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Shivalik College of Engineering, Dehradun

Human Resource Department

LEAVE RULES

Rev.	Implementation Date	Prepared by	Checked by	Approved by
02	01.03.2025 Version 1	Office of Dean (Admin)	Dean (Academics) & IQAC	Director

LEAVE RULES

The following leave rules have been framed by the competent authority of Shivalik College of Engineering. These leave rules are revisions of existing leave rules & now will supersede all previous leave rules, which will be effective from 01/03/2025.

These rules are subject to alteration/modification/review at the exclusive discretion of the Competent authority either in part or whole, at any time hereafter.

Seeking leave is not a matter of right. Leave has to be used judiciously by all employees. It is mandatory to seek prior approval from the concerned reporting authority before proceeding on leave.

It is the responsibility of every employee of the institute to apply for leave through the online portal (Faculty Login) with the necessary alternate arrangements for his /her work/assignments.

The following are the leave-approving authorities:

S.N	Applicant	Recommending Authority	Approval Authority
1	Teaching Staff Member	HOD/ Concerned Dean	Director
2	Non-Teaching Staff Member	Dean (Admin) /Registrar	Director
3	Dean/ Associate Dean	-	Director
4	Director/ Principal	-	VC

APPLICABILITY

These leave rules shall apply to all regular/full-time & staff on probation (Teaching & Non-teaching staff members) of the institute per the respective eligibility criteria specified under each category.

In these rules, unless the context otherwise requires:

1. "Institute" means Shivalik College of Engineering & College of Pharmacy.
2. "Faculty" means the teachers of the Institute who are imparting teaching
3. "Non-Teaching Employee" means a person serving in the institute in any capacity other than faculty/ Teacher.
4. "Support Staff" means a person comes under compulsory services i.e. Class IV /Group D Staff.
5. "Employee" for the purpose of these rules, means all the persons employed by the Institute, on its roll other than contractual appointments.
6. "Earned Leave" means leave earned by an employee on the basis of actual service rendered.
7. "Month" means a Calendar Month.
8. "Leave Salary" means the proportionate amount of monthly salary payable by the Institute to an employee after sanction of leave.
9. "Authority" means an Authority of the Shivalik College of Engineering/ College of Pharmacy.
10. "Approving Authority" means the authority empowered by the BOG / Vice-Chairman to grant the leaves.
11. "Recommending Authority" means the authority empowered by the Director to recommend the leave.
12. "Calendar year" means from the 01st of January to the 31st of December.
13. "Holiday" means a holiday prescribed or notified by the Competent Authority/ Director.

RIGHT OF LEAVE

Leave cannot be claimed as a matter of right by any employee whatsoever, and when exigencies of work so demand, leave of any description may be refused or revoked, postponed, or reduced by the authorities empowered to sanction the leave.

CATEGORIES OF LEAVE

The following categories of leave shall be admissible to teaching & Non-Teaching staff members of the Institute.

1. Casual Leave (CL)
2. Special Casual Leave (SCL)
3. Earned Leave (EL)
4. Vacation Leave (VL)
5. Sick Leave (SL)
6. Maternity Leave (ML)
7. Short Leave (SHL)
8. Sabbatical Leave (SBL)

9. Study Leave (STL)
10. Leave Without Pay (LWP)
11. Duty Leave (DL)
12. Compensatory Leave (CML)
13. Extraordinary Leave (EOL) - Bereavement Leave & Marriage Leave

1. CASUAL LEAVE

- I. All regular/full-time employees are eligible for 10 days of Casual Leave per calendar year. Five CLs will be credited in advance on January 1st and similarly, the next five CLs on July 1st. However, CL can break one-day CL into two ½ day CL. Employees appointed during the year shall be entitled to it on a pro-rata basis corresponding to the number of months served.
- II. If Sundays or holidays are sandwiched between two casual leaves (i.e. Prefix and Suffix), then Sundays / Holidays shall not be counted as part of Causal leave.
- III. Employees may not take more than two days of Casual Leave at a time.
- IV. Casual leave cannot be combined with any other kind.
- V. Unutilized casual leaves in the first six months (1st Jan to 30th June) shall be carried forward to the next six months (1st July to 31st Dec). However, after completion of one calendar year, all utilized casual leave shall be lapse automatically.
- VI. If an employee has availed CL over his/her eligibility, a proportionate deduction/ recovery will be made at the time of separation.
- VII. Upcoming CLs can't be combined without prior permission from the approving authority. Like in the month of February, CL of March and April can't be taken without the consent of the approving authority.

