical Leave will be sanctioned to an employee during the probation period. After confirmation, all employees are eligible for 9 (Nine) days of Medical Leave per year, which will be credited at the beginning of every year. The ML can be accumulated for a maximum of 120 days in the entire period of service.

10. Maternity Leave (MTL):

Every female employee who is not covered under ESI is eligible for Maternity Leave only once for 90 days with pay during the entire service. No Maternity Leave will be sanctioned to an employee during the probation period.

11. Restricted Holiday (RH):

Every employee is eligible for **two** days of Restricted Holiday irrespective of religion. Leave can be availed as per the list of Restricted Holidays.

12. Vacation Leave (VL):

Vacation Leave can be availed only during the vacation period. The vacation period will be declared by the Director/Dean of the faculty concerned. This leave will be credited before the vacation period. VL should be applied well in advance and sanctioned by the authority before availing the same. No other leave except CL and TL can be availed during the vacation period. VL can't be combined with prefix and suffix public holidays/Week off. the whole period will be treated as VL.

- (a) **Faculty** 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 faculty 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 30 days at a time. If the service period is less than one semester, the VL will be calculated/sanctioned on a pro-rata basis. The Vacation Leave may be availed (Summer & Winter) with a minimum of **7** days in a spell.
- (b) **Non-teaching academic staff** member is also eligible for Vacation Leave of 15 days during probation [one year] on a pro-rata basis of 1.25 days per month and 30 days per year from 2nd year. This leave can be availed only during the vacation period, as declared by the Director/Dean.

13. Accumulated Leave (AL):

50% of the unaviled Vacation Leave of a faculty and non-teaching academic staff will be treated as Accumulated Leave and credited at the end of the vacation period to the leave account subject to a maximum accumulation of 30 days. Availing of half-a-day AL is not permitted. **AL can be availed with prefix and suffix public holidays/Week off. It cannot be combined with any kind of leave excluding Turn Leave.**

14. Earned leave (EL):

Non-teaching Administrative staff is eligible for Earned Leave of 15 days during the period of probation. On completion of the probation period, they are eligible for 30 days of Earned Leave per year. The leave will be credited on a pro-rata basis at the end of every month. Availing of half-a-day EL is not permitted. 50% of unavailed Earned Leave shall be carried over to next year's leave account subject to a maximum accumulation of 60 days. **EL can be availed with prefix and suffix public holidays/Week off. EL cannot be combined with any kind of leave excluding Turn Leave.**

15. Turn Leave (TL):

Non-teaching academic and Administrative staff is eligible for Turn Leave, and this leave can be availed every alternate Saturday. **Turn Leave that can be availed by a staff member is based on the number of working Saturdays in a year, excluding those that are public holidays or University-declared holidays. A staff member can take leave for up to 50% of these working Saturdays in a year. In case, an employee leaves the institution during the middle of the year, the Turn leave will be calculated on a pro rata basis.**

This leave is not applicable for Employees of the Maintenance Department, Estate office and other essential services. Attenders of all Departments/Directorates are not eligible for Turn Leave.

16. Permission (LP):

Non-Teaching Academic/Administrative staff can avail one-hour permission either in the morning or in the evening on two occasions in a month. Employees coming under flexi timings are not eligible for permission.

If an employee avails permission both in the morning and evening on the same day, one-day Casual Leave will be deducted.

17. Leave on Loss of Pay (LLP):

While an employee is on LOP continuously the intermittent holidays (including Saturday and Sunday) will also be counted as LOP. Leave on Loss of Pay will be granted only on the merit of the case. The period of Leave on Loss of Pay will lead to the postponement of the annual increment/Promotion and other benefits.

18. Sabbatical Leave

A period of **paid leave** granted to an employee after completing 6 years of continuous service. The leave period will be from six to twelve months and It will be granted only on the merit of the case.

19. General guidelines:

- (a) The total leave other than VL/EL availed at a time should not exceed 10 days. If the leave period exceeds 10 days, the whole period of absence (intermittent holidays, including Saturday and Sunday, will be treated as Earned Leave (EL) / Accumulated Leave (AL). If the eleventh day or subsequent day(s) happens to be a holiday(s), in such case too, the whole period of absence will be treated as EL/AL.
- (b) During the Notice Period for resignation, no employee shall be allowed to avail any kind of leave except CL at his/her credit.
- (c) Notwithstanding anything contained in these rules, the authorities have their own discretion to sanction/refuse/ revoke any kind of leave under special circumstances.
- (d) In view of the implementation of the above rules with effect from 01-08-2024, the rules hitherto followed by different Faculties in different methods shall cease to be operative.

20. Attendance

All employees need to follow the biometric-based attendance system. The attendance of a particular employee will be considered only based on the biometric system and leave applied in the system.

The working hours (IN and OUT time) of the SRMIST employees will vary based on the nature of the work and the operational requirements.

All employees will be configured with any one of the below shift types.

- a) **Fixed** - Employee has to work in the configured IN and OUT time - generally, at least 8 hours.
- b) **Flexible** - Employee must work at least 8 hours between the configured IN and OUT time. The configured IN and OUT time will be more than 8 hours,

and the employee has the flexibility to work continuously for any 8 hours within the time configured.

- c) **Floating** - Employee must work for at least 8 hours. However, there are no restrictions on the IN and OUT time. Employees must inform their respective authorities and seek approval for late arrival to the office, extended working hours due to any scheduled operational support, etc.


22/12/24
REGISTRAR


VICE CHANCELLOR
22/12/24