

## **SRM UNIVERSITY - AP, ANDHRA PRADESH**

**SRMAP / Reg. Off / Policies / 03 / 2024-25**

**18<sup>th</sup> September 2024**

### **LEAVE POLICY OF SRM UNIVERSITY - AP**

# **Leave Policy**



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## **1. Short Title, Applicability and Commencement**

- a. This Policy may be called the "SRM University – AP, Andhra Pradesh Leave Policy".
- b. The Policy shall be applicable to all permanent teaching and non-teaching employees.

## **2. Right of Leave**

- a. All employees must apply for leave in the ERP.
- b. Leave is not a matter of right and when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave.
- c. Leave should always be applied in advance and the employees may proceed on leave after obtaining approval from the Authority, except in cases of emergency and for valid reasons.
- d. Unauthorized leave shall be treated as leave without pay.

## **3. Authority Empowered to Sanction Leave**

- a. Leave may be sanctioned as described under "*Approving Authority*" for each type of leave.
- b. The Chancellor may sanction leave to the Vice Chancellor, but the Vice Chancellor can avail himself of casual leave on his own authority.

## **4. Commencement and Termination of Leave**

- a. Leave ordinarily begins from the date on which leave as such is actually availed and ends on the day preceding the one on which duty is resumed.
- b. Saturdays/Sundays/weekly off and other holidays, or vacation may be prefixed as well as suffixed to leave, subject to any limit of absence on leave prescribed under each category of leave.

## **5. Grant of Leave in the event of Resignation & Notice Period**

If any employee resigns, he/she shall not be ordinarily granted any leave not more than 1/3<sup>rd</sup> of the EL/AL at his/her credit during the notice period. Every Employee should serve the Notice period as per the terms and conditions of the appointment Order, in case of any deviation the HOD/Dean should recommend the same and basis the approval from the competent authority the employee must pay the remaining days as a salary in lieu of the notice period.

## **6. Combination of Leave**

Except as otherwise provided in this Policy, any kind of leave under these provisions may be granted by the competent authority in combination with or in continuation of any kind of leave, subject to any limit on the aggregate period of absence as may be prescribed in such cases.

## **7. Rejoining of duty on return from Leave on Medical Grounds**

An employee who has been granted leave on medical grounds against a valid medical certificate shall be required to produce a fitness certificate before resuming duty.

## **8. Rejoining of duty before the expiry of Leave**

Except with the permission of the authority which granted the leave, no employee on leave may return to duty before the expiry of the period of leave granted to him/her.

## **9. Limit of Total Leave / Absence**

The maximum period of continuous leave/absence with or without pay admissible to the employee of the University shall not exceed 3 years after which the employee shall cease to be in the service of the University. During the period of continuous leave/absence without pay, an employee shall not be eligible for increment/appraisal benefits.

An employee who is absent from duty for more than 5 days without notice will have to produce a written explanation to the Registrar through the reporting officer and HR for such absence. Such employee may be subject to disciplinary action if necessary. An employee who absents from duty for more than 30 days without information may be deemed to have ceased to be in the service of the University.

## **10. Leave Salary**

All leaves except Extra-ordinary Leaves are paid leaves as per salary applicable during the leave period. Extraordinary leave shall be without pay.

### **Categories of Leaves**

Applicable leaves at SRM University, AP - Andhra Pradesh have been labeled under the following categories (for regular employees):



### Teaching Staff:

S. No	Type of Leave
1	Casual Leave
2	Sick Leave
3	Vacation Leave
4	Accumulated Leave
5	Earned Leave (EL)
6	Half Pay Leave
7	Extra-ordinary Leave
8	Maternity Leave
9	Paternity Leave
10	Sabbatical Leave
11	Study Leave

### Non-Teaching Staff & Leadership:

S. No	Type of Leave
1	Casual Leave
2	Sick Leave
3	Earned Leave (EL)
4	Half Pay Leave
5	Extra-ordinary Leave
6	Maternity Leave
7	Paternity Leave
8	Study Leave

### **1. Casual Leave**

#### Applicability

All members of the Teaching & Non-Teaching Staff

#### Number of Days

A maximum of 12 days in a calendar year.