2. SPECIAL CASUAL LEAVE

- I. SCL for 10 days is introduced for the faculty to outreach academic/ research activities per calendar year. SCL will be credited on January 1st of each year.
- II. The Director or Principal shall grant SCL if the employee is participating in outreach academic activities like taking viva-voce, answer script checking, etc. SCL can also be granted if the activity promotes the interest of the institute or the academic enrichment of faculty or staff.
- III. SCL shall be granted for all the PhD work/ Research activities / attending conferences etc., subject to the satisfaction of the Dean (Research Promotion & Monitoring). All such leaves shall be forwarded by the COD/ HOD / concerned Head to the Dean (Research Promotion and Monitoring) for recommendation. Dean (RP &M) shall forward such leave to the Director/ Principal for final approval and in no case "post facto" approval/sanction will be given.
- IV. Whenever the faculty is on SCL, the Institute shall not be liable for any financial obligations whatsoever incurred by the faculty.

- V. In order to apply for SCL, it is mandatory to append the invitation letter/mail/acceptance letter, etc. for applying to SCL Online.

3. **EARNED LEAVE**

- I. Earned Leave of 15 days shall be admissible to confirmed Full-Time/ regular employees who have completed his/her probation period successfully as per his/her appointment conditions.
- II. All leaves shall be credited on the 1st Jan of every year. Employees who are appointed during the year shall be entitled to it on a pro-rata basis corresponding to the number of months served.
- III. Earned leave cannot be availed for less than two days at a time.
- IV. Sundays, holidays, and off days falling in between the leave shall be counted as a part of the earned Leave.
- V. Earned leave cannot be combined with any kind of leave under any circumstances.
- VI. Unutilized Earned leave up to 7 days in any calendar year can be carried forward to the next year and can be accumulated a maximum up to 90 days during his/her entire service at Shivalik. However, if an employee who joined the institution during the year in any month shall be entitled to avail of the leave as per the below formula:
 - a. No of leave availed during period = $X \times 8/15$
 - b. No of Leave carry forward = $X \times 7/15$, where X is the number of earned leave on a pro-rata basis
- VII. Accumulated earned leave can be encashed (Basic+AGP) in case the employee leaves the institute subject to submission of a No-Dues form as per norms.

4. **VACATION LEAVE**

- I. Vacation Leaves shall be admissible to confirmed Full-Time/ regular employees who have completed his/her probation period as per his/her appointment conditions. However, Employees who are appointed during the year & completed at least one semester shall be entitled to it on a pro-rata basis corresponding to the number of months served.
- II. Vacation leave shall represent the time when no formal teaching and/or internal or external examinations are being held at the Institute for any of the courses being run by it.
- III. Summer Vacation Leave of 15 days shall be availed by all teaching and technical staffs. The slot (15 days) of vacation for the individual mentioned as above shall be finalized by the concerned Head of the department or the competent authority of the institute.

- IV. All Administrative Staff/ Non-Teaching staff shall be entitled to 7 days' Summer Vacation leave which can be availed during the administrative lean period in a calendar year.
- V. Sundays, holidays, and off days falling in between the leave shall be counted as a part of the Vacation Leave.
- VI. Winter Vacation leave of 7 days can be given to faculty members subject to the availability of the days during this period. The final decision on this Winter Vacation shall be solely based on the discretion of the Director / Principal of the Institute.
- VII. The exact dates for Vacation Leave shall be notified to all concerned via notification from the office of the Director. The number of days of Vacation Leave may be reduced to accommodate the teaching days required as per AICTE/ UGC/ PCI norms.
- VIII. Any kind of leave cannot be combined with Vacation Leaves.
- IX. Vacations may be curtailed or refused depending upon the exigencies of the work.

