



SRI SRI UNIVERSITY

Leave Policy

- A. All leaves will be calculated from January to December.
- B. All leaves apply only to permanent staff.
- C. Leave Details-

Leave treated as Duty:

1. **Casual Leave** - 8 days (for teaching) and 12 days (for non-teaching) employees in a year combined with Sundays and holidays. These leaves do not accumulate and lapse in next year. They will be credited to employee's account in January.
2. **Academic Leave** - 10 days in a year excluding travel days for faculty for attending conferences, lectures, symposia or seminar. These leaves have to be approved by VC.

Leave earned by Duty:

1. **Earned Leave** - For faculty 1/30 of actual service. For non-academic staff 1/11 of actual service. To count actual service SSU will go by UGC norms. These leaves accumulate to 40 and any balance over and above will lapse. These leave have to be availed by employees and will not be encashed.
2. **Half Pay Leave** - 20 each year. Will lapse each year.
3. **Commuted leave** - By producing Medical Certificate HPL will commute to 10 days medical leave with full pay.

Leave not debited to leave account:

1. **Sabbatical Leave** - For faculty after 7 years of service approved by Board.
2. **Maternity Leave** - 135 days in life.
3. **Paternity Leave** - 15 days in life
4. **Quarantine Leave** - When suffering from communicable disease.

D. Leaves in probation period will be at the discretion of the VC / DO.

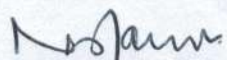
E. Unauthorized and unapproved absence/leave from duty will attract deduction from salary up to 15 days for each day. There after disciplinary action will be initiated.

F. Holiday or Sunday working will be compensated if the employee has worked on holiday or Sunday under instruction of VC / DO. During long vacations this compensatory system will be reduced to one third at university's discretion and will be credited in Earned Leaves.

G. Leave starting from Monday will not include the Sunday before however a Sunday or official holiday sandwiched between leave or appended with the leave will be calculated in total leave applied. This rule is not for CLs.


H. Leave of any kind cannot be claimed as a matter of right.

I. For pursuing Doctoral Program, the university will promote at discretion of the competent authority but without any special leave entitlement.


Director Operation

09/12/2017




09/12/2017
Vice Chancellor