

## Leave Policy AY 2025-2026

- All employees of Symbiosis Open Education Society are entitled to following types of leaves in a calendar year (1<sup>st</sup> January 2025 to 31<sup>st</sup> December 2025)
- All balance leaves/vacation shall lapse at the end of calendar year. There shall be no leave encashment.

Sr. No	Particulars	Confirmed Employee	Probation Employee	Contract Employee
1	Personal leave (PL)	12	12	0
2	Sick Leave (ML)	8	0	0
3	Special Sick leave (Special case)	0	5	0
4	Vacation (June/July/December)	14 (Educators will be given 14days vacation in one go & non-teaching staff can avail vacation in one go or split vacation in two slots 7 days each in the month of June /July/December)	0	0
5	Saturday Off	1 <sup>st</sup> and 3 <sup>rd</sup> Saturday of the month	1 <sup>st</sup> and 3 <sup>rd</sup> Saturday of the month	0
6	Diwali Holidays	One Week	One Week	One Week

### Rules for availing personal leaves:

1. Employee can avail minimum half day & maximum 2 consecutive days at a time or maximum 2 non consecutive days of personal leaves in a month after proper work load adjustment within the institute/School/Department.
2. Personal leave cannot be either prefixed or suffixed with any Saturday/Sunday/Vacation/holidays.
3. Personal leaves of a calendar year cannot be carried over to the next calendar year.
4. Vice Chancellor or Registrar in absence of Vice Chancellor in case of University & Head of Institute/ Department in case of institutes/ colleges will be the Competent Authority for sanctioning Personal Leaves.
5. The application (Hardcopy/online as applicable) for Personal Leaves shall ordinarily be sent one week before the date from which personal leave is sought. An ex-post-facto sanction for the personal leave shall be obtained by the employee in exceptional circumstances where application of personal leave could not be sent before leave commences. The employee will take ex-post-facto sanction at the earliest but not later than 3 working days from date of resuming the duties.
6. Any deviation/ non-compliance of these rules shall result into leave without pay.

### Rules for availing sick leave:

1. Sick leave cannot be clubbed with Personal leave
2. Incase the sick leave is availed for two or more consecutive days, the concerned employee should submit medical certificate issued by registered medical practitioner on the day of resuming duties, failing which the leaves shall not be approved and will be deducted from personal leave balance. In the event there is no personal leave balance then said unapproved sick leave will become LWP.
3. Management may grant sick leave on medical grounds in exceptional cases even when no sick leave is available in the leave credit balance of employee. This will be considered by the Principal Director Symbiosis Open Education Society on case to case basis.