

8. POLICY ON LEAVE & HOLIDAYS

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Objective: The purpose of granting leave/holiday is for rest, leisure or recuperation. Leaves are planned for the wellbeing of the employees. However, responsibility should be exercised while taking a leave. Leave should be planned and taken at the mutual convenience of both the employee and the Institution, taking into account work exigencies.

Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. The following leave rules and norms give details about the different types of leave and how they can be availed.

Coverage of the Policy:

The leave rules shall be applicable to all employees, Teaching and non-Teaching, whether confirmed or on probation of SCMS School of Engineering & Technology unless otherwise stated differently in their appointment letters/ contract, or are governed by any other terms and conditions of service.

The Leave Cycle starts from 1st January until 31st December every year.

Leave Sanctioning Authorities

Leave Applicant	Recommending Authority	Approving Authority
Faculty*	Nil	Head of Department
Head of Department	Nil	Head of Institution
Head of Institution	Nil	Group Director
Non – Teaching Employee	Reporting Superior	Head of Institution/ Director in Charge

** Faculty members with IQAC responsibility should keep Director – RACE informed on the leaves.*

Leaves are classified as below:

- i) Casual Leave (CL)
- ii) Earned Leave (EL)
- iii) Special Leave (SP)
- iv) Maternity Leave (ML)
- v) Ph.D. Leave
- vi) Post-Doctoral Leave

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Rules to follow:

- a) All leave applications shall be submitted, approved, and recorded in accordance with the timelines stipulated in the Leave Policy, prior to proceeding on leave. The recommending or approving authority reserves the right to cancel approved leave in case of work exigencies.
- b) An employee, who has submitted his/her resignation, is not entitled to any leave during their notice period. In the event of an emergency if the employee has to be away, the notice period will get extended by as many days.
- c) Balance leaves can neither be adjusted against the shortfall of notice period at the time of leaving the Institution, nor can it be encashed.

8.1 Casual Leave (CL)

The Casual Leave Policy is applicable to all Employees who are either confirmed or on their probation period, and to both the teaching and non-teaching staff of the Institution.

- a) All Employees are entitled to 12 days of CL, in a calendar year. 1 CL will be credited for every month worked.
- b) The CL should be applied online through the HRMS software at least two days in advance. In case of same-day leave, the application must be submitted before 9:00 a.m. on the date of leave.
- c) Unused CLs do not get carried over to the subsequent calendar year and will be deemed as lapsed.
- d) Not more than three (3) Casual Leaves (CLs) may be availed at any given time.
- e) In case of emergency, telephonic or e-mail intimation is acceptable to reporting authority and not through the subordinate.
- f) In the event of an employee separating from the Institution during the year, any excess Casual Leave availed over and above the proportionate entitlement shall be recovered from the final settlement.

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8.2 Earned Leave (EL)

Only confirmed non-teaching staff, who have completed more than one year of service with the institution, are eligible for availing EL.

- a) Employees are eligible for a credit of 1 EL for every month of past employment at the Institution.
- b) The EL should be applied and approved on the HRMS software at least one day in advance.
- c) Employee may avail any number of accumulated Earned Leaves (ELs), provided prior permission is obtained and the leave is applied for in advance.
- d) EL cannot be clubbed with any other leaves except Maternity Leave nor can be availed as half day
- e) EL can be carried forward to the next calendar year and accumulated up to a maximum of 24 days.

8.3 Special Leave (SP)

The Special Leave (SP) is applicable only to the Director, Principal and Dean of the Institution.

- a) The Director/Principal/Dean is granted an additional 15 days SP to compensate for off during Vacation.
- b) The unused SP do not get carried over to the subsequent calendar year.
- c) No encashment of unused SP is permitted.
- d) The unused SP do not get carried over to the subsequent calendar year.
- e) No encashment of unused SP is permitted.
- f) The SP cannot be clubbed with any other type of Leave.
- g) All SP should be planned in advance and must necessarily be sanctioned by the Group Director.

8.4 Maternity Leave (ML)

All permanent female employees who have completed minimum 80 working days with the Institution in the past twelve months are eligible to avail Maternity Leave up to a maximum of 180 days.

Maternity leave may be granted to women Employees for 180 days and for a maximum of two deliveries during their employment in the institution and cannot be clubbed with other leaves except Earned Leave. Women employees who are covered under ESI, will be eligible only for those benefits as prescribed by the ESI Act.

