



ANNEXURES ON LWP & MISC PROVISIONS FOR EMPLOYEES

LEAVE RULES FOR EMPLOYEES (TEACHING & NON TEACHING) DURING PROBATION PERIOD:

During the probationary period, there will be no entitlement of any kind of leave, be it Casual Leave, Sick / Medical Leave, Academic Leave etc. or any other kind of leave for any employee(s). Therefore, any other leave if availed will be treated as without pay (LWP).

LEAVE WITHOUT PAY (LWP) FOR CONFIRMED EMPLOYEE(S) [TEACHING & NON TEACHING]

Policy:

Leave without Pay (LWP) can be applied by an employee when no other leave is available. During this period, the employee is not entitled for any pay or allowance.

Procedure:

1. LWP must be taken with proper justification and prior approval of the reporting authority such as concerned HOD / Director before sending the same to the Human Resource department.
2. It's mandatory to submit the documents where applicable by the concerned employee(s) to justify his / her LWP either at the beginning or at end of Leave to the concerned HOD / Director and to the Human Resource department.
3. Approved LWP(s) can't be clubbed with Summer / Winter Vacation else, the same will be sandwiched with each other which may lead more loss of pay (LOP) to the employee(s).

SANCTIONING AUTHORITY FOR LWP:

For eligible employees (teaching & non-teaching) who avail LWP as ad-hoc leaves – 5 such leaves for each person can be issued per academic year. However if someone crosses the limit – then for the next three consecutive LWP leaves, warning letters will be issued in each cases, post which the Chairman will issue permission to the HR department to have the person relieved of his / her duties or may be deemed to be “Absconding” (as the case may be).

LEAVE DURING NOTICE PERIOD:

While serving of working notice period till the last date of separation, no leave (except pending EL but not more than 3 consecutive days can be adjusted or availed by the concerned employee(s) [teaching & non-teaching] as per existing leave policy / management order / amendment / annexures issued.

MATERNITY LEAVE OF ABSENCE (applicable only for teaching staff)

Policy:

A request for maternity leave of absence will be considered only for confirmed employee(s).

Procedure:

1. Reporting pregnancy to employer

As soon as the female employee-attending physician confirms the pregnancy, the employee should inform to the concerned Director / HOD and Human Resources department along with a physician certificate of explaining work restriction if any, should give a reasonable time frame as to the latest date as prescribed by the physician to allow the employee to work.

2. Maternity Leave of Absence

- a. A pregnant employee may continue to work until such time as her physician feels that continued performance of her responsibilities will endanger her health.
- b. Maternity leave of absence will be granted upto 4 months (3 months with pay and 1 month as extended leave without pay).
- c. Maternity leave of absence will be granted twice during the employment.
- d. No pay shall be due or payable in lieu of unavailed maternity leave.

3. Returning from Leave

- a. Upon delivery, the concerned employee should inform to the concerned Director / HOD and Human Resources department of her availability to return to work along with physician's certificate.
- b. If the employee does not return to work upon expiration of her maternity leave and certification by her attending physician that she is physically and mentally capable to work, employment will be deemed to have terminated without notice.

LEAVE RULES FOR EMPLOYEES (TEACHING & NON TEACHING) DURING CONTRACTUAL PERIOD:

1. All the teaching and non teaching staff members on contract will be eligible for 5 Casual Leaves only for the period of 12 months from the respective date of joining.
2. The leaves will be credited to the individual's account on a pro-rata basis based on individual's date of joining.
3. Any leave will not be carried forward if and when the status of the employment of the individual changes to Probation or Confirmation.
4. Contractual staff is also eligible for LWP.

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.