5. SICK LEAVE

- I. Sick leave is categorized as SL-1 and SL-2. In the SL-1 category, five (05) days of Sick Leave shall be admissible to an employee in an academic year based on a medical fitness certificate from a Registered Practitioner working at District Hospital or private hospital or private clinic. In the SL-2 category, five (05) days of leave can be taken without a medical certificate but only one SL-2 at a time.
- II. On special circumstances, the EL can be clubbed with SL-1 subject to the approval of the Director.
- III. SL-1 & SL-2 Cannot be clubbed.
- IV. Employees who are appointed during the year shall be entitled to SL-1 & SL-2 on a pro-rata basis corresponding to the number of months served.
- V. If the sick leave of category SL-1 is not availed, it will be accumulated up to the maximum of 15 (Fifteen) days in your whole service.
- VI. Sick leave of the SL-2 category shall be laps if not utilized in the calendar year.
- VII. The employee will be required to submit his fitness certificate (In case of SL-1 category leave) at the time he/she resumes his/her duty.
- VIII. Sundays, holidays, and off days falling in between the Sick leave (SL-1) shall be counted as a part of the Sick Leave.

6. MATERNITY LEAVE

- I. The Maternity Leave facility will be admissible to only those female employees who have completed the probation period and received a confirmation letter for regular services.
- II. A female employee shall be eligible for 26 Weeks of Maternity Leave with the salary (Basic + AGP) as drawn by her at the time of applying for the leave in case of delivery.

- III. A female employee shall be eligible for 12 Weeks of Maternity Leave (> 2 Children) with the salary (Basic + AGP) as drawn by her at the time of applying for the leave in case of delivery.
- IV. A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- V. A female employee will also have to sign a bond certificate to serve the Institute for at least two years after availing of such leave.
- VI. During the leave day, the employee shall be paid the Basic Salary. The remaining AGP shall be paid after resuming her duty in six equal instalments.
- VII. Sundays, holidays, and off days falling in between the leave shall be counted as a part of the Maternity Leave.

7. SHORT LEAVE

- I. Two (02) short leaves up to 2 hours in a month may be granted for genuine reasons after obtaining due sanction of the competent authority. Part-time employees are not eligible for any Short Leave.
- II. Short leave has to be availed in the afternoon and only after prior approval.
- III. Short leave can't carry forward.

8. SABBATICAL LEAVE:

- I. The objective of the Sabbatical Leave facility is to promote and enhance the quality of educational and research activities at Shivalik through research work or other similar activities directed toward the intellectual and professional growth of the faculty. The main emphasis on granting sabbatical leave will be based on undertaking advanced research/ Book writing etc. rather than upgrading one's qualification.
- II. All regular faculty members, up to the age of 60 years who have completed six years of regular full-time uninterrupted service, may be considered for sabbatical leave on a case-to-case basis. However, it is a privilege earned by only those faculties who have achieved a minimum of 2 'Very Good' and Nil 'Unsatisfactory' ratings in the past 6 appraisals. The application shall be approved by the Management on the recommendation of the Director/ Principal of the college. A high-quality research/book/literature is an expected outcome after availing the sabbatical leave.
- III. Faculty members can apply for a sabbatical leave of 90 days after completing 6 years of service. An eligible faculty member who wishes to consider him/ her for sabbatical leave should submit a formal written application to the Director/ Principal providing complete information on the duration and nature of the activities planned during the sabbatical period, at least 3 months before the leave along with documentary evidence. No further extension is allowed in sabbatical leave once approved. Combining any other leave with sabbatical leave is not permissible.

- IV. During the period of sabbatical leave, the faculty shall be entitled to get a salary (Basic Pay+ AGP) as drawn by him/her at the time of applying for the leave. The leave day's salary shall be paid in three parts i.e. one (01) month of salary shall be paid every month (along with normal Interest as per RBI Norms for Saving Accounts) after three months from the day he/she resumes his/her duty.
- V. Faculty members who are awarded sabbatical leave must commit themselves through a written undertaking to Shivalik College for at least two academic years of full-time service upon completion of the sabbatical leave.
- VI. If he/ she leaves the college before two years, they shall be liable to pay the notice pay (i.e. Basic Pay +AGP) in lieu thereof for the un-served period i.e. two years.
- VII. In case of non-joining after sabbatical leave, it will be presumed that the faculty has abandoned his / her services from the college and will be tantamount to non-compliance with Service/ Leave rules. Appropriate action including termination from services can be initiated under such circumstances.
- VIII. The aim is to reward the high-performing faculty members to enhance their professional skills by availing the above leave through proper procedure, as detailed above. Notwithstanding the above, sabbatical leave cannot be claimed as a matter of right and in case of academic or administrative exigencies, it can be postponed or denied by the competent authority.
- IX. Sundays, holidays, and off days falling in between the leave shall be counted as a part of the Academic Leave.

