


LEAVE POLICY

GENERAL

1. **RIGHT TO LEAVE:** Leave cannot be claimed as of right. When exigencies of service so require, leave of any kind may be refused or revoked by the authority competent to grant it. All leaves are calculated on the basis of Academic Session i.e. July-June.
2. **REDRESSAL OF COMPLAINTS RELATED TO REFUSAL OF LEAVE:** In case of refusal of leave, if the issue is not resolved, the employee has the right to discuss the issue with the Director. The Director after discussing the issue with the affected employee and the Reporting Manager will take suitable steps to resolve the issue. The decision of the Director will be binding on Reporting Manager as well as the employee.
3. **NO LEAVE CAN COMMENCE UNLESS IT HAS BEEN SANCTIONED:** Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting it sanctioned makes the employee liable to disciplinary action besides penal deductions.
4. **PROCEDURE FOR EMPLOYEES TO PROCEED ON LEAVE:** Employees shall make alternate arrangements/internal adjustments amongst their department or any other department to ensure implementation of academic classes/duties.
5. **TELEPHONIC SANCTION OF LEAVE:** In case of emergency/ unavoidable circumstances/ sudden illness etc. leave can be sanctioned on telephone. However it will be regularized immediately on joining the duty.
6. **APPLICATION OF LEAVE ON HRMS:** HR ERP has been implemented in the College. The leave must be applied on HR ERP.
7. **LEAVE DURING NOTICE PERIOD:** No leave will be granted during notice period given by the employee. In case, they have availed the leave during the notice period, it will be assumed as L.W.P. Details instructions are mentioned in General Instructions for Faculty & Staff.

COMBINATION OF HOLIDAY/SUNDAY WITH LEAVE:

8. Combination of Holidays/Sundays with leave is permitted under the following circumstances only:
Example:
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- (a) If 28th March (Thursday) & 29th March (Friday) are the scheduled public holidays and 31st March (Sunday), the leave applied for 30th March, will be considered as one day leave only.
- (b) If an individual has applied leave as half day on Saturday/Monday and full day on Monday/Saturday, then in that case Sunday/Holiday will not be counted with leave.
9. If an employee has absented himself/herself or applied for leave from mid-week till next mid-week, Sunday/Public holiday falling during the duration of leave shall be counted towards leave.
- Example:
- (a) If individual has applied for leave on 27th March & 30th March, (28th March & 29th March being public holidays), then leave will be considered as 4 days.
- (b) If individual has applied for leave on 31st May & 02nd June, (01st June being public holiday or Sunday), then leave will be considered as 3 days.
10. The above rules will be applicable for Privileged Leave, Paternity Leave, Maternity Leave, Special Leave, and Compensatory Leave also.
11. **Casual Leave** may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as Casual leave. The above rules will be applicable for Medical Leave also.
12. The College vacation (Mid Term Break/Semester Break) leave may be combined with any other leave (**one side only**) except Casual leave.

PERIOD OF LEAVE

13. Generally leave for a maximum of 3 continuous days can be sanctioned, during a semester (when classes are in progress). However, due to unforeseen circumstances/eventualities, leave for longer period upto maximum of 5 days leave can be availed with prior permission of the Director (through proper channel). If the employee has leave balance, then it can be adjusted otherwise it will be LWP.
14. An employee with continuous absence of **six days or more** during last part of month or at the time of preparing salary will not be included in the payroll. Their salary will be paid separately as and when he/she rejoins from absence.

LEAVE SANCTIONING AUTHORITIES

15. All the leaves must be applied and approved by all the employees on HR ERP. In case, HR ERP is not functional then an employee can apply for a

leave on the prescribed format (SRMGPC/HR/Leave_Application/F/01) and the same should be processed to HR Office through concerned HOD. The procedure for leave sanction will be followed as under:-

- (a) The leave of Faculty Members will be recommended by concerned HODs and approved by the Associate Directors. Those departments where Associate Directors are not posted, leaves will be recommended and approved by HoDs. The leave of HoDs will be recommended and approved by the Director.
- (b) Leave of LIs & LTs of respective departments will be recommended and approved by their respective HODs.
- (c) **Administration & Staff Members:** Leave application will be recommended and approved by the Director for HOD and by their reporting managers for other administration and staff members.

16. **Cancellation Of Leave:** In case an employee wishes to cancel his/her leave fully or partially, an application on the prescribed format (SRMGPC/HR/Leave_Cancel/F/01A) will be submitted by the individual and the same will be processed to HR Office through concerned HOD. The Un-availed portion of leave will be cancelled by HR Office.