#### Modalities

1. **Minimum Duration:** Half Day. Lunch interval shall be the dividing line for the grant of half-day CL.
2. **Maximum Duration:** Total period of absence shall not exceed 6 days at a time, including Saturdays/Sundays/Weekly off or other holidays prefixed and/or suffixed. Saturdays, Sundays & closed holidays can be prefixed and/or suffixed to casual leave. Public holidays and weekends falling within a period of casual leave shall not be counted as part of the casual leave.
3. Casual leave may be granted as and when occasion arises at the discretion of the Approving Authority
4. Employees should apply for casual leave before availing the leave.
5. Casual leave cannot be combined with any other kind of leave except Special Leave.
6. Unutilized casual leave expires on 31<sup>st</sup> December every year and is not carried over.

**Note:** Six days' special casual leave may be granted to employees who undergo sterilization operation under the family planning scheme.

## 2. Sick Leave

### Applicability

All members of the Teaching & Non-Teaching Staff

### Number of Days

A maximum of 12 days in a calendar year.

### Modalities

1. **Minimum Duration:** Half Day. Lunch interval shall be the dividing line for the grant of half-day SL.
2. **Maximum Duration:** Total period of absence shall not exceed 3 days at a time, including Saturdays/Sundays/Weekly off or other holidays prefixed and/or suffixed. Sick leave cannot be combined with any other kind of leave, Saturdays, Sundays & closed holidays cannot be prefixed and/or suffixed to sick leave. Public holidays and weekends falling within a period of sick leave shall be counted as part of the sick leave.
3. Up to 3 days with or without a medical certificate from a Registered Medical Practitioner can be availed, however more than 3 days shall have to be accompanied by the medical certificate from a Registered Medical Practitioner.
4. Sick leave may be granted as and when occasion arises at the discretion of the Approving Authority.
5. Employees can apply for sick leave on the same day as availing the leave.
6. Unutilized sick leave expires on 31<sup>st</sup> December every year and is not carried over.

## 3. Vacation Leave

### Applicability

Teaching Staff: Assistant Professors, Associate Professors, Professors, Senior Professors, Professor of Practice.

### Non-Applicability

Academic Leadership: VC, Pro VC, Deans, Associate/Assistant Deans (faculty with additional responsibilities) and other non-teaching staff, any other eligible staff members as and when decided by the University management, as they are governed by applicable rules and guidelines of EL.

### Number of Vacation days

- Teaching Staff
  - 40 days (30 days during summer and 10 days during winter)

### Modalities

1. **Minimum Duration:** One Full day as approved by the competent authority.
2. **Maximum Duration:** 30 days during summer and 10 days during winter including Saturdays/Sundays/Weekly off or other holidays prefixed and/or suffixed. Vacation leave cannot be combined with any other kind of leave.
3. The conventional vacation period comprises the months of May - July and December - January. However, the University shall announce the exact dates every year depending on academic schedule.
4. Vacation leave may be granted to the teaching staff who have completed a minimum of 6 months of service are entitled to full vacation. However, Vacation leave may be granted to teaching staff with less than 6 months of service on a pro-rata basis.
5. In case a teaching staff is required to remain on duty, with approval from concerned Dean, during the whole or any part of the vacation to which he/she is entitled, he/she shall be credited with Accumulated Leave in accordance with the provisions described in Accumulated Leave
6. **Conversion of un-availed vacation leave to Accumulated Leave:** For every 2 days worked during vacation, 1 day AL shall be credited.

### **4. Accumulated Leave (AL)**

#### Applicability

All members of the Teaching staff

#### Maximum Number of Leaves

60 days can be accumulated.

#### Modalities

1. **Minimum Duration:** Half Day. Lunch interval shall be the dividing line for the grant of half-day CL.
2. Saturdays/Sundays/Weekly off or other holidays prefixed and/or suffixed. Accumulated leave can be combined with any other kind of leave except Special Leave.
3. Conversion of unutilized vacation leaves will be accumulated in AL., and they can be availed at any point of time.
4. A maximum of 60 days can be accumulated, and more than 60 days will be lapsed automatically.
5. The current EL will be transferred to AL balance and there will be no more EL for teaching staff.



