



# MALWANCHAL UNIVERSITY, INDORE



## LEAVE POLICY

AMENDMENT: 2023

A handwritten signature in blue ink, appearing to be 'Vijay', is written over the text 'AMENDMENT: 2023'.

Created by: HR Department

Approved by: Registrar

A handwritten signature in green ink, appearing to be 'Sodhane', is written over the text 'Approved by: Registrar'.



LEAVE POLICY

**LEAVES:** The discretion of granting leaves is reserved to the authority empowered to sanction leaves. The concerned authority reserves the right to refuse or revoke leave at any time according to the exigencies of the organizational work.

**Casual Leaves:** Employee will be eligible for 12 days casual leaves in a calendar year.

Maximum of six days casual leave can be taken at a time, provided that the leave is due to the individual employee and approved by the authority.

Un-availed CL cannot be carried forward to the next calendar year. The casual leave not availed up to 31<sup>st</sup> Dec will lapse.

Casual Leave cannot be clubbed with Summer Vacation/Earned Leave/Leave on Medical Grounds/Special Leave/ Maternity leave/Paternity leave.

**Earned Leave:** Earned leave can be availed on full pay and allowances only after the employee has completed 12 months of continued service maximum earned leaves given to an employee is 12 days in a year starting from their date of joining.

Teaching Staff (Non-Hospital), Teaching Staff (Hospital), Non-Teaching Administrative Staff are entile for EL.

The following parameters have to be kept in mind while availing the Earned leave. Earned leave can be taken for maximum of 15 days and should not be taken for more than 4 times in a calendar year, if leaves available in their account.

In case the earned leave is taken on Fridays / Saturdays (wherever applicable) and Mondays and/or before and after the vacation, the period of vacation will be reckoned as leave in calculating the maximum amount of leave.

Earned leave at the credit of the employees shall not accumulate beyond 36 days.

**Optional Leave: -**

Optional holiday list for each year will be published by the university. The employees of Malwanchal University will be entitled to avail optional leave on any three of them in a particular year from the holiday list published by the university.

**Summer Break Leave:**

Entitlement for vacation (**Only to the Teaching Staff**) will be as under:

- Faculty shall be eligible for Summer Vacation on completion of one year of service.
- Summer Vacation can be availed for 15 days in the month of **May & June** or as declared by the university in the calendar only.
- Vacation can't be availed in parts unless special circumstances demand so.
- Vacation will be planned in such a way that functioning of department does not suffer. Sufficient staff should be available in each half of the vacation period so that the departmental work does not suffer.
- Departmental Plan of vacation will be submitted by individual Heads of Departments to the HOI once the vacation period is notified.

**Compensatory off (Leave)**

- Such leave entitlement is for employees who has worked for a minimum of five hours on Sunday/Holiday. Such leave must be availed within calendar year.
- Employees are required to submit the application through their HOD to Head of Institution for sanction.
- Compensatory leave should not be credited/clubbed for more than 3 days.

**Study Leave:**

Study leave without pay shall be granted to Teaching staff after continued services of two years to the organization to pursue a special line of study or research directly related to his or her wok in the organization or to make special study of various aspects of university and methods of education, subjects to the conditions that are:

- a. The Study leave has to be applied at least six months in advance and can be availed after approval from the Competent Authority
- b. The subjects have relevance to the sphere of duties of the employee concerned
- c. The purpose of the study/training should be distinct advantage from the point of view of organizations interest and would significantly enhance the employee's efficiency
- d. The maximum tenure of study leave would be one year and study leave would not be granted for more than two times during the entire career with the organization
- e. The study leave cannot be merged with any other leave provided to the employee. After the leave has been sanctioned, the faculty shall execute a bond in favour of the organization. Binding him/her in the form of an affidavit to serve the organization continuously for next two years.

**Sabbatical Leave:**

Confirmed full time teaching and non-teaching who have completed five years of continuous service can avail non-paid sabbatical leave the approval for the sabbatical leave has to be taken from the competent Authority at least three months in advance or prior through special permission the duration of the leave shall not extend beyond 3 months.

An employee who has availed study leave would not be entitled to avail sabbatical leave the sabbatical leave shall not be granted until after the expiry of five years from the date the employee returns from the previous sabbatical leave.

**Academic Leave:**

(a) An employee who has been invited by some other organization to present / attend any meeting / conference / seminar / Inspection or any other specific activity approved by HOI / Competent Authority which will bring repute to the university / constituent / Institutes can be availed maximum of 10 days Academic Leave during a calendar year. Grant of additional 5 leaves can be given on special case.

(b) Leave application must be submitted, for approval, to the appropriate authority, with supporting evidence, before availing such leave.

***Report of the Academic activities attended with Photographs to be submitted to the Competent Authority once returned to the duty for the approval of leave and travel reimbursement if applicable.***