17. **Late Punch/Missed Punch:** All the employees are required to punch their attendance by 8:55 AM. Grace period of 5 minutes is already included in the punch-in time. The facility of late punching can now be availed only once in a month on the prescribed format (SRMGPC/HR/Attendance Punch/F/01B) with a grace period of 10 minutes i.e. the employees will be required to punch their attendance by 9:00 AM. Other cases of late punching will be treated as short leave. In case no short leave is left in the balance of the employee, it would become a case of half day leave.

TYPES OF LEAVE

18. Following types of leave will be given to the employees of the College:-

- (a) Short Leave
- (b) Half Day Leave
- (c) Privileged Leave (PL)
- (d) Casual Leave (CL)
- (e) Duty Leave (DL)

- (f) Study Leave (SL)
- (g) Maternity Leave (ML)
- (h) Paternity Leave (PtL)
- (i) Medical Leave (MeL)
- (j) Special Leave (Spl.L)
- (k) Compensatory Leave
- (l) Semester Leave

SHORT LEAVE:

- 19. Employee can avail either 02 hours short leave in one go for one time in a month or 01 hour short leave for two times in a month, at the beginning or end of the working day. If a person has availed 02 hours short leave in a month, he/she will not be permitted to avail 01 hour short leave in that month.
- 20. If an employee avails more than one or two short leave in a month, half PL on each short leave will be debited. And if there is no PL in balance, then half day salary will be deducted on each short leave.
- 21. If a faculty/staff wants to avail 02 hours short leave, he/she should submit the application on prescribed format to the HR Office which is enclosed as Annexure – SRMGPC/HR/Short_Leave/F/01C.

HALF DAY LEAVE :

- 22. Half day leave will be treated if an employee goes out for his/her personal work after 12:35 p.m./arrives at the College till 12:35 p.m.
- 23. Short leave and half day leave cannot be availed on the same day.

PRIVILEGED LEAVE (PL):

- 24. Privileged leave means an employee has earned the leave after joining and working. The fresh quota of PL will commence on 01st July every year. No PL will be permitted in the first month of service. However, after one month completion in the College, he/she will be credited following leave:-

- (a) Faculty - 02 days in a month
- (b) Staff - 01 day in a month

25. Privileged Leave will be applicable based upon the date of joining of the College and calculated as under:

(a) Joining date 1st to 15th of the month - **Full quota** as applicable

(b) Joining date 16th to 31st of the month - **No leave**

26. Privileged leave of previous academic session can be availed till 31st July. Under exceptional conditions, these time limits could be extended.

27. Privileged leave can be combined with Special Leave, Compensatory Leave, Maternity leave, Paternity leave and Medical leave.

CASUAL LEAVE (CL):

28. Casual leave is an emergency leave which can be availed by the employee at the time of emergency/unavoidable circumstances. If leave is not of emergency nature, it should be availed with prior permission. In case of emergency, prior permission is exempted.

29. **Twelve (12) days Casual leave** in a year is authorized to employees. The fresh quota of CL will commence on 01st July every year. No CL will be permitted in the first month of service. However, after one month completion in the College, he/she will be credited with 01 CL at the beginning of each month.

30. Casual Leave will be applicable based upon the date of joining of the College and calculated as under:

(a) Joining date 1st to 15th of the month - Full quota as applicable (01)

(b) Joining date 16th to 31st of the month - No leave

31. Casual leave is intended essentially for short periods of absence due to unexpected contingencies. Such leave should ordinarily be granted for short periods up to 3 days and not exceeding **03 days in a month**. The Director/Associate Director/HOD may however waive off this condition if he/she considers that there are exceptional circumstances justifying a relaxation in this regard *through manual application*. The application for more than 03 days must be submitted on prescribed format (SRMGPC/HR/Any Leave/F/02) to the HR Office.

32. **Casual** leave cannot be combined with any other kind of leave.

33. HR ERP cannot convert the casual leave into privileged leave automatically, if casual leave is not available in the credit of the faculty/staff concerned. Such leave will be L.W.P.
34. At the end of academic year (i.e. 30th June), un-utilized Casual leave lapses and is not carried forward. Under exceptional conditions, these time limits could be extended.