6. Accumulated leave may be granted as and when occasion arises at the discretion of the Approving Authority and employees should apply for accumulated leave before availing the leave.

## 5. Earned Leave (EL)

### Applicability

All members of the Academic Leadership & Non-Teaching Staff

### Number of Days

- 24 days in a calendar year
  - 12 days of EL will be credited on 1<sup>st</sup> Jan of every year and the remaining 12 days will be credited on 1<sup>st</sup> July of every year.
  - In case if an employee joins in the middle of the year, then for every completed month he/she will be credited with 2 days of EL.

### Modalities

1. A minimum of 6 months of service is required to be entitled for earned leave.
2. The non-teaching staff members should be encouraged to avail 10 days of EL during summer vacation. (subject to approval from competent authority)
3. Only 50% of the strength from each department can avail the earned leave at a time.
4. Earned leave can be accumulated up to a maximum of 180 days.
5. Earned leave can be combined with all types of leave other than casual leave and duty leave.
6. The maximum amount of earned leave that can be availed by a member of the staff shall be 60 days in a calendar year. The concerned department shall make alternative arrangements to distribute teaching / workload amongst the other members of the staff.

## 6. Half Pay Leave

### Applicability

All members of the Teaching & Non-Teaching Staff

### Number of Days

20 days in respect of each completed year of service.

- 10 days of half pay leave will be credited on 1<sup>st</sup> Jan of every year and remaining 15 days will be credited on 1<sup>st</sup> July of every year.



- In case if an employee joins in the middle of the year, then for every completed month he/she will be credited with 2 days of half pay leave.

#### **Modalities**

1. Half pay leave may be granted to an employee on medical grounds (with a certificate) or for other reasons as approved by the competent authority.
2. Half pay leave can be commuted as fully paid leave at the rate of 2 half pay leave to one fully paid leave on medical grounds only.
3. As the name suggests, the employee will be paid half the salary during such a leave period.
4. Half-pay leave can be availed even when one has earned leave to his/her credit.
5. Unutilized half pay leave expires on 31<sup>st</sup> December every year and is not carried over.

### **7. Extra-ordinary Leave**

#### **Applicability**

All members of the Teaching and Non-teaching staff who have completed a minimum of three years of continuous service.

#### **Number of Days**

Maximum 2 years during the entire service of an employee, not exceeding 4 times & not less than 6 months at a time.

#### **Modalities**

1. Extraordinary leave shall always be without pay and allowances.
2. It may be granted when no other kind of leave is admissible or when other leave being admissible, the employee concerned specifically applies in writing for the grant of extraordinary leave.
3. The concerned department shall make alternative arrangements to distribute teaching / workload to other members of the staff.

The period of extraordinary leave shall count for annual salary increment purpose only in the following cases:

- (i) Leave taken on the basis of medical certificate.
- (ii) Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the staff, such as inability to join.  
or  
rejoin duty due to civil commotion or a natural calamity, and the staff has no other kind of leave to his/her credit.

- (i) Leave taken for pursuing higher studies.
  - (ii) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
4. The period of extraordinary leave shall not count for annual increment, appraisal benefits unless considered as a special case by the VC.

## 8. Maternity Leave

### Applicability

All female employees of the University

### Number of Days

As per the Maternity Benefit Act (only for two deliveries)

### Modalities

1. The maternity leave policy will subject to changes from time to time as per the Maternity Act.
2. Maternity leave on full pay may be granted to a woman for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
3. A woman is entitled to avail maternity benefit if she has worked for a period of not less than 80 days in the twelve months immediately preceding the date of her expected delivery.
4. A woman who legally adopts a child below the age of 3 months or a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as case may be.
5. Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

## 9. Paternity Leave

### Applicability

All male employees of the University



**Number of Days**

15 days (twice in the entire tenure)

**Modalities**

1. Paternity leave of 15 days may be granted to male staff during the confinement of their wife, and such leave shall be granted only up to two children.
2. Paternity leave shall not be debited against the leave account and may be availed in combination with any other kind of leave.

