

CECOS UNIVERSITY OF IT & EMERGING SCIENCES

Ref No. CU/Reg/225-6423

Dated: April 22, 2022

NOTIFICATION

The President CECOS University is pleased to approve the following addendum / amendment to clause-3 and Clause-5 of the Employee Leave Policy, as under:

Clause 3. MEDICAL LEAVE

Addition of new clause 3.5

Medical Leave Request/ regularization

An employee requesting Medical Leave must provide prior written notice of the need for leave to the HR Department through his/her HODs, as under:

- When the need for the leave is foreseeable, the employee must provide the university with at least 30 days' notice
- When an employee becomes aware of a need for medical leave fewer than 30 days in advance, the employee must provide notice for the leave preferably the same day the need for leave is discovered.
- When the need for medical leave is not foreseeable, the employee must inform his HoD verbally and apply for the regularization of his/her absence within four business days of his/her resumption.
- Any medical leave application received beyond the specified timeline will be treated as leave without pay.

Clause 5. COMPLEMENTARY LEAVE

Existing clause 5.7 regarding paper checking leave has been deleted with effect from Fall-2021 and replaced with new clause 5.7 as under:

New clause 5.7

Any leave falling under the said category shall be requested one week in advance.

Clause 6. HAJJ/UMRAH LEAVE

New clause 6.4 (old clause 6.4, 6.5 and 6.6 will re-order as 6.5, 6.6 and 6.7)

In the case of Umrah, one week (i.e. 07 days including holidays) complementary leave will be allowed to the employees of the University who proceed for Umrah for the first time during their service at CECOS"

A copy of revised Leave Rules is attached for ready reference.



REGISTRAR

Copies: Vice Chancellor; Deans, HoDs (for circulation among the staff)

EMPLOYEE LEAVE POLICY

1. CASUAL/EMERGENCY LEAVE

- 1.1. A maximum of twelve days (equivalent to 12 x daily working hours) casual/emergency leave in a year is admissible to an employee of the University in a calendar year. Excess leave, if any, will be considered as unauthorized leave or leave without pay, whatever is decided by the management. Casual leave application is to be submitted two (2) days in advance, however, in case of emergency the employee must regularize his/her leave within four days of availing the leave. If the required prior approval is not obtained, then the leave shall be treated as "leave without pay". Maximum entitled leave of 2 days or twice per month (full day or short leaves) can be allowed assuming the admissible leave balance is available.
- 1.2. In case, the employment is made during the year, leave will be calculated on pro-rata basis (from the date of employment till 31st December) and the same will be credited to the employee's account on the first day of his/her joining.
- 1.3. Short leave will be for a maximum of 2 hour duration at a time. Leave for more than 2 hours will be treated as full day leave. Such leave shall be adjustable in 12 days' entitlement. The employee shall have to regularize his/her absence from his/her controlling authority otherwise the University shall change his/her absence into unauthorized leave or leave without pay, whatever the management deems fit.
- 1.4. Short leave shall be deducted from the leave account of concerned employee on hourly basis.
- 1.5. In case the approved leave is prefixed and suffixed to declared holiday(s)/Saturday(s) & Sunday(s)/off days, only the approved leave shall be treated as leave availed. However, in case of unapproved leave (except for unavoidable circumstances to be proved later) the leave prefixed or suffixed to declared holiday(s)/Saturday(s) & Sunday(s) shall also be treated as leave without pay.
- 1.6. Peons, drivers, gardeners and janitors shall not be entitled for any casual leave, however, they can be allowed emergency leave (one day a month up to a maximum of 12 days/year) after obtaining timely approval (via telephone, text, and/or email), duly certified by their controlling officer.
- 1.7. Chowkidars shall earn 48 hours leave after each fortnight. Their leave shall, however, be allowed at the convenience of the University.
- 1.8. Casual leave will be non-accumulative and will lapse at the end of the year.

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2. CASUALTY LEAVE

- 2.1. In addition to twelve days, employees shall also be entitled to 3 days' casualty leave, or more (as per discretion of the President), in case of death of his/her direct relatives such as father, mother, wife, husband, son, daughter, brother and sister. However, such privilege shall be subject to casualty-certification by the controlling officer on the employee's application.
- 2.2. In case of such casualties, the employee will be required to inform his/her controlling officer via telephone/text message/email forthwith and shall regularize his/her absence into casualty leave immediately on resumption of his/her duties.