DUTY LEAVE (DL):

35. Duty Leave upto a maximum of 5 days in a semester will be granted for the Faculty Members. It includes conduct of practical, projects, guest lecture also. Application must be submitted on the prescribed format (SRMGPC/HR/DL/F/03) to HR Office.
36. Faculty members who are nominated centrally by the College itself may be granted duty leave other than specified 5 days in a semester.
37. In exceptional cases, permission for specific number of additional days of Duty Leave can be obtained through the Director.
38. Duty leave can be availed for either full day or half day depending upon the duration of work/task and same can be applied on HR ERP.
39. Duty leave may be granted for one or more of the following purposes:-
- (a) To perform duties outside the campus as external examiner, university observer, practical exam, and consultancy work etc.
 - (b) To deliver academic lecture in highly reputed/ ranked organizations.
 - (c) To present a research paper in a conference/ symposium of National/International level or to attend a quality improvement programs (QIPs) when duly authorized by the Director.
 - (d) To attend selection committee or other such like Committee meetings provided they are convened by a Statutory Body/University recognized by the Government.
 - (e) To inspect academic institutions attached to a Statutory Body of a University recognized by the Government.

- (f) If any employee is detailed by the College for Official Work in the local areas or outside Lucknow, period spent by the employee will be treated as duty leave.
- (g) The faculty member will be provided duty leave (not study leave) for a period of not more than 02 days for defense of his Ph. D. thesis.
- (h) For attending the Convocation program (Faculty Members only), DL not more than 01 day will be granted (depending upon the distance from Lucknow).
- (i) For International Conference/ Seminar/ Academic Visit (outside India), 02 days duty leave may be sanctioned for completing the VISA formalities in an academic year.
- (j) For attending the guest lecture outside the College campus.
- (k) Any other special case on merit as approved by Director on the basis of recommendation of the competent authority.

40. The Faculty/Staff Members who perform duties outside the campus are required to submit a certificate for performance of duty from the organization where they have performed the duty. Some of the organizations do not issue such type of certificate. Therefore a format (attached as SRMGPC/HR/DL_Cert/F/04) has been evolved. This certificate would be required only if concerned organization does not provide a certificate with these details.

41. **DL cannot be availed, unless previously sanctioned/approved by the Director. There is no provision for ex-post-facto approval of DL.** Availing of leave is subject to the following conditions:

- (a) There exists a written request from the individual through competent authority. Duly filled prescribed application form must be submitted alongwith supporting documents in the HR Office **minimum 20 days before** availing the duty leave.
- (b) The paper has been accepted for presentation and communication to this effect received in writing/email.

(c) In addition to applying on HR ERP, submission of the SUPPORTING DOCUMENTS of duty leave in HR Office within 03 days of availing the leave is mandatory. All documents are supposed to be verified by the HOD/Associate Director, if supporting documents are not verified, all such leaves will be treated as LWP. The supporting documents are as follows:

{ (i) Documents regarding processing/registration/publication fee.
(ii) Abstract of research paper. Prior
(iii) Programme Schedule of Conference/Seminar/Workshop

{ (iv) Copy of certificate of participation
(v) Copy of receipt/online transaction of fee.
(vi) Copy of finally published paper (With details of hyperlink, if published online). After
(vii) Date of publication of paper.
(viii) Copy of travel ticket & accommodation charges.

42. **Post Seminar Activities:** Once an individual faculty member returns after paper presentation in Seminar/Conference or attending the Workshop etc, the laid down action(s) will be taken as per the FDP Policy. Duty leave will be recommended and approved only if ppt presentation/ lecture session have been conducted in the department/ institute post attending the conference/ seminar/ workshop activities.

43. **Timings for Departure / Arrival for Duty Leave**

- (a) The employees will be allowed to leave the College campus up to three hours before the planned time of departure from their residences to Airport/Railway Station/Bus Stand. Those employees who have to depart from their residences for Airport/Railway Station/Bus Stand up to 12:00 noon will not be required to report to the College at 08:55 am. Similarly, they will be permitted to report to College campus within three hours after their return to their residences after outstation trip. Those employees who reach their residences on return from duty after 12:00 noon are also not required to report to College that day.
- (b) The same rules will be applicable for those employees who proceed outstation using College transport.
- (c) The Duty leave will be sanctioned based on the above mentioned parameters after checking the biometric attendance data. Absence

beyond these laid down timings will be treated as leave which will be deducted from employee's entitlement of salary/leave.

STUDY LEAVE

44. The College Faculty/Teaching staff pursuing Ph.D can avail **05 days of study leave per semester** and Non-teaching staff pursuing Ph.D/PG programs can avail **02 days of study leave per semester** for their work in Library/Lab or consultation with respective supervisor or FRC or Finalization of thesis. HOD/ Associate Director concerned has to clearly endorse on application that the absence of the faculty member will not hamper academic work and the faculty member would complete the assigned responsibilities (including those assigned by COE and Academic Cell) before proceeding on such leave. Application must be submitted on prescribed format (SRMGPC/HR/Leave Application/F/01) to the HR Office.
45. Study leave can be availed upto a maximum in two parts. During semester exams, an employee will not be entitled for study leave. For all good reasons, the semester would be considered as day one of the commencement of class.