9. STUDY LEAVE:

- I. A Request of a faculty member may be considered for study leave of 3 years for Pursuing a Ph.D./Post Doctorate program/ D.Lit. only if he/ she has taken NOC from the institute before applying for admission.
- II. The faculty members shall have to sign an undertaking on a Rs. 100 non-judicial stamp paper to serve the College for at least three years to avail of Study Leave for a regular Ph.D./Post Doctorate program/ D.Lit.
- III. During the period of study leave the faculty shall not be entitled to receive salary.
- IV. Sundays, holidays, and off days falling in between the leave shall be counted as a part of the study Leave.

10. LEAVE WITHOUT PAY (LWP):

- I. If the leave applied for is not due or it has been availed without sanction and /or rejected by the competent authority shall be treated as Leave without Pay.
- II. If the Competent Authority finds that the employee has taken leave intensely to avoid duty assigned to him/ her or he/she is in the habit of abstaining himself/ herself without the due sanction of leave, such leave shall be considered as LWP. Moreover, such an act shall invite disciplinary action as deemed fit.

- I. In case of emergency and absence without prior sanction (Any kind of leave), the sanctioning authority should be notified over the phone, and a "Post Facto" sanction should be obtained within 24 hours of the date of leave/ the date of resuming the duty. In case of failure to do so, the leave shall be considered as LWP.

11. DUTY LEAVE

- I. The Employees may be treated on duty (working days only) for the following:
 - a. If he/she is attending the official meetings outside the campus.
 - b. If he/she has been assigned other official work/duties which has the prior approval of the competent authority.

12. COMPENSATORY LEAVE (CML)

- I. An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays/ Sundays without any extra remuneration. For such a whole-day assignment, Compensatory Leave may be granted at the discretion of the Competent Authority and that too within a calendar year (1st Jan to 31st Dec).
- II. Compensatory can be availed within a calendar year; otherwise, it will lapse automatically.

13. EXTRAORDINARY LEAVE (EOL) - BEREAVEMENT LEAVE & MARRIAGE LEAVE

- I. Bereavement leave for 15 days shall be allowed to full-time/regular/probationary employees of the Institute in case of the demise of his/ her first blood relative.
- II. Marriage Leave for 15 days shall be allowed to full-time/regular/probationary employees of the Institute in case of his/ her marriage.

14. RECALL FROM LEAVE:

Leave once granted can also be cancelled if the exigencies of the Institute work so require; the institute reserves the right to cancel the leave & recall the employee before the expiry of his leave. The balance of un-availed leave in this case shall be credited to the employee's account.

16. EXTENSION OF LEAVE:

As a principle, leave should be sanctioned in advance, and the same is applicable in case of an extension of leave also. This extension should be applied for well in advance so that leave can be sanctioned before the original leave has lasted. If any belated

application is received, it is upon the competent Authority to sanction leave or not. An email reply intimating the grant or refusal of an extension of leave shall be sent to the employee.

17. ENTITLEMENT OF LEAVES TO A PROBATIONARY EMPLOYEE

The following types of leave can be availed by an employee who is on Probation period as per the HR Policy of the Institute.

1. Casual leave – 10 Days on a pro rata basis.
2. SL-I (5 Days) & SL-II (5 Days) on a pro rata basis.
3. Vacation on a pro-rata basis subject to Office Order issued from the office of Director.
4. Short leave as per leave policy.

18. ENTITLEMENT OF LEAVES TO HOSTEL WARDEN/ MAINTENANCE STAFF/SUPPORT STAFF

The following types of leave shall apply to the Hostel warden, Maintenance Staff, and Support Staff as per the institute's HR Policy.

A) HOSTEL WARDEN

- a. Casual leave – 12 Days as CL on a pro-rata basis in the case of Warden.
- b. Sunday & Holidays
- c. Maximum 4 Days leave can be sanctioned at a time. If needs more days, then it should be placed before the Chief warden for consideration & it can be approved in the Summer /winter break only.

B) MAINTENANCE STAFF/MALI/ SUPPORT STAFF/ PEON

- a) Sunday & Holidays

C) CONTRACTUAL STAFF

- b) Sundays & other Holidays as per Contract.

17. ENCASHMENT OF LEAVES

Only the cumulative Earned Leaves as per Clause 3 (VII) shall be considered for encashment at the time of relieving the employee. Any other leave shall not be considered for encashment.