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Conditions for employees availing ML of 180 Days:

- a) A woman employee is entitled to a ML leave for a maximum period of 180 days.
- b) Leave has to be requested 45 days in advance from the respective Head of Department and on approval, HR department should be informed.
- c) The Institution reserves the right to deny leave if advance intimation is not given, unless it is a case of medical emergency. In case of such emergencies, the Institution has to be notified by immediate family member.
- d) The ML availed for 180 days has to be taken continuously without any breaks.
- e) The ML leave of 180 days is inclusive of intervening weekends, holidays or Vacations.
- f) A confirmed employee, who avails 180 days ML leave, is eligible for a Maternity pay benefit of 15 days salary, for every completed year of service in the institution upto a limit of three full months' pay Eg. A Faculty who has completed 4 years of service will get 4 months half pay based on their last drawn salary.
- g) The Maternity pay benefit can be claimed only after re-joining services and submitting hospital discharge summary and fitness certificate.
- h) Maternity pay benefit (in multiples of half pay) will be compensated from the month succeeding the re-joining date on a pro rata basis within a maximum of six months.

For employees who avail ML of 90 days, the Institution will support motherhood responsibilities, by extending the following benefits:

- i) The new mothers are granted benefit of half day work week, on full pay for the next three months, from the date of re-joining. This is to facilitate scheduling classes in the morning/afternoon sessions and the new mothers get exclusive time for feeding their child.
- j) Maternity leave with full pay for three months is granted to the employee who avails the 90 days leave option.
- k) This Maternity pay benefit can be claimed once the employee has re-joined after ML and submitted hospital discharge summary and fitness certificate.
- l) Maternity pay benefit (in multiples of half pay) will be paid on a pro rata basis within a maximum duration of 6 months, from the month succeeding the re-joining date.

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General Conditions for Maternity Leave:

- a) The ML has to mandatorily be requested 45 days prior to proceeding for leave, and also the number of days (90/180 days) availed has to be mentioned, with prior approval from the HOD and an intimation to the HR Department.
- b) Only on proven medical grounds can an employee switch the option of availing 90 days to 180 days. However, such changes should be intimated 30 days in advance and should have Group Director's approval. In such cases, the maternity benefits extended will also be limited to the option of 180 days
- c) There should be a gap of more than thirty working days between an employee re-joining after ML and start of vacations. In case of less than thirty working days being available, then the employee need to join back only after vacation.
- d) On re-joining duty, after Maternity leave, all relevant documents like copy of hospital discharge summary and fitness certificate have to be attested by HOD and submitted to the HR department in order to regulate attendance and claim benefits if any.

8.5 Ph.D. Leave

- a) The faculty member who is pursuing Ph.D. is entitled to fifteen days of full paid leave, for every year of the duration of the Ph.D., including their course work, for a maximum of four years. The eligibility period for Ph.D. leave shall be calculated from the date of confirmation.
- b) This leave can be carried forward to the next calendar year and can be accumulated up to a maximum of 30 days.
- c) The minimum number of days that can be availed as Ph.D Leave should be five days and maximum of fifteen days. When availing these leaves, there should be a minimum of two weeks' notice to be given. However, in exceptional cases, one day's leave may be allowed for the purpose of paper presentation provided there is an e-mail or certificate from the Ph.D guide.
- d) The Ph.D. Leave cannot be clubbed with any other leave and unutilised Ph. D leaves will lapse at the end of the fourth year.
- e) Any intervening Saturday, Sunday or holidays will be counted as a leave during the period.

General Conditions for Ph.D. Leave:

- a) Ph.D. Leave has to be sanctioned by the Principal only after certifying that all pending/assigned work is complete at least fifteen days prior to the date of proceeding on leave.
- b) In order to pursue their Ph.D., faculty members are granted a maximum of 6 months unpaid leave for completion of their course work, if required by the University.

