



**Noida International University**

**Annexures on Short Leave(s)**

**Purpose of Short Leave:**

Confirmed teaching & non-teaching staff may avail the short leave only in case of his / her genuine emergency / private work without notice. Short leave at any circumstances can't be used as a planned arrangement.

**Policy** (for eligible teaching & non-teaching employees):

1. In a month each employee is allowed three short leaves provided he / she works for the standard / normal working hours for the institute.
2. A short leave is ONE AND A HALF HOURS of leave either in the morning or evening.
3. Three short leaves used in a month add up to One FULL day leave from that employee's quota automatically- either from his /her CL or EL.
4. Two short leaves used – constitute for one half day of leave deduction.
5. Employee(s) coming to NIU campus/ leaving on half day period should not be considered / merged as on short leave.
6. One short leave will be discounted and granted with no deductions based on the prior approval from the concerned Director / HOD and must be applied / approved on ERP only.
7. Any Short leave (unaviled) by the employee(s) can't be accumulated /carried forward or encashed at any circumstances.
8. This policy will be in effect on and from 1<sup>st</sup> April, 2018

**Policy Amendment / Declaration:**

The regulations and procedures in this policy / annexure are subject to change without prior notice, if necessary.

The Management reserves the sole discretion to make exceptions, change rules and other requirements as it may deem fit from time to time.

By  
**Ashis Chakrabortty**  
**(Head – HR)**