

POLICY ON HUMAN RESOURCE

LEAVE POLICY

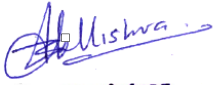


**At Village Narayansoso, Near Angara Block Office, Ranchi-Purulia Highway,
Angara, Ranchi-835103, Jharkhand**

(Established by Jharkhand Government under Sec.2(f) of UGC Act 1956)

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The Board of Management members have considered and approved for the policy on Human Resource LEAVE POLICY in the meeting held on 21st December 2018 and revised on 22nd November 2022 and 30th Dec 2024.

PREAMBLE

The University is of the view that no leave is a matter of right. Therefore, every employee must obtain the sanction of competent authority before proceeding on leave. No post facto request shall be considered.

Categories of Leave

1. Casual Leave (Eight in a year)

- (i) Total casual leave granted shall not exceed eight days in an academic year, these will be credited in two parts, and half of these i.e. four (4) will be credited on the first day of January and the other four, on first day of July.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, it may be combined with the holidays including Saturdays and Sundays. But, holidays including Saturdays or Sundays falling within the period of casual leave as prefix and suffix shall be counted as casual leave provided the total period of absence does not exceed 5 days.
- (iii) A maximum of three (3) casual leaves can be taken at a time with the prior approval of the University authority and the recommendation of the concerned Departmental Head. The Departmental Head is expected to use the discretion in view of imminent academic and administrative requirement before recommending the application for approval.

2. Special Casual Leave (Five in a year)

- (i) Special casual leave, not exceeding five days in an academic year, may be granted:
 - (a) To conduct examination of a University/Public Service Commission/Board of Examination or similar bodies/institutions; and duty assigned by Government body.
 - (b) To inspect academic institutions attached to a statutory board.
 - (c) The employee who are bonafide voters in relevant constituencies should be granted special casual leave on the date of polling.
 - (d) Special casual leave may be granted to an employee in case of death of the near relative, or serious injury to self and also in case of own marriage.

Special Casual Leave will neither be accumulated, nor combined with any kind of leave except casual leave.

3. Academic Leave (Fifteen in a year)

- (i) Academic Leave may be granted at the discretion of the VC for only the academic work
- (ii) A maximum of five (5) academic leaves at a time may be availed by academic staff only.
- (iii) Academic Leave may be granted for:
 - (a) Presenting a paper, or chairing a session or deliver keynote address, in conferences, congress, symposia, seminar.
 - (b) Delivering lectures (unpaid invited lectures) in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor.
 - (c) Participating in a delegation or working group on a committee appointed by the Government of India, State Government, University Grants Commission, a sister university or such other statutory/ academic body, and
- (iv) Academic leave may be combined with earned leave, or extraordinary leave provided the total duration of combined leaves does not exceed 15 days.

4. Earned Leave

- (i) Earned leave shall be 12 days in a year for teachers and 30 days in year for administrative staff. EL would be provided for permanent employees who have completed 2 years of service. However, the accumulation will start from Date of joining.
- (ii) Teaching staff may avail a maximum of Ten (10) days EL in a calendar year as decided in the 8th Board of Management meeting held in April 2021. The remaining days will be carried over to their record each year.

Administrative staff will get 30 days of Earned Leave (EL) annually, with the option to utilize 15 days per year. The remaining days will be carried over to their records each year.

- (iii) Earned leave cannot be utilized in lieu of the notice period in case an employee resigns.
- (iv) EL can be accumulated over the years of service by an employee. However, the maximum amount of EL that can be accumulated must not exceed 180 days. The

accumulated EL count of 3 months shall be encashed at the time of superannuation or retirement.

- (v) EL will be sanctioned by the VC on the basis of a formal application by the employee, duly forwarded by the Head of the Department concerned.
- (vi) Holidays including Saturdays or Sundays falling within the period of Earned leave shall be counted.

5. Medical Leaves (10 in a year)

- (i) ML may be availed by any employee on medical grounds and should be sanctioned by approving authority.
- (ii) In case ML is availed for two or more than two days, the employee has to attach a medical certificate and fitness certificate by attending doctor before joining the duty.
- (iii) Medical leaves cannot be combined with any other leaves except as a prefix or suffix any weekend or holiday, however weekend or holiday shall be considered as inclusive in the medical leaves if total period of absence exceeds 4 days and will be taken as ML.

6. Extraordinary leave (leave without pay, LWP)

EOL may be granted to an employee by the University where no other leave is admissible

- The period of EOL will be adjusted while calculating the date of annual increment
- VC may grant EOL and /or lien on the written request from host institution concerned and on application from the teacher to hold an appointment under a government, a university, a research institution or other such institution for a period not exceeding 2 years, if in the opinion of the management, such leave does not prejudice the interests of the University. This will be admissible only for a confirmed full time teacher who has served the University for at least 5 years
- The application must be duly forwarded by the HOD with clear recommendation taking into account the departmental strength and the workload.
- In case a teacher fails to rejoin the University on the expiry of EOL, she/he would be deemed to have resigned from the post held by him at the University. W.e.f the date

he/she proceeded on EOL.

