



### Leave Policy

#### 1. Policy Statement:

- a. 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 and they are supported in times of unforeseeable circumstances through reasonable annual leave entitlements.
- b. The University encourages all its employees to make best use of the authorized leaves. However, it must be appreciated that leave is a privilege and can't be claimed as a matter of right.

#### 2. Objective

The leave policy aims to provide guidelines for all Teaching and Non-Teaching Staff of the University regarding various types of leaves, procedures and their utilization.

#### 3. Scope

All Teaching and Non-Teaching Staff are eligible for leave benefits in accordance with their employment status and length of service. The annual leave cycle shall be from the period of July to June every year.

#### 4. Types of Leave:

##### a. Casual Leave (CL):

- I. Casual leave is provided to employees for relaxation and personal pursuits. It is accrued based on the length of service and is to be availed with prior approval from the department head.
- II. The total casual leave authorization shall be **20 days** in an academic year on the pro rata basis from the date of joining of the individual.
- III. Maximum of five days' Casual Leave can be taken at a time, provided that the leave is due to the individual employee. Exceptions can be provided in case of any valid reason with prior recommendation from the HoD / reporting authority and approval of the Pro Vice Chancellor.
- IV. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- V. Un-availed Casual leave shall not be carried forward to the next year. The Casual Leave not availed up to academic leave cycle (July – June) will lapse.

##### b. Sick Leave (SL):

- I. Sick leave is granted to staff for health-related issues. A medical certificate may be required for leave exceeding two days.



# Institute of Advanced Research

## *The University for Innovation*

Established under the Gujarat Private Universities Amendment Act 2011 and recognized under section 22 and 2(f) of UGC

- II. A total of **06 days** SL is authorized to all employees in a duration of one year.
- III. 50% of the unutilized SL in a year may be carried forward to the following year.
- IV. For long periods of sickness absence, leave may be granted with 50% pay up to one month on production of medical evidence.

### c. Duty Leave (DL) :

- I. Duty leave upto **06 days** in an academic year may be granted for the following purposes:
  - Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Seminar and Symposia, as a delegate nominated by the university or with the permission of the University;
  - Delivering lectures in institutions and universities at the invitation by other institutions or universities and accepted by the HoD / Director of the University;
  - Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, other renowned Institute of National Important Institutes or any other similar academic body; and
  - For performing any other duty assigned to him/her by the University/College.
- II. The duration and approval process for DL will be determined on a case by case basis.

### d. Summer Leave :

This leave is provided to all staff for promoting long break and rejuvenation so that they can get back on the work with refreshed and recharged attitude.

- I. Total **05 days** of summer leave shall be provided to all staff in the month of May or June.
- II. This leave shall be on the rotation basis, considering the workload of the Department and on the sole discretion of the HoD and reporting authority. This leave can be availed only with sanction in advance.
- III. This leave can be merged with the Sick Leave in case of long medical exigencies with prior recommendation of the concerned HoD / reporting authority.
- IV. This leave can also be combined with CL with prior approval / sanction.

### e. Diwali Leave :

The week in which Diwali falls will be the Diwali vacation. However, the campus will be open to those who need to be present.

### f. Bereavement Leave (BL):

- I. Maximum **05 days** of Bereavement Leave shall be granted to all employees.



# Institute of Advanced Research

*The University for Innovation*

Established under the Gujarat Private Universities Amendment Act 2011 and recognized under section 22 and 2(f) of UGC

## g. Maternity Leave (ML):

- I. Admissible to female staff after completion of uninterrupted service of 01 year duration in the University.
- II. Maternity Leave on **full pay** would be admissible for a period not exceeding **90 (ninety) days** from the date of its commencement, on production of requisite medical certificate.
- III. It shall be admissible for upto two surviving children.
- IV. They will be required to take a minimum of one month before the expected date of birth of their child and a minimum of one month following the date of delivery of the child.
- V. Maternity Leave may be combined with other kind of leave like Casual Leave or Sick Leave, if the request is supported by a Medical Certificate.
- VI. University may consider requests for additional unpaid maternity leave for up to 3 months beyond the paid maternity leave.

## h. Paternity Leave (PL):

- I. Paternity leave of **07 days** may be granted to male staff during the confinement of their wife, and such leave shall be granted only up to two surviving children.

## i. Compensatory Leave

- I. Compensatory Leave is given to staff in lieu of duty performed on Sunday/holiday to meet specific requirement of the University with respect to admissions, NAAC work, events, meetings etc.
- II. Compensatory leaves can be availed within 30 days only.
- III. Any duty / task on Saturday will not be considered for compensatory off.

## 5. Application Procedure:

IAR employees are required to submit leave applications through the University's designated leave management system only. Leave applications should be submitted in advance, except in cases of emergency.

## 6. Approval Process:

Leave requests will be reviewed and approved by the respective HoD / reporting authorities. The University reserves the right to deny leave requests based on operational requirements, ensuring adequate coverage of essential duties.

## 7. Designated responsibilities with respect to Staff Leave Management:

- I. Employee:
  - Apply entitled leave well in advance to the reporting authority.



# Institute of Advanced Research

*The University for Innovation*

Established under the Gujarat Private Universities Amendment Act 2011 and recognized under section 22 and 2(f) of UGC

- Keep a record of annual leave allowance and leave taken.
  - Provide genuine supporting document in case of Sick Leave and Duty Leave.
- II. Head of Department/Manager :
- Authorizing and monitoring the leave availed by their staff.
  - Identifying well in advance situations where the amount of leave untaken may lead to staff management issue during some specific period of time.
  - Updating all the leave applications in the Leave Management System on or before 25<sup>th</sup> date of every month for smooth processing of the attendance management.
- III. HR Department
- Keeping Leave records and providing guidance on calculating different leave types.

## 8. Application for Leave

- I. Applications for leave by completing the leave form should be submitted to the Head of Department/Manager as below:
  - 1 day leave – 2 days in advance
  - 2-5 days – 1 week in advance
  - More than 5 days – 1 month in advance
- II. Leave except in special circumstances should only be taken outside the teaching and assessment periods.
- III. Employee absent for more than **15 days** without prior approval will be considered an absconder and shall be subject to termination of the employment.

## 9. Compliance:

All employees are expected to adhere to the provisions outlined in this leave policy. Violations of the policy may result in disciplinary action in accordance with university regulations.

## 10. Amendments:

The university reserves the right to amend or revise the leave policy as deemed necessary. Any changes to the policy will be communicated to employees in a timely manner.

## 11. Implementation:

This leave policy shall be effective from 01<sup>st</sup> October 2024 and will be in force till reviewed.