**10. Sabbatical Leave**

**Applicability**

All members of the Teaching staff

**Number of Days**

Minimum 180 days and not exceedingly more than 365 days at a time

**Modalities**

1. Members of teaching staff who have completed five years of service are eligible to apply for sabbatical leave to undertake study or research at an Institution of high repute or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university, subject to availability of adequate teaching staff in the respective department.
2. The duration of sabbatical leave shall not exceed one year at a time, and two years in the entire career.
3. Sabbatical leave can be provided for 6 - 12 months as mentioned below.
  - (i) 50% of gross salary shall be paid during sabbatical leave if the employee executes a bond with a service agreement to work minimum 12 months (1Year) from the date the employee resumes duty, failing in which condition for breach of agreement shall be executed.
  - (ii) 100% gross salary shall be paid during sabbatical leave if the employee executes a bond with a service agreement to work minimum 36 months (3Years) from the date the employee resumes duty, failing in which condition for breach of agreement shall be executed.
4. A teaching staff, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of his/her return from previous study leave or any other kind of training programme of duration of one year or more.
5. A teaching staff on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research



scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

6. During the period of sabbatical leave, the teaching staff shall be allowed to draw the minimum increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teaching staff rejoins the university on the expiry of his/her leave.
7. No carryover of Sabbatical Leave (part or full) will be permissible.
8. Sabbatical Leave cannot begin or end in the middle of a semester.
9. At the time of availing the Sabbatical leave, the teaching staff should have at least two years of service before superannuation.
10. The teaching staff would be required to specify the purpose of sabbatical and how the sabbatical work would contribute to his/her professional development and hence benefit the University.
11. A teaching staff availing himself/herself of the sabbatical leave, shall undertake that he/she shall serve the University for a continuous period of at least one/three years as per the service agreement to be calculated from the date of his/her resuming duty on the expiry of the sabbatical leave.
12. A teaching staff who fails to rejoin the services of the University on the expiry of his/her sabbatical or who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University, the amount of the salary and allowances and other expenses, incurred on the faculty or paid to him/her or on his/her behalf in connection with the sabbatical leave.
13. After the leave has been sanctioned, the teaching staff shall, before availing himself/herself of the leave, execute a service agreement in favor of the University, binding himself/herself for the due fulfillment of the conditions laid down in this Policy and give security of immovable property to the satisfaction of the Finance Officer / Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two regular teaching staff for the amount which might become refundable to the University in accordance with this Policy.



## 11. Study Leave

### Applicability

- The Non-Teaching staff who have completed minimum five years of continuous service.
- Eligible for Non-Teaching staff holding Manager & above positions.

### Number of Days

Maximum 2 years during the entire career.

### Modalities

1. Study Leave may be granted to eligible members of the staff with a minimum of five years of continuous service for study or training which has a direct bearing on the work of the University.
2. The employee shall join back in the same position with same salary after completion of study leave.
3. Study Leave may be combined with earned leave, half-pay leave or extraordinary leave and in no case extend beyond total period of three years. The period of special study leave shall count for increments.
4. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study Leave admissible during the entire service shall not exceed two years.
5. The employee will be eligible for a second spell of study leave only after five years have elapsed after the employee returned to duty on completion of the first spell. Moreover, for the second spell of study leave, the employee shall indicate the work done during the first spell and give details of work to be done during the proposed second spell of study leave.
6. Study leave shall not be granted to an employee who is due to retire within two years of the date on which he/she is expected to return to duty after the expiry of study leave.
7. Members of staff will be entitled to half pay and allowances admissible during such a period.
8. A staff availing himself/herself of the study leave, shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
  - (i) 50% of gross salary shall be paid during study leave if the employee executes a bond with a service agreement to work minimum 12 months (1Year) from



the date the employee resumes duty, failing in which condition for breach of agreement shall be executed.