The University may fill the faculty/staff requirement consequent upon the EOL through a contractual appointment for the duration of EOL

7. Maternity Leave

- (i) May be availed by any Full time, confirmed female employee provided that she has been on duty for at least 180 days prior to the application of maternity leave. It may be sanctioned by the approving Authority before proceeding on leave.
- (ii) The maternity leave may be availed at a time not less than 90 days prior to Expected Date of Delivery.
- (iii) Full time maternity leave may be availed for maximum of 2 times while in the service period.
- (iv) The duration of full pay maternity leave will be maximum 180 days

8. Paternity Leave

- (i) May be availed by any full time and confirmed male employee who's legally wedded wife has given a birth to a child.
- (ii) Such male employee should have worked 180 days prior to the claim of Paternity leave.
- (iii) It cannot be availed for more than two times while in employment. A birth certificate has to be submitted to avail the paternity leave. It cannot exceed 10 days in any manner.
- (iv) It will need to be sanctioned by the approving Authority before the employee proceeds on leave.

9. Special Disability leave: These leaves maybe granted at the discretion of VC, not exceeding 30 days.

10. Compensatory leave

- (i) Compensatory Leave is applicable to employees who are required to undertake official work on non-working days, such as weekends or public holidays, as approved by the University.
- (ii) Only work hours completed with prior written approval from the Head of Department (HoD) will be eligible for Compensatory leave
- (iii) An employee is entitled to one day of Compensatory Leave for each full day of work performed on a non-working day.
- (iv) If an employee works for less than a day (e.g., half-day), Compensatory leave will be granted proportionally, subject to a minimum of four hours of work for half-day compensatory leave accrual. The two half day compensatory thus accrued can then be combined to one full day compensatory leave.
- (v) Only full day compensatory leave can be availed
- (vi) Only two (2) compensatory leaves may be availed at a time.
- (vii) Compensatory Leave need not be availed within the same month in which it is earned. Like other leaves Compensatory Leave has to be duly sanctioned. All Compensatory leave being accumulated needs to be verified and credited in the leave account within a month.
- (viii) No compensatory leave will be claimed on National Holidays.
- (ix) For any specific endeavor, the compensatory leave so earned, has no expiry date and can be availed at any time during the calendar year. It can also be carried over to next calendar year.
- (x) Compensatory leave cannot be availed for more than 15 in a year

11. On-Duty Leave

- (i) On-Duty Leave is provided only for the duration required to attend the official activity, including reasonable travel time if applicable.
- (ii) Employees must receive prior written approval from their reporting officer and/or Head of Department (HoD) for all On-Duty Leave requests.
- (iii) The Clinical postings would also be treated as OD.
- (a) Clinical Posting Leave applies to faculty and students enrolled in health sciences, medicine, nursing, pharmacy, and other clinical disciplines where practical training is required at hospitals, clinics, or similar healthcare facilities.
- (b) The leave is provided solely for the purpose of attending clinical postings or rotations that are part of the approved curriculum.
- (c) Faculty and students must apply for Clinical Posting Leave in advance by submitting a formal request through the HOD.
- (d) The application must be accompanied by the official schedule or letter of posting from the respective department, clinic, or hospital, as well as recommended by the Head of Department (HoD).
- (e) Clinical Posting Leave is granted for the duration specified in the official clinical posting schedule, including time for necessary orientation and debriefing sessions if applicable.
- (f) Attendance during clinical postings is mandatory. Students and faculty are expected to complete the posting as scheduled and may be required to submit attendance records or performance evaluations.
- (g) This leave is exclusive to clinical postings and cannot be used for any other purpose. Absence from posting duties without prior authorization will be treated as unauthorized leave, and may lead to break in session.
- (h) Any additional leave required during the clinical posting period (e.g., for medical emergencies) must be approved separately, following the standard leave policies and procedures.

12. Adjustment against leave due because of late arrival:

In case an employee fails to report on time, in lieu of minimum three late arrivals or early departures, half day leave out of any available leave (CL, EL) shall be deducted. In case no such balance is left, it would be treated as LWP.

The process of applying half day leave as adjustment to late arrival and early departure will remain the same as in other leaves.

The late arrivals would be calculated after 15 minutes of the office starting time and early departure would be calculated 15 minutes prior to departure time.

13. Leave admissible to employees on short term contracts for not less than 3 months:

Casual and medical leaves may be granted in proportion to the annual entitlement for such leave.

14. Work From Home:

The option of WFH is used to save teaching time and avoid delays on account of unforeseen circumstances. This facility would be sanctioned in case of physical inability to reach to the university campus. However, not more than 10 working days, WFH can be approved at a given time. The privilege given to faculties for completion of thesis, at discretion of management will be accounted in work from home.



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