MATERNITY LEAVE (ML)

46. The female employees of College who have completed one year of service are eligible for grant of maternity leave for a period of **90 days (up to a maximum of two times)** either before the delivery or after the delivery.
47. A suitable medical certificate from a recognized nursing home must be submitted with the prescribed format (SRMGPC/HR/Leave/F/05) to the HR Office.
48. The salary for the leave period shall be paid in **two equal installments** with a gap of one (1) year. The first installment will be given after a year in follow up of the rejoining the institute having availed the college after Maternity Leave and the second installment will be due after serving two years of rejoining the college.
49. In case of miscarriage, leave up to a maximum period of **two weeks** on each occasion (up to a maximum of two occasions) may be granted provided that the application for the leave is supported by a certificate

from a competent doctor. The leave salary shall be paid in two equal installments as per the procedure given above.

PATERNITY LEAVE (PtL)

50. The permanent male employees having more than one year of service at the College are eligible for 08 days (maximum) of paternity leave, subject to submission of required medical documents (birth certificate of baby or discharge certificate) from the hospital.
51. Paternity leave will be granted during the confinement of wife for child birth upto 05 days before or upto one month from the date of delivery of the child. Application must be submitted on prescribed format (SRMGPC/HR/Leave/F/05) to the HR Office.
52. Paternity Leave can be availed in one go or in two installments. In the entire service of the employee, he can avail Paternity Leave for the maximum of two times only.

MEDICAL LEAVE (MeL)

53. The permanent employees having more than one year of service in the College are eligible for grant of Medical leave.
54. Maximum **05 days** of medical leave for serious illness is authorized to all employees in an academic year to **cover self-hospitalization period**.
55. Only these, 05 days will be considered as full paid days. The intervening weekly off days or public holidays falling within the spell of medical leave will not be included while counting number of days.
56. For availing Medical Leave, medical fitness certificate of registered doctor and prescription, lab report & discharge certificate from hospital is required. Application must be submitted on prescribed format (SRMGPC/HR/Leave/F/05) to the HR Office. Such leave will be finally cleared by HR Office after verification.

SPECIAL LEAVE (Spl.L)

57. The permanent employees having more than two years of service in the College are eligible for grant of Special leave which will be paid leave.

58. The special leave shall be permitted on the following occasions to the employees as per the conditions given in subsequent paras:-

- (a) Self-Marriage
- (b) Marriage of Son/Daughter
- (c) Demise of parents/ parents in-laws / Spouse/ Children (Maximum two times in one year)

59. Special leave can be granted for a maximum period of **8 days**.

60. In an academic year, the employee can take special leave for any one condition as mentioned above and submit on prescribed format (SRMGPC/HR/Leave/F/05) to HR Office.

COMPENSATORY LEAVE:

61. Any employee who is required to perform official duty on a Sunday/holiday/Mid Term Break/Semester Break or extra hours on working days will be compensated by extra leave called "**Compensatory Leave**". This leave will be credited to Compensatory Leave which will normally lapse after three months from the date of credit and this leave can be combined with any other leave except Casual Leave.

62. No compensatory leave will be provided for working after office hours, except for supporting staff working in Director's Office and Dean (Academics). In case, any employee stays back due to centralized instructions, compensatory leave will continue to be provided. For those offices where in after office work is regularly required, staggered timings could be followed on the lines of Library and Sports Office.

63. Compensatory leave will be granted only for those cases wherein the prior approval of Group Director has been obtained/ the duty has been assigned by the College to the concerned employee directly. Such leave should be applied on HR ERP. In case, HR ERP is not functional then an employee can apply for a leave on the prescribed format (SRMGPC/HR/Compensatory Leave/F/06) to the HR Office through concerned HOD.

VACATION / SEMESTER LEAVE :

- 64. During Semester Break in the College, all offices are closed except important offices.
- 65. Those employees of such offices, who are not able to avail semester break facility fully or partially will be permitted to avail the same in the next coming months (in not more than two installments) by applying leave on HR ERP as "Semester Leave".
- 66. The number of days which they can avail will be exactly the same for which they were present in the College during semester break.
- 67. Those who works on Sundays during semester break, are required to apply 'Compensatory Leave Request', not Semester Leave, for the same date in HR ERP to credit the Compensatory Leave.
- 68. Mid Term Break and Semester Break will not be entitled to those employees who were absent without any information and were present less than 15 days in that month. For all such absence, they will be marked LWP for the period of Mid Term Break/Semester Break. This restriction will not be applicable for those cases who have been granted leave for their absence. Semester leave will be given only to Teaching Staff and Support Teaching Staff who have completed one year of service in the college.

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