

Quantum University, Roorkee



STAFF LEAVE POLICY


Registrar
Quantum University

STAFF LEAVE POLICY

1. STATEMENT OF LEAVE POLICY: EMPLOYEE ARE IN FULL-TIME SERVICE OF THE UNIVERSITY:

Leave is given to meet an urgent need and cannot be claimed as a right. The smooth functioning of university requires the continuous engagement of its faculty and staff with its students. Therefore, approval or disapproval of the leave is the discretion of the competent authority, leaves during teaching periods or examinations are highly discouraged. In general leave can be taken for various reasons to recharge, vacation, rest, illness, emergencies or any other personal reasons. In all cases, the leaves must be approved by the respective Director. For any leave requested to HOD, an online application must be filled out on ERP either in advance (or on the day of resumption of duty) after doing class adjustments, depending on the nature of the leave taken. Leaves shall be calculated at the beginning of new calendar year on January 1st and end with calendar year on December 31st. Long leave (leave of three or more days continuously) during the academic session is extremely disruptive to scheduling and to the academic continuity of students. It is therefore highly undesirable to take time off during the academic session when classes are being taught. However, in the cause of extreme necessity, emergencies or unforeseen circumstances, only the Director can condone such absences. Unexcused leave of 3 or more days will constitute a break in continuous service and unexcused leave of 7 days or more will constitute abandonment of job. In case any faculty or staff wishes to return after an unexcused absence the management reserves the permit or to not permit the faculty/staff to return and the management may impose additional terms and conditions on the employee. The System Admin maintains a permanent record of leaves granted and used by each employee on ERP. All Leave approvals are subject to the following:

1. Prior leave record
2. Completion of syllabus or the assigned task
3. Availability of appropriate substitutions

Faculty Member is liable to forfeit his salary increment if:

1. Faculty does not make himself/ herself available for university programs.
2. Faculty takes unsanctioned leave or takes leave very often.

3. Faculty's work is sloppy or is not finished in time.

4. Faculty is insubordinate or defiant.

In all matters, the decision of the management will be final.

2.LEAVE RULES

1. SCOPE

These Leave Rules shall apply to all regular Employees of the Quantum University.

2. DEFINITIONS

- I. **"Leave"** includes Casual Leave, Half Pay Leave and Extraordinary Leave.
- II. **"Extraordinary Leave"** means leave granted to an employee without pay.
- III. **"Competent Medical authority"** means medical officer of the University or a Doctor with minimum of M.B.B.S qualification.
- IV. **"Holiday"** means, a holiday prescribed or notified as such by the university authorities.
- V. **"Leave Salary"** means the monthly paid by the university to an employee who is on leave.
- VI. **"Month"** means a calendar month.
- VII. **"Pay"** means the monthly pay drawn on the day before the next month starts.
- VIII. **"Half Pay"** means half of the pay drawn.
- IX. **"Leave without Pay"** means leave when an employee absents himself without prior approval or leave sanctioned without pay for any other reason whatsoever.

3. RIGHT OF LEAVE

Leave cannot be claimed as a matter of right, when the exigencies of service so demand, discretion to refuse or resolve leave of any kind is reserved with the authority empowered to grant it.

4.COMMENCEMENT AND TERMINATION OF LEAVE

- I. Leave begins from the date on which it is actually availed of and ends on the day preceding the day on which duty is resumed.
- II. Sunday or other holiday may either be prefixed or suffixed to leave subject to approval of the competent authority.
- III. If the casual is due to medical reasons, production of appropriate medical prescription /certificate from a competent medical authority is mandatory.

3.FOR FACULTY MEMBERS

- I. Leaves are not the right of the employee; they are the prerogative of the management.
- II. For availing any type of leave prior permission is to be obtained from the Director or the competent authority appointed by Management for this purpose.
- III. Late arrival is strictly prohibited as per service rules. Departing up to one hour early than the scheduled departure time, if there is no class will be considered as short leave.
- IV. Maximum two short leaves are permissible in one month. Short Leave cannot be clubbed with any other leave.
- V. Absence from the office for one hour to three hours will amount to half day casual leave.
- VI. Absence for more than three hours will be treated as full day leave.
- VII. The university will provide 15 casual leaves in one Calendar Year (I.e. from 01 January to 31 December). They can be taken only when they are credited in to the leave account of the employee, i.e., at the beginning of each month.
- VIII. Availing of casual leave is prohibited during examinations and important university events. Absenteeism on such days, even if the leave is due or it falls on a holiday, shall be considered as leave without pay and accordingly the amount shall be deducted. However, performance of duty on a gazette holiday shall be compensated.
- IX. The university will provide summer vacations equal to 12 working days in one Calendar year. The faculty members are entitled to avail one summer vacation per month of service rendered.
- X. The university will provide 6 working days winter vacation in one Calendar year, entitlement of which shall be half leave per month of service rendered.
- XI. The faculty members shall avail winter and summer vacations only in the slots decided by the Director or the competent authority appointed by the management for the purpose.

