

## **CENTRE FOR SPORTS SCIENCE BANGALORE** **CONSULTANT LEAVE POLICY**

### **Purpose**

1. This policy outlines the leave structure applicable to consultants engaged with the Centre for Sports Science Bangalore (CSSB). Consultants are independent professionals, not employees, and therefore statutory labour laws do not apply. The leave structure below is an operational allowance for continuity of services.

### **Consultant Status**

2. All individuals are engaged as Independent Consultants, not employees. No employer–employee relationship exists. Statutory employee benefits such as PF, ESI, gratuity, bonus, and maternity leave do not apply.

3. Earned Leave (EL) – 15 Days Per Calendar Year

CSSB grants consultants 15 days of Earned Leave per year.

#### **Conditions:**

- A minimum of 15 days' prior notice is compulsory.
- If 15-day notice is not given, the leave will NOT be treated as Earned Leave.
- Such leave will be treated as Unpaid Leave (UPL) with payout deduction.
- EL cannot be carried forward or encashed.
- Approval is subject to operational schedules, athlete assessments, events, and center workload.

4. Sick Leave (SL) – 6 Days Per Calendar Year

Consultants are entitled to 6 days of Sick Leave per year.

#### **Conditions:**

- A doctor's medical certificate is mandatory for all Sick Leave.
- If certificate is not produced, the leave will be treated as Unpaid Leave.
- Sick Leave cannot be carried forward or encashed.

## 5. Mandatory National Holidays

CSSB will remain closed only on the following national holidays:

1. Republic Day (26 January)
2. Independence Day (15 August)
3. Gandhi Jayanthi (2 October)
4. Kannada Rajyotsava (01 November)

No other national or regional holidays will be observed.

## 6. Festival Holidays – 2 Per Year

CSSB will grant 2 festival holidays per calendar year.

- These festivals will be chosen by management based on operational convenience.
- No additional festival holidays will be provided.

## 7. All Other Holidays

All other public, regional, or optional holidays are NOT observed. Consultants may take leave on such days, but it will be counted as Unpaid Leave.

## 8. Weekly Off

Sunday is normally the weekly off. However, consultants may be required to work on Sundays depending on athlete schedules, assessments, or camps. No compensatory leave is guaranteed unless expressly approved.

## 9. Unpaid Leave (UPL)

Any absence without available EL/SL or without proper notice/certificate will be treated as Unpaid Leave with deduction from the monthly payout.

## 10. Leave Approval

All leave requests must be communicated through official email. Leave approval depends on workload and operational needs. CSSB reserves full discretion to approve, reject, or reschedule leave.

#### 11. No Employee Claim

Leave granted under this policy does not create employment rights or statutory leave benefits. Consultants cannot claim employee status now or in the future.

#### 12. Management Rights

CSSB reserves the right to modify this policy at any time based on operational requirements.