



Institute of Advanced Research *The University for Innovation*

IAR Leave Policy

1.0 Policy statement

The University has harmonized leave entitlement for all employees, irrespective of role or grade, and is committed to ensuring that work-life balance of all employees is promoted through reasonable annual leave entitlements complemented with provision for short leave in special circumstances including sickness and maternity.

2.0 Scope

This policy applies to all employees

3.0 Aims

This policy sets out the University's approach to annual leave and the basis on which it may be taken.

4.0 Principles

- 4.1 Annual leave entitlement for full-time employees is 20 days plus the Public Statutory holidays as declared by the University.
- 4.2 The week in which Diwali falls will be the Diwali vacation. However, the campus will be open to those who need to be present.
- 4.3 Annual leave entitlement (including Public / Statutory holidays) will be pro-rata for employees working on a part-time and part-year basis, as a proportion of a full-time contract.
- 4.4 The standard annual leave year runs from 1 January to 31st December each year.
- 4.5 Employees who join the University part-way through a leave year will be granted a proportion of the annual leave entitlement for the part of the year they work.
- 4.6 Every employee is expected to take their leave entitlement within the leave year.
- 4.7 In exceptional circumstances, permission may be given for up to 3 days leave to be carried forward, if the employee is unable to take leave entitlement within the year because of University's work priorities. An application for such leave carry forward

must be submitted to the Registrar with the support of Head of Department at least a month prior to the end of the leave period.

- 4.8 The University will not pay employees for leave not taken as an alternative to carrying it over to the next leave year.
- 4.9 Heads of Department and staff are responsible for identifying well in advance situations where the amount of leave untaken may lead to problems.
- 4.10 Employees leaving the University are expected to take any outstanding leave entitlement during their notice period.

5.0 Responsibilities

Employee:

- 1. Keeping a record of annual leave allowance and leave taken
- 2. Ensuring that adequate leave is retained for use on 'Customary Leave' days and Public / Statutory holidays
- 3. Identifying untaken leave well in advance situations to take it within the year.

Head of Department/Manager

- 1. Authorising and monitoring the taking of annual leave by their staff
- 2. Identifying well in advance situations where the amount of leave untaken may lead to problem

HR Lead

- 1. Keeping Leave records and providing guidance on calculating annual leave.

6.0 Leave in special circumstances

6.1. The University recognises that there are a range of circumstances when the employee may need to take time away from work, but that it may not be reasonable for him/her to use annual leave. Leave in special circumstances is intended to provide a sympathetic response to this, and this procedure provides a framework for making and

considering these requests for time off. Examples special circumstances include bereavement in the family, accident and sudden illness of immediate dependents.

6.2 Leave in special circumstances may be unpaid or may, sometimes, be paid on a case by case basis. When considering applications, Heads of Department in consultation with the HR Lead, must decide which is appropriate in line with the advice from HR Lead.

6.3 The maximum number of paid leave days under this category allowed during one year is 3.

7.0 Domestic emergencies leave

7.1 Domestic emergencies leave is discretionary, and if granted will normally be unpaid and limited to no more than 2 days.

7.2 Domestic emergencies leave may be granted if you suffer an unexpected domestic emergency that requires immediate attention, such as an accident, flood, fire or burglary.

7.3 In considering your request your Head of Department will take account of the nature of the emergency, whether the request is reasonable and whether you have been granted leave for domestic emergencies before. Your Head of Department will also consider whether you have other annual leave available to cover the emergency.

8.0 Duty Leave

8.1 From time to time, the University may require its employees to represent the University externally, both in India and overseas. The Head of Department may recommend for approval by the Registrar paid or unpaid duty leave to individual employees to undertake such responsibilities on behalf of the University.

8.2 The faculty and research staff may seek leave of absence for collaborative research and development activities. The Heads of Department shall consider the nature of the activity, its fit with University's priorities before making a recommendation for Registrar's approval on paid or unpaid leave of absence.

8.3 Employees may seek leave of absence from the University for their professional activities such as conference attendance and external professional training. The Head of Departments may consider recommending paid or unpaid leave for approval by the Registrar if the activities are in alignment the University's objectives. Such leave will not be allowed more than two times a year and normally the total number of days will not exceed 6 days per year.

9.0 Sickness Absence

The University is committed to the health and well-being of all its employees and supports individuals who fall sick and/or need medical attention. Employees should let

their Head of Department know as soon as practicable if they are unable to attend the University due to illness. Up to a maximum of three days a year of sick leave may be granted on full pay. The University reserves the right to ask for a medical certificate to be submitted. For long periods of sickness absence, leave may be granted with 50% pay up to one month on production of medical evidence. Beyond one month any approved leave will be unpaid and may lead to the viability of continuing employment with the University.

Please note that sick leave is not a right but a privilege. If evidence emerges that an employee falsely avails sickness absence, disciplinary action may follow.

10.0 Application for Leave

10.1 Applications for leave by completing the leave form should be submitted to the Head of Department/Manager as below:

- 1 day leave – 3 days in advance
- 2-5 days – Two weeks in advance
- More than 5 days – 1 month in advance

10.2 Leave except in special circumstances should only be taken outside the teaching and assessment periods.

10.3 Employee absent without prior approved leave will be considered an abscondee and may be subject to disciplinary action (please refer to the Employee Disciplinary Policy and Procedure).

Document management and control

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