- XII. If a Sunday or a declared holiday occurs in between leave durations then it shall not be counted as leave provided the total leave duration does not exceed six working days.
 - XIII. Credit of casual leaves will not be carried forward from one Calendar year to other.
 - XIV. Subject to prior approval by the competent authority, up to maximum of two casual leaves can be clubbed with summer or winter breaks.
 - XV. Leave shall not be allowed to any faculty member until or unless he/she makes proper arrangement of his/her class/tutorial/labs on that particular day and submits proof of arrangement made to his/her HOD/In charge.
 - XVI. Maternity leave will be provided as per the Maternity Leave Policy of uniiveristy.
 - XVII. For routine academic pursuit, casual leaves shall be availed. However, major leave requirements for up gradation of academic qualifications shall be worked out on a case to case basis for the faculties that have served the University for minimum two academic yearsonly after enrollment. This shall be under a contractual pre requisite.
 - XVIII. The regular casual leave shall not be applicable to part time faculty members or to faculty members who are working five days a week under a special arrangement. Only six casual leaves in a year shall be admissible to such category of employees.
 - XIX. At the time of separation/termination from the services due to any reason whatsoever, rights to all types of leave, even if unavailed, shall stand cancelled.
 - XX. In addition to the existing procedure for availing leave, faculty members are directed to note the following-
 - XXI. The leave has to be applied for in advance unless there is super emergency. In case of super emergency, if you have not been able to apply beforehand then an SMS has to be sent mandatorily to the HOD/Deptt. Coordinator before 9:00 AM on the day you have absented yourself. Details of class substitution must be communicated to the HOD/ Deptt. Coordinator.
 - XXII. It is mandatory to generate a soft copy of the above leave pro-forma and email it to Director and your department coordinator on their respective emails to avail the leave.
- If leave has been taken for super emergency, then the leave Performa should be submitted immediately on rejoining the duty.
1. Substitution can only be done with a faculty who is already teaching the same class.

2. While applying for leave, the substitute faculty signature for arrangements should be obtained on the hardcopy and submitted to Director.
3. Faculty members who are likely to arrive late due to reason beyond control must inform their HOD/ Deptt. Coordinator in advance and certainly as soon as they arrive. In case the late coming necessitates class arrangement, they must do the needful & inform.
4. If you are taking a substitution class, then it should be taken with all seriousness without wasting that time.

It may be made clear that the final sanction of the leave will be considered only if the class adjustments are done and informed by emails/SMS to the respective HOD/ Coordinator.

4. FOR ADMINISTRATIVE STAFF

- I. Leaves are not the right of the employee; they are the prerogative of the management.
- II. For availing any type of leave prior permission is to be obtained from the Director or from the competent authority appointed by the Management for this purpose.
- III. Late arrival is strictly prohibited as per services rules. Departing up to one hour early than the scheduled departure time will be considered as short leave.
- IV. Maximum two short leaves are allowed in one month. Short leave cannot be clubbed with any other leave.
- V. Absence from the office for one hour to three hours will amount to half day casual leave.
- VI. Absence for more than three hours will be treated as full day leave.
- VII. The university shall provide 12 Casual leaves to the staff members in one Calendar year i.e. 01 January to 31 December. They can be taken only when they are credited in to the leave account of the employee i.e. at beginning of each month.
- VIII. Credit of casual leaves will not be carried forward from one Calendar year to other.
- IX. The university will provide summer vacations equal to 6 working days in one Calendar year. The staff members are entitled to avail half summer vacation per month of service rendered,
- X. The university will provide 4 working days winter vacations in one Calendar year, entitlement of which shall be pro-rata basis for the length of service rendered.
- XI. Leave shall be allowed to any staff member only after allocating his/her duties to some other staff member.
- XII. Maternity leave will be provided as per the Maternity Leave Policy of university.

- XIII. At the time of separation/termination from the services due to any reason whatsoever, right to all types of leave, even if availed, shall stand cancelled.



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