- (ii) 100% gross salary shall be paid during study leave if the employee executes a bond with a service agreement to work minimum 36 months (3Years) from the date the employee resumes duty, failing in which condition for breach of agreement shall be executed.
9. During the period of study leave, the staff shall be allowed to draw the minimum increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the staff rejoins the university on the expiry of his/her leave.
10. A staff shall be liable to refund, to the University, the amount of the leave salary and allowances and other expenses, incurred on the staff or paid to him/her or on his/her behalf in connection with the course of study when he/she
- is unable to complete his/her studies within the period of study leave granted or
  - fails to rejoin the services of the University on the expiry of his/her study leave or
  - rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or
  - within the said period, is dismissed or removed from the service by the University.
11. After the leave has been sanctioned, the staff shall, before availing himself/herself of the leave, execute a bond in favor of the University, binding himself/herself for the due fulfillment of the conditions laid down in this Policy and give security of immovable property to the satisfaction of the Finance Officer / Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two regular teaching staff or non-teaching staff (above Associate Director level) for the amount which might become refundable to the University in accordance with this Policy.
12. The staff on study leave shall submit to the registrar six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the approving authority within one month of the expiry of every six months of the period of the study leave. If the report does not reach the approving authority within the specified time, the payment of leave salary may be deferred till the receipt of such report.



## 12. On-Duty

### Applicability

All members of the Teaching Non-Teaching staff

### Modalities

1. Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university.
2. Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university and accepted by the Vice Chancellor.
3. Working in another Indian or foreign university, any other agency, institution, or organization, when so deputed by the university.
4. Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, or any other similar academic body.
5. Attending legitimate academic / administrative activities such as conferences, scientific gatherings, practical training, and intuitional building activities.
6. Conduct examination of another University / Public Service Commission / Board of Examination or any other similar body / institution in the interest of the University.
7. For performing any other duty assigned to him/her by the university.
8. The duration of OD should be such as may be considered necessary by the approving authority on each occasion.
9. On-Duty should be given also for attending meetings in the UGC, DST, etc. where a teaching staff is invited to share his/her expertise with an academic body, government agency or NGO.



### Recommendation & Approval Matrix of Leaves:

#### Teaching Staff:

S. No	Type of Leave	Recommending Authority	Approving Authority
1	Casual Leave	Head of the Dept.	Dean
2	Sick Leave	Head of the Dept.	Dean
3	Vacation Leave	HOD	Dean
4	Accumulated Leave	HOD	Dean
5	Earned Leave (EL)	HOD	Dean
6	Half Pay Leave	HOD	Dean
7	Extra-ordinary Leave	Head of the Dept./Dean	Vice-Chancellor
8	Maternity Leave	Head of the Dept./Dean	Registrar
9	Paternity Leave	Head of the Dept./Dean	Registrar
10	Sabbatical Leave	Head of the Dept./Dean	Vice-Chancellor
11	Study Leave	Head of the Dept./Dean	Vice-Chancellor

#### Non-Teaching Staff:

S. No	Type of Leave	Recommending Authority	Approving Authority
1	Casual Leave	Reporting Manager	HOD/ Director
2	Sick Leave	Reporting Manager	HOD/ Director
4	Earned Leave (EL)	Reporting Manager	HOD/ Director
5	Half Pay Leave	HOD	Registrar
6	Extra-ordinary Leave	HOD	Registrar
7	Maternity Leave	HOD	Registrar
8	Paternity Leave	HOD	Registrar
9	Study Leave	HOD	Registrar



**Leadership Team:**

S. No	Type of Leave	Approving Authority
1	Casual Leave	Registrar/Vice Chancellor
2	Sick Leave	Registrar/Vice Chancellor
4	Earned Leave (EL)	Registrar/Vice Chancellor
5	Half Pay Leave	Registrar/Vice Chancellor
6	Extra-ordinary Leave	Registrar/Vice Chancellor
7	Maternity Leave	Registrar/Vice Chancellor
8	Paternity Leave	Registrar/Vice Chancellor
9	Study Leave	Registrar/Vice Chancellor

- For Deans Approval authority is Vice Chancellor similarly for Directors it is Registrar.




Registrar

Dr. R. PREMKUMAR  
REGISTRAR  
SRM UNIVERSITY - AP  
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