

## **Leave Policy**

1. **Types of Leave:** The various types of leaves admissible are in TERI are as under:

- (a) Casual Leave
- (b) Earned Leave
- (c) Maternity Leave
- (d) Study Leave
- (e) Sabbatical Leave
- (f) Leave Without Pay
- (g) Leave Travel Concession

### **Casual Leave (CL)**

An employee is eligible for CL on a pro-rata basis at the rate of seven days in a calendar year rounded off to the nearest half day.

The following terms will be applicable:

- (a) The credit of this leave will be offered at the beginning of the concerned calendar year.
- (b) The leave cannot be carried over the next year.
- (c) Regular weekly holidays and other holidays/closed days can be combined, prefixed, or suffixed to CL, and will not be counted as part of CL.
- (d) CL can be taken for half day.
- (e) Excess CL applied for, will be converted into earned leave/LWP.
- (f) Excess CL availed will be converted into earned leave at the time of final settlement.
- (g) Leave without pay (LWP) will not count for determining the entitlement of CL.
- (h) CL is not admissible for employees on study leave/sabbatical leave.
- (i) One day per month would be admissible in the case of interns / trainees associated with TERI, where no provision for leave is available. This may be carried forward to the next month and availed together.
- (j) One day per month would be admissible in the case of full-time Consultants associated with us under subcontracts. This may be carried forward to the next month and would be able to avail the total leaves accumulated as on that date. The unavailed leave shall lapse at the end of the calendar year.
- (k) Casual Leaves can be taken in emergencies, but the reporting officer/ nodal person must be informed immediately. The CL applications should be submitted on the day after returning to work.

## **Earned Leave**

- 1) A total of 24 ELs would be provided on annual basis, i.e., 6 ELs per quarter.
- 2) The following terms will be applicable:
  - (a) Leave shall be credited to the leave account of the employees on a quarterly basis.
  - (b) Weekends and holidays will not be counted while calculating the total leave availed.
  - (c) ELs can be accumulated up to 300 days at a time as reckoned on 31 December, after which the excess leave will lapse.
  - (d) The total EL accumulated will be encashed at the time the employee leaves the services of the Institute but subject to a ceiling of 300 days.
  - (e) Also, encashment of a block of 1 to 20 days EL per year would be permissible subject to the EL balance in the leave account of the employee remaining at least 75 days after debiting the number of days of EL for which encashment is sought.
  - (f) Colleagues will be encouraged to spend time with their families, for travel etc., and will avail themselves minimum 9 days EL per year (out of 24 days of leave that are earned every year). Timing should be a matter of discussion between a colleague and his/her supervisor. The un-availed number of days to complete 9 days will be encashed, where the EL balance is above 90 days.
  - (g) EL is not admissible for the period an employee is on sabbatical leave/study leave.
  - (h) Half-day EL will be admissible if the CL has been exhausted.
  - (i) Leave without Pay (LWP) duration will not be counted for determining the entitlement of EL.
  - (j) With effect from 1<sup>st</sup> January 2018, all EL and CL applications submitted later than 5 days of availing, would be approved as LWP (Leave Without Pay).
- 3) Staff members employed on a short-term basis are admissible for EL as under:
  - (a) Employment period up to 6 months – NIL
  - (b) Employment period beyond 6 months - As applicable to regular employees.

## **Maternity Leave**

- 1) As per the Maternity Act, leave with full pay shall be granted to women employees of TERI for a period up to 26 weeks of which not more than 8 weeks shall precede the date of her expected delivery and in accordance with the validity of employment contract. The application for Maternity Leave shall be supported by a certificate from an authorized medical doctor or a hospital.

2. This policy has come into force w.e.f. 1 April 2017. For the approval of maternity leave, approval may be obtained from the designated approving authority.
3. If an extension of the leave is required, the application should be supported by a certificate from an authorized medical doctor or by a government hospital and leave will be granted accordingly and counted against EL. If there is no such leave due, extraordinary leave without pay can be granted by the Director-General or anyone authorized by him/her.
4. Maternity leave can be availed of only twice by an employee during her entire service with the Institute.

