



VISWA BHARATHI COLLEGE OF LAW

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Leave Policy of Viswa Bharathi College of Law

Purpose: The purpose of leave policy for employees is to lay down guidelines regarding when to avail leave and the process to take leave with pay, leave without pay, Leave of absence policy and so on..

Eligibility: The Leave policy is applicable to all the regular employees

Guidelines for Leave Policy: -

Leave cannot be claimed as a matter of right. Any kind of leave can be granted or refused depending upon the pressing demands. Leave of absence from work without proper approval will call for disciplinary action. Leave meaning is to go away for something for a short period of time.

The calendar year for leave is from January to December.

All leave record of the employees shall be maintained in college records

All leaves should be applied before proceeding on leave. In case of emergency when leave cannot be applied in advance, telephonic intimation to the immediate reporting in hierarchy should be done and it must be regularized within 2 days of resuming duty.

Leaves will be credited to employees account in the beginning of calendar year i.e. January. Earned Leave will be updated in the month of January every year. For the teaching staff 5 days and for non-teaching 30 of earned leave is permissible. For existing employees carried forward earned leave balance from previous year will be updated in the month of January. The earned leaves are not subject to encashment.

Employees will be eligible for Earned Leave only after completion of probationary period/after one year of joining.

It is the discretion of an employee to utilize leaves during a year. It is meant to fulfill the objective of maintaining the work life balance.

Employee may apply for leave depending upon their leave balance available to their credit.

An employee can avail paid leave depending upon the leave balance available to employee and also unpaid leave can be availed when leave balance is exhausted and employee is in need of leave on approval from immediate authority.,

Employees joining during course of year shall be subject to receive Leave on pro-rata basis in their leave account.

- ❖ An employee shall not proceed on leave until unless leave has been approved by reporting authority.
- ❖ If an employee is absent continuously for 15 days beyond sanctioned leave with no information, in this case employee shall be considered to have left his/her employment on one's free will. College will take action in this case. First Warning letter will be issued to the employee if he/she does not return within 7 days of expiry of sanctioned leave. If no response from employee within 7 days of issuance of 1st warning letter, 2nd warning letter will be issued. If there is still no response from the said employee final termination letter will be issued in 7 days after issuance of 2nd warning letter.
- ❖ In case of prolonged illness or leave of absence from work, an employee is supposed to inform the immediate reporting authority at regular interval about their condition and most probable date of return. In absence of any communication from employee serious action can be taken by the college.
- ❖ Leave without approval will be considered as leave without pay.
- ❖ Weekends and any holiday lying between the sanctioned leave periods will be excluded and not be counted as leave in case of casual and earned leave.
- ❖ Leave for coming year cannot be availed in the current year. In case of planned leave it is employee responsibility to apply for leave in advance, however in case of unplanned leave employee must regularize leave within 2 days of resuming duty.

Types of Leave

There are different types of Leaves given in accordance of the college policy. However unpaid leave or leave without pay can be availed by an employee at the time of emergency and when no leave balance left.

- **Casual Leave**
- **Earned leave**
- **Maternity Leave**
- **Paternity Leave**
- **Leave without pay**
- **Compensatory off**
- **Sabbatical Leave**

Casual Leave

- Maximum 12 days of casual leave can be availed by an employee in a year after one year of service can avail 15 days of casual leave.
- Casual leave is paid leave.
- Employee joining during the course of year will be entitled for casual leave on pro-rata basis.
- Casual leave can be taken for minimum half day and maximum 3 days in a month.
- Leave for more than 3 days may be computed as earned leave.

- Casual leave cannot be carried forward to next year.
- Casual leave cannot be clubbed with earned leave or any other type of leave.
- Casual leave should be applied one day in advance and a week in advance when it is applied for more than 2 days.
- Casual leave not availed during the year will lapse at the end of year.

Process for Casual Leave

Casual leave applied by an employee to the head of the institution for approval. Once approved communication will reach to employee and administrative officer. Leave are deducted from leave balance from the employees account and latest balance updated on records

Earned Leave and Process to avail

- Leave application for Earned leave must reach reporting authority 15 days in advance.
- For existing employees leaves will be credited in the beginning of the year.
- Privilege leave can be carried forward to next year up to a maximum of 9 days. However for existing employees who are into service for more than 5 years a maximum of 25 days can be carried forward. Leave above 25 days will lapse automatically.
- Earned leave is not subject to encashment. It is only to be availed.

