

## **Employee Handbook Updates - Leave Policy & Code of Conduct for Non-Teaching Staff**

### **Working Days and Working Hours**

As per the guidelines of UGC on Examinations and Academic Calendar for the Universities, IILM University shall follow a 6-day week pattern. Depending on exigencies, the University may remain open on Sundays as well. All employees are supposed to be available at all time for official duties. On week days, the working hours for the University shall be from 9.00 AM to 5.30 PM and on First/Third/Fifth Saturdays, from 09:00 AM to 04.00 PM.

### **Lunch Break**

Lunch Break will be for 30 minutes.

### **Login System**

You will be required to log in your presence in the biometric attendance system and log out when you leave the office.

In case, you are on tour, or on outside duty or have to leave for any work during the office hours, you are required to inform the HR along with approval from competent authority.

### **Movement of the premises**

A staff member, who is required to go out on official duty, shall inform the HR about the Out Door Duty which has been duly approved by the competent authority

### **Late Arrival**

All Staff members must be punctual at work. Any employee, who is late beyond 15 minutes after his / Her schedule time, will be treated as late comer. For two late comings, half day CL would be deducted and for four late comings, a full day CL would be deducted. This is cumulative and not in a month.

Type of leave	Annual Entitlement (Staff)	Leave Accumulation
Earned Leave	15	30 days
Sick Leave	6	Nil
Emergency Leave	6	Nil
Maternity Leave	As per Maternity Act	N/A

**Note:** Leave is earned by duty or services and cannot be claimed as a matter of right. Hence, all leaves will be considered approved only if the same is sanctioned. You are required to proceed on leave only on its approval. Non-adherence to this will tantamount to misconduct and will be seriously viewed.

#### General Conditions

- ☐ Leave is earned by duty or services and it cannot be claimed as a matter of right.
- The leave year is from 1st July to 30th June of the next year.

In case of the exigencies of work, it will be open to the Competent Authority to refuse, postpone, revoke or reduce leave of any description.

- During the period of leave, staff members shall not take up or accept any employment or work either on remuneration or without remuneration.
- During the period of suspension, staff members shall not be granted any leave. However, during the pendency of disciplinary proceedings, the competent authority may grant leave.
- Sundays and or/ holidays as may be declared by University, may be prefixed and /or suffixed to any kind of leave, but intervening Sundays and Holidays, will be counted as a part of leave.
- Combination of leave: Sick Leave/Emergency Leave cannot be availed of in conjunction with any other kind of leave/holidays.
- Before proceeding on any kind of leave, staff members shall intimate to the Competent Authority his/her address while she/he is on leave and shall keep the said authority informed of the changes in address, if any.
- Overstay beyond the sanctioned leave shall be treated as leave on loss of pay unless the concerned staff members has got the extension of leave sanctioned (by Competent

Authority) before the expiry of the leave already sanctioned. However, before treating such unauthorized absence as leave on loss of pay, the competent authority shall satisfy itself that there were no extenuating circumstances, which prevented the staff members from obtaining prior sanction for overstay. Over-stay of leave beyond 10 days without proper sanction can call for disciplinary action.

- National, Regional and Declared Holidays will be decided in December each year for every calendar year.
- On resignation from the service of the University, if the employee has taken any Earned Leaves or Emergency Leaves/Sick Leaves, the same shall be considered as LWP.

#### Sick Leave / Emergency Leave

- All Staff members who are on 6-day track will be granted sick leave/emergency leave for a maximum period of 12 days i.e. 6 Sick Leave and 6 Emergency Leave during the leave year. Staff members who are appointed during the course of the year shall be entitled to it on pro-rata basis.
- Sick Leave. For availing Sick Leave, all employees (Staff) are to submit valid medical certificate.
- Sick leave/Emergency leave remaining un-availed will lapse at the end of the leave year.
- For availing sick leave, the employee has to submit a medical certificate issued by a registered medical practitioner having minimum MBBS qualification. In case the medical certificate tendered in lieu of the sick leave is not valid, the same shall be treated as cancelled and will be subject to deduction of salary and in such cases strict disciplinary action including termination of services can be taken place.
- Sick Leaves/Emergency Leaves may also be availed for diagnostic purposes, however, prior approval must be taken and a certificate must be submitted for the same.

#### Earned Leave (EL)

EL will be credited to the leave account of employees after one year of service. EL credited to the individual's account will be from the date of joining to 30th June and thereafter with respect to each year, i.e. on 1st July to following 30th June.

#### Procedure for EL Sanctioning

- EL will be recommended by the Dean and approved by VC.

- Requests for EL shall be made at least one month in advance.
- Weekly off, declared holidays falling within the earned leave period will be counted as Earned leave.
- EL will be credited on pro-rata basis.
- An employee can avail ELs which he/she have been already earned and having in their leave account. The maximum accumulation is upto 30 days.
- EL can only be taken in non-academic period (i.e. during no academic activity and the session is closed).

#### Maternity Leave (ML)

This is applicable to all female staff who have completed one year of continuous service and have attended at least 6 months in office. ML may be granted to a female staff member for first two surviving children. A maximum period of six months of ML may be sanctioned to all such employees with pay. Under the Maternity Benefit (Amendment) Act, 2017, this benefit could be availed for a period extending up to 8 weeks before the expected delivery date and remaining weeks can be availed post child birth. For availing ML, they have to submit a medical advice letter from a qualified doctor. All relevant Govt regulations would be applicable with respect to ML, however, prior approval of Management would have to be taken for availing the same.

The staff member will have to necessarily join back to duty on completion of Maternity Leave; however, in case of medical exceptions a certificate may be submitted for the extension of leave which may be granted on its merits.

As per the Relevant Clause of The Haryana Maternity Benefit Rules, 1967, "In case of miscarriage, a woman shall on production of a certificate in Form „C“ or Form „B“ be entitled to leave with wages at the rate of maternity benefit for a period of six weeks immediately following the day of her miscarriage. The wages shall be paid within 48 hours of production of the certificate in Form „C“ or

Form „B“ ". The same will be implemented in letter and spirit.

#### Leave without Pay (LWP)

In case of a staff members whose SL/EL has been exhausted or taken in excess of the entitlement or who has extended leave without informing the authorities of the University,

those excess leave taken will be treated as leave without pay (LWP), if approved ex post facto by the management. If the leave is not so authorized, it will be considered as violation of conduct rules and dealt accordingly.

#### Leave Applicable for Contractual Employees

Contractual employees will be entitled to 6 Sick Leaves and 6 Emergency Leaves that is 12 leaves in a year and the 9 declared holidays (Gazetted, festival etc) and 2 restricted holidays. Contractual employees will be entitled to 15 Earned Leaves only after their contract is renewed after completion of 1 year.

#### Procedure for applying for Leaves

Below is the SOP for leave application process which needs to be followed for all cases. No leave will be considered sanctioned outside this process.

- Medical leave in an emergency can be taken with information but needs to be backed up by a medical certificate.

Leave cannot be claimed as a matter of right. Hence, all leaves will be considered approved only if the same is sanctioned. You are required to proceed on leave only on its approval. Non adherence to this will tantamount to misconduct and will be seriously viewed. Therefore, all unapproved leaves will be treated as without pay and salary deduction will take place accordingly.

**Note: This policy is subject to change as per the University guidelines from time to time.**