### **Miscarriage/ Abortion**

5. A total of 45 days in the entire service is admissible irrespective of the number of surviving children. Application to be supported by a certificate from a registered medical practitioner.

### **Study Leave**

- 1) The study leave for Ph.D. program in a recognized institution in India or abroad, including TERI SAS, is admissible on a selective basis to research professionals with a minimum of three years of continuous regular service with TERI with the following benefits.
- 2) First year - 90% of salary and employment benefits Second year—75% of salary and employment benefits Third year - 50% of salary and employment benefits
- 3) Research professionals from TERI, desirous of pursuing Ph.D. program with TERI SAS, will need to comply with all the processes laid down by TERI SAS without any relaxation.
- 4) Research Professionals from TERI, desirous of pursuing Ph.D. program in TERI SAS, will need to take leave to complete course work and comprehensive examination for registration for Ph.D. program as the course work is offered during normal working hours.
- 5) In case the employee desires to take up Ph.D. program, permission for the same may be granted on the recommendation of the divisional Director. Such permission shall, however, be granted by the Director-General after considering all factors. For any such program, a written application may be made to the Director-General, through the

Director, giving details of the program proposed to be undertaken. Details shall include the subject of study, the institution where the candidate is to be enrolled, the expected duration of the study program, the expected duration of absence from work on account of the study program, etc. NOC, if required, shall be issued on approval by the Director-General subject to the employee fulfilling the requirements of Study Leave rules. The employee shall give an undertaking in the prescribed form before the issuance of NOC.

6) Research professionals, desirous of pursuing further studies, are required to execute a bond for serving TERI depending upon the option exercised by them to attend classes/carry out their higher studies. The bond value will be the CTC of the duration of the leave.

7) To pursue a fulltime Masters Program – (MSc) from a recognized University/Institution in India or abroad in those subjects relevant to TERI's work, employee would be entitled to the following salary:

First year –75%

Second year –60%

### **Sabbatical Leave**

1) Sabbatical leave is admissible on a selective basis for the academic development of staff members after 6 years of continuous regular service. Grant of sabbatical leave is discretionary.

2) Staff members granted sabbatical leave are required to execute a bond with the Institute for serving the Institute for a period of three years after the leave period. The employee will be required to serve the institute post leave period for a minimum of three times of the total leave period that one has availed. Example- For six months of sabbatical leave availed, one must serve minimum 18 months.

3) During sabbatical leave, 100% salary and benefits will be applicable and the employees shall not be entitled to LTC.

### **Leave Without Pay**

1) LWP can be availed of in very exceptional cases with the prior sanction of the division /program director / Director-General. No casual/earned leave entitlement will accrue for the period of leave without pay. Further, the period of LWP will not reckon as service for various entitlement/privileges, including gratuity.

- 2) Extraordinary leave may be granted at the discretion of the Director-General for meeting specific and special contingencies.
- 3) Staff members proceeding on sanctioned LWP for a period of more than one month shall, before proceeding on such leave, comply with the requirement of payment of salary in lieu of notice period as stipulated in the terms of appointment, and any bond he/she may have executed. Clearance should also be completed before proceeding on leave.
- 4) The amount so deposited shall be refunded to the employee upon rejoining TERI and submission of rejoining report through proper channel after availing the LWP as sanctioned.
- 5) In case the employee has sufficient Earned Leave (EL) balance to his/her credit to cover up the notice period requirement as per the terms of appointment, then such deposit is not required. However, if the EL balance covers only a portion of the notice period requirement, then the payment in lieu of the notice period shall be calculated proportionately after taking into account the balance of EL available to the employee's credit.

### **Leave Travel Concession**

- 1) For availing of this facility, the employee should have put in at least one year of regular service. Subject to the provision above, the employee can avail of LTC once in each calendar year of service. LTC not availed in a calendar year cannot be carried forward to the next year.
- 2) The total number of LTCs availed by the employee during his/her tenure with TERI will not exceed the total number of reckonable years of regular service. However, employees who serve the Institute only for a part of the year shall be eligible for LTC on a pro-rata basis. LTC may be sanctioned against applications tendered as per TERI rules.
- 3) This concession will cover the employee, his/her spouse, and children (but excluding married sons and daughters) residing with and wholly dependent on the employee.