18. SANCTIONING AUTHORITY

- I. Unless otherwise stated, leave of all kinds for all Faculty/Technical staff shall be recommended by Respective COD/ HODs and sanctioned by the Director/ Principal of the Institute.
- II. The leave of all kinds for administrative staff shall be forwarded by the concerned head and approved by the Dean (Admin) / Registrar.

- III. The Vice Chairman/ Management shall sanction all kinds of leave for the Director/ Principal. The Director/ Principal shall sanction the leave for Deans and all functional heads (including the Registrar) of various departments.

19. GENERAL RULES

- I. Leave should always be applied through proper channels on the ERP system and prior sanction taken except in emergency cases. In case of emergency and absence without prior sanction, the sanctioning authority should be notified over the phone, and a "Post facto" sanction should be obtained within 24 hours of the date of leave.
- II. If any employee resigns, then he/she shall not be entitled to any further leave /vacations during the notice period.
- III. During the period of leave, an employee shall not take up or accept any employment or work, whether on remuneration or without remuneration.
- IV. During the period of suspension, an employee may not be granted any kind of leave.
- V. Before proceeding on leave, an employee shall intimate to the sanctioning authority his/ her address, including email address, while he/ she is on leave and shall keep the said authority informed of any address changes.
- VI. Taking leave or extending leave without sanction will be treated as an unauthorized absence from duty and shall render an employee liable to disciplinary action, including suspension and/or termination from the services of the Institute or deduction of Salary.
- VII. An employee on leave may be allowed to return to duty before the expiry of leave subject to the approval of the concerned Head and approving authority.
- VIII. Three late arrivals to work (Not exceeding 15 Minutes each) in a month will be considered as ½ day CL.
- IX. Three early departures from work (not exceeding 15 minutes each) before the scheduled time in a month will be considered as ½ day CL.
- X. The salary of a staff member will be withheld if he/she is absent without intimation for more than 3 days. Salary in such cases can be released only after approval by the Director/ Principal.
- XI. Any holiday or weekend falling in between any kind of leave be considered part of the leave except Casual Leave as an exception. (i.e. any individual is on leave on Friday & also on Monday of the following week then Saturday and Sunday fall in between part of the leave making it 04 days leave instead of 02 days leave.).

20. STANDARD OPERATING PROCEDURE (SOP) FOR TAKING LEAVE:

- I. The faculty/ staff members who intend to proceed on leave shall apply for the leave through the ERP system.
- II. All teaching and non-teaching staff shall have to ensure that all duties/ responsibilities are handovered/ exchanged/ rescheduled and are mentioned in the prescribed place in the ERP System.

- III. The Leave application shall be forwarded through the Head/ Coordinator of the department to the sanctioning authority.
- IV. In case of special casual leave (SCL) under the category of Ph.D. course work, research experimental activities, attending conferences or visits to funding agencies for research proposals, etc., all leave should be forwarded to the Dean (Research promotion and monitoring) for the recommendation. The leave shall be further forwarded to the Director/ Principal for final approval.
- V. The leave of all administrative staff shall be forwarded and recommended by the Dean (Administration) / Registrar and shall be sanctioned by the Director.
- VI. Attendance records shall be updated daily on the ERP portal. It is the duty of the concerned employee to check his /her daily attendance on the ERP system. If there is any discrepancy, please inform to Dean (Admin) / HR Dept. for further necessary action.
- VII. In case of non-punching of attendance on the Bio-Metric machine (on arrival or departure), the faculty /staff will be treated as absent.
- VIII. In case of technical issue/ biometric failure, please inform to HR Dept. for rectification of your attendance records.
- IX. In the case of Mis-Punch (which means you punched in Biometric but attendance is not updated on ERP) kindly inform to HR Dept. for rectification. (Using a Close Circuit Camera) within 24 hours.
- X. In case of late punching due to the late reporting of the Institute's Vehicles (Transport Services), the faculty/ staff shall be treated present in time followed by a recommendation of the Principal/ Director/ Dean (Admin) within the same working day.
- XI. Kindly contact the HR Dept. if you need any clarification about the leave rules contained in the policy. Any distortion of the meanings of the provisions of the leave rules shall not be accepted.
- XII. Notwithstanding anything contained in the above rules, the Director shall have the power to sanction / not sanction the leave applications (rare to rarest case), as it may deem from time to time.

Prepared by



Dean (Administration)

Approved by



Director