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- a) Faculty members applying for Coursework leave or Ph.D. leave during their Probation period will require special approval from the Group Director, as only confirmed faculty are eligible for this leave.
- b) The leave request for 15 days will not be applicable during the course work period.
- c) From the date of submission of the Ph.D., a Faculty member is required to work as a full time faculty of the Institution for a minimum period of twelve months.
- d) The Faculty members are not eligible for any remuneration from the institution, while attending classes or research work associated to the completion of their course work.
- e) Institution will support the completion of Ph.D. by giving a maximum extension of 12 months from the expiry of 4th year. In the event of Ph.D. not being submitted even at the end of the fifth year, the Institution reserves its rights to recover pay commensurate to the Ph.D. leaves availed by the faculty.
- f) No Head of Department can permit more than two Ph.D. aspirants for coursework at the same time from a department. This is to ensure there is even faculty distribution.
- g) In cases where Ph.D. coursework leave is applied for, the faculty member shall be required to submit a certificate or official communication from the University confirming the requirement of coursework. In view of coursework being discontinued by many universities, such leave shall be granted only upon submission of valid proof of coursework requirement.
- h) Eligibility for appointment as a Ph.D. guide requires possession of a Ph.D. awarded by Kerala University or an equivalency certificate from the University. In cases where the Ph.D. is awarded by another University, it shall be the employee's responsibility to obtain the equivalency certificate within six months of joining.

8.6 Post-Doctoral Leave

- a) Faculty members who have completed 3 years of service in the Institution are eligible for the Post-doctoral leave.
- b) Any request for Post-doctoral leave requires approval from the Governing Council and this approval will be purely on a case to case basis.

Over and above the regular set of leaves mentioned above, employees are also eligible for the following benefits:

8.7 Annual Vacation

- a) Faculty members are eligible to avail Annual Vacation as scheduled by the Institution.
- b) Attendance for the two days before and after Annual vacation is mandatory. The only exemption is in the case of Compensatory off for work during vacation period.

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- c) Non-Faculty members that constitute the administrative and support functions are not eligible for Annual Vacation.
- d) All Faculty members both confirmed and on probation, are eligible for availing the Annual Vacation, with prior approval from the respective Head of Departments. The Principal and Deans however, are not eligible for the Annual Vacation.
- e) Faculty who are on probation and have completed six months of service, can avail the Annual Vacation on a pro rata basis, based on the number of months worked.

8.8 On Duty (OD)

On Duty is granted to an employee when the University / Principal / Head of the Department or any other competent authority assigns a duty that has to be carried out on behalf of the institute.

- a) Employees who are assigned duties to execute on behalf of the Educational Institution.
- b) Employees who are nominated by the Institution to attend or participate in Events or Programmes.
- c) Employees who are nominated for Paper Presentations at other Educational Institutions or Organisations.
- d) All Employees are required to take prior approval from the respective HOD, Principal or the concerned reporting authority.
- e) If an Employee accepts visit to other educational institutions as a Guest Speaker or as an Invitee, a special sanction should be sought from the Group Director.

8.9 Compensatory Off (CO)

Employees, who are called for work on Sundays, holidays or on the occasion of an event organised by the institution on a non-working day, are entitled to CO for an equal number of days that they have worked, with prior approval from the Group Director.

A. Availing Compensatory Off

- i) The CO has to be availed within 60 days from the date of work, failing which it will be considered as lapsed.
- ii) The CO cannot be accumulated for a period of more than 5 days, except in the case of Finance and Admissions department.

B. Additional Duty for Support Staff

- i) Support staff, who may be required to work on a declared holiday, will be entitled to a day's compensatory pay or compensatory off for the duty day. In the event of additional duty beyond regular work hours, support staff is entitled to an extra allowance provided they complete their duty within the time frame.

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Duty Completion Time	Allowance Rate
7 pm to 9 pm	Rs.150/-
9 pm to 12 am	Rs. 400/-
After 12 am to 5 am	Rs. 150/- per hour

An overnight stay allowance of ₹900 per day shall be applicable in the event of an overnight stay.

- ii) Office attenders and technicians working beyond the shift hours will be compensated at the rate of Rs.75/- per hour, provided the Group Director has approved the additional work hours.

C. Saturdays

All 2nd and Fourth Saturdays are declared as holidays. All other Saturdays, will be working days unless the Institution declares it a holiday.

There will be no compensatory off entitlement for such Saturdays which is declared as a working day by the Institution.

8.10 Public Holidays

In addition to the entitled leaves, the Institution also observes all red letter days as holidays during a calendar year. The details of the Holiday list during each calendar year, will be published by the beginning of the year.

8.11 Loss of Pay (LOP)

- a) An employee can be permitted to go on LOP only if all categories of existing leave balance is exhausted and the employee is still in need of leave due to unforeseen circumstances.
- b) LOP except on account of late arrivals, will be accounted for payroll only if there is a prior approval from the Group Director.
- c) All cases of LOPs in an attendance cycle should be ratified by the Group Director, prior to processing of monthly salary.