Maternity Leave

- All confirmed female employees shall be entitled for Maternity leave as per maternity benefit act 2016, with (full pay for a period of one month and the rest 22 weeks with 50% pay)-- continuous 26 weeks (excluding national holidays) for each pregnancy up to a maximum of 2 confinements.
- Leave taken for prenatal treatment for the first 7 months of pregnancy will be considered as normal leave not maternity leave.
- A woman employee can take maternity leave earliest 8 weeks before the expected date of delivery.

Process of Maternity Leave

Before proceeding on Maternity Leave it is needed to be applied for approval and must be approved by the reporting authority.

The woman employee proceeding on Maternity leave must also submit a doctor's certificate.

Paternity Leave

- All regular male employees are eligible for paternity leave.
- A maximum of 15 days of paid paternity leave can be availed by an employee.
- The paternity leave must be taken within 15 days of child birth, failing which the leaves will lapse.
- The leave must be taken at a stretch.

Process of Paternity leave

Paternity leave must be applied at least 15 days before the expected date of delivery.

Employee can commence for leave from the actual date of delivery.

The leave must be approved by immediate reporting authority

Leave without pay

- An employee can avail leave without pay in case existing leave balance is exhausted and employee is in need of leave due to unforeseen circumstances.
- In case no approval taken for leave without pay, such absence of employee will be considered as Leave of absence from work.
- Disciplinary action will be taken in case of absence without approval.
- No salary would be given to employee for the days leave without pay is availed.
- A maximum of 15 days of leave without pay can be availed by an employee subject to the discretion of approval by the authority
- Leave will be updated as loss of pay on records.

Compensatory off

- An employee is eligible for compensatory off when he/she has worked on an important assignment on any of the national/festival/declared off day.
- Approval to work on any such day i.e. national/festival/declared off day must be taken by senior management
- Compensatory off must be availed within a period of 1 year else it will lapse.

Process to avail compensatory off

Approval of senior management/head of the institution is must for compensatory off. Employee who has worked on national/festival/declared off day can avail leave in lieu of work done on above mentioned days. The day employee is taking compensatory off he/she must inform immediate reporting authority for approval.

Sabbatical Leave: A sabbatical is a long time to be away from your job. A sabbatical gives you an opportunity to take extended time off to relax, recharge, plan for higher studies and reenergize for your return to work with a renewed commitment for future success.

- An employee will be eligible for the sabbatical leave after putting in service of 2 years.
- Must be applied before 45 days in advance.
- Sabbatical leave cannot be availed when the semester has commenced.
- Sabbatical Leave is an unpaid leave.
- It can be availed from 6 months to one year. Extension of sabbatical leave may be permitted only upon approval of the authority.
- During Sabbatical, the employee must not work in any employment within 100 kms radius from the college.

- The pay you will receive after coming back from sabbatical will be based on from where you left.

Process to avail Sabbatical Leave

Approval of senior management/head of the institution is must for Sabbatical Leave. Employee has to apply 45 days in advance for approval and it is discretionary and not a right. The leave must be approved by immediate reporting authority. After availing sabbatical leave, the employee must join his/her duty. Failing which will be taken as resigned from services.

Leave of absence policy: The leave of absence policy is defined as an unpaid duly approved absence from work for a limited period of time for medical or personal reasons.

Process of leave of absence policy:

Medical reasons: A request for leave of absence from work must be raised through an application to the reporting authority. An employee is supposed to take approval from Leave of absence from work at least 20 days in advance when the need for leave is foreseeable. In case of leave of absence from work due to medical reasons a certificate from physician need to be submitted.

Personal reason: An employee can apply for Leave of absence from work when in need due to some unforeseen reasons. The maximum days of leave of absence can be applied for 6 weeks subject to discretion and approval by the authority.

Cancellation of leave

- Approved leave can be cancelled depending upon the need and circumstances.
- Leave once cancelled by reporting authority a communication will reach to the employee and the administrative officer. Leave balance will be updated accordingly.

Extension of leave

- In case of extension of leave due to any unforeseen circumstances the employee must inform reporting authority in advance; once extension of leave is approved by reporting authority it is reporting authority's duty to inform the administrative officer. This is the case when leave extension has been told verbally or over the phone. It is employee responsibility to regularize leave once employee has resumed back on duty.
- Leave balance will be updated on college records.
- In case employee overstays without approval it will be treated as absence from duty and disciplinary action will be taken against the employee.
- Leave extended without permission will be treated as loss of pay

Leave calculation on resignation/termination

In case employee has resigned from the services or on termination of employee privilege leave will be calculated till the last working day of the employee and will be paid in full and final settlement of the employee.

Revision of the policy

The college management reserves the right to revise, modify any or all clauses of this policy depending upon demand and needs.