4) The employee can claim reimbursement of LTC equal to one month's basic salary based on the signed statement by the employee without production of receipt (to be applied online through ESS). In this case, it is not necessary to avail leave, and the LTC can be availed by filling in the requisite application form online OR amounting to actual to and fro travel fare incurred by the specified mode and class of travel for visiting the hometown. In this case, it is necessary to avail 5 days of leave, including prefixing/suffixing of weekends/holidays.

5) (Ref. - Declaration and claim form for the journey undertaken to hometown available with your nodal person). Colleagues can avail of the LTC claim through ESS.

6) Note: Counterfoils of the used air tickets, cash receipts, or serial numbers of the rail or bus tickets, as the case may be, as well as details and dates of journeys undertaken, must be provided with the claim.

7) Mode and class of travel as indicated below will be applicable. The actual travel fare will include official reservation charges, charges for sleeping accommodation, surcharge, if any, and charges for a telegram sent by the Railways/Airlines for reservation. Charges paid to travel agents are not reimbursable.

#### 8) Mode and Class of Travel

S. No.	Mode & Class of travel for which actual reimbursement is permissible	Level
1.	Airfare / AC I Class Train Fare as preferred	Fellow / Senior Fellow and equivalent
2.	2nd AC Class Train fare or Air fare whichever is lower	RA / Associate Fellow and equivalent
3.	III Class AC Train Fare and airfare whichever is lower	Admin Officer / Research Analyst / Executive Assistant/ Senior Secretary and equivalent
4.	Second class train fare	Secretary / Admin Asst and below

9) The LTC shall be admissible to an employee and his/her family for visiting his/her hometown during leave for not less than five days, including weekly off days/holidays.

10) In respect of LTC, the Institute's liability shall be limited to the fare by the shortest route as per entitlement calculated on the basis of a point-to-point airfare or through ticket by rail or bus for the outward and return journey.

11) Where the husband and wife are both employees of the Institute, the concession of actual fare as per the above table will be admissible only in respect of one of them in accordance with the entitlement of the husband or of the wife at their option.

12) However, the concession at the above table viz. one month's basic salary will be admissible to each one of them.

13) The members of an employee's family shall normally accompany the employee to availing of this concession. However, under special circumstances, with prior approval, they can travel separately without accompanying the employee only one way, either during outward or return journey. The gap between the dates of their journeys should not, however, exceed six months.

14) The employee can take an advance of 80% of the cost of the outward as well as return journeys and he/ she should ensure that the onward journey is commenced within one month from the date of grant of the advance in full. He/She should also submit the bills adjusting the advance taken within one week of completion of the return journey.

15) The hometown means the permanent hometown or village in India as declared by the employee. For determining whether an employee's declaration of hometown may be accepted, the following criteria will be applied:

16) Whether the place declared by the employee is the one that requires his/her physical presence at intervals for discharging various domestic and social obligations, and, if so, whether after his entry into the Institute's service, the employee had been visiting that place frequently;

- 17) Whether the employee owns property in that place or whether he/she is a member of a joint family having such property there.
- 18) Whether his/her near relations are resident in that place.
- 19) Whether prior to his/her entry into the Institute's service, the employee had been residing there for some years.
- 20) The competent authority of the Institute responsible for administering these rules, as designated by the Director-General of the Institute, would be guided by these criteria in accepting the hometown declared by an employee.
- 21) Necessary declaration form for family members and hometown is to be furnished by the employee (available with HR Section).
- 22) In case of any doubts in regard to any provision of these rules and also in respect of cases not covered by these rules, the matter will be referred to the Director-General, whose decision will be final.
- 23) Any amendment to these rules or any relaxation can be made by the Institute, as and when considered necessary.