3. MEDICAL LEAVE

- 3.1. Medical leave means leave granted to an employee in case of hospitalization or a debilitating illness. However, for sanctioning medical leave the concerned employee must produce discharge/indoor certificate from the RMO or MO of the ward upon rejoining. In case of a bedridden condition, the medical certificate submitted by concerned employee may be validated by an MO
- 3.2. Maximum one week (inclusive of holidays) medical leave with pay, is admissible to every employee of the University per calendar year.
- 3.3. Medical leave will be non-accumulative and will lapse at the end of the year.
- 3.4. Medical leave will be allowed/approved by the President on the recommendation of the Vice Chancellor.
- 3.5. An employee requesting Medical Leave must provide prior written notice of the need for leave to the HR Department through his/her HODs, as under:
 - 3.5.1. When the need for the leave is foreseeable, the employee must provide the university with at least 30 days' notice
 - 3.5.2. When an employee becomes aware of a need for medical leave fewer than 30 days in advance, the employee must provide notice for the leave preferably the same day the need for leave is discovered.
 - 3.5.3. When the need for medical leave is not foreseeable, the employee must inform his HoD verbally and apply for the regularization of his/her absence within four business days of his/her resumption.
 - 3.5.4. Any medical leave application received beyond the specified timeline will be treated as leave without pay.

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4. COMPENSATORY LEAVE

- 4.1. Compensatory leave will be allowed to employees in lieu of their duty performed after working hours or on declared holidays, provided the extra hours worked are beyond the obligatory/contractual duty hours.
- 4.2. The concerned employee will get approval from his/her HoD prior to performing additional hours duty on the proforma available in the office of Registrar for the purpose.
- 4.3. The proforma will contain the details to the effect that the task is of urgent nature for which late sitting is required and in case the task is of normal/routine nature, why the same is not completed within normal working hours.
- 4.4. The concerned employee will get acknowledgement of his/her HoD on next workday to the effect that the task has been satisfactorily completed or not.
- 4.5. After completing, the above process, the additional hours worked will be added to the leave balance of concerned employee as compensatory leave balance for which the computer section will maintain a separate record.
- 4.6. The compensatory leave balance will not accumulate and expire on 31st December of each year.
- 4.7. The additional hour duty will start from a minimum of one hour. Additional duty that is less than one hour will not be considered for compensatory leave.
- 4.8. Only those additional hours will be considered for which no additional remuneration has been claimed.
- 4.9. The class-IV employees can be allowed maximum one-day compensatory leave in a month, whereas, other employees can be allowed two days compensatory leave in a month.
- 4.10. Prior approval will be required to avail compensatory leave.
- 4.11. No additional increments will be given for additional work for which compensation has been claimed.

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5. COMPLEMENTARY LEAVE

- 5.1. Five (5) days complementary leave will be granted to the employees of the University on their marriage.
- 5.2. Maximum 15 days per year complimentary leave will be allowed for attending one or more international conference(s).
- 5.3. Maximum 06 days leave per academic year (Fall & Spring) will be allowed for conducting practical/viva voce/jury examination at other universities, provided the faculty member has no teaching obligation(s) during the said period; if they do, a make up plan/schedule will need to be submitted. The period of said leave must not exceed 03 days at one time. No TA/DA shall be admissible.
- 5.4. Maximum 06 days leave per academic year (Fall & Spring) will be allowed for attending conferences/workshops within the country, provided the faculty member has no teaching obligation(s) during the said period; if they do, a make up plan/schedule will need to be submitted. The period of said leave must not exceed 03 days at one time.
- 5.5. A one day complimentary leave per week for a maximum period of two semesters will be allowed to those faculty members who undertake PhD course at any University outside CECOS. Such leave will be allowed during the course work phase of their PhD program only.
- 5.6. A one day complimentary leave per week for a maximum period of three semesters will be allowed to those faculty members who at the time of their appointment are already enrolled in MS program or to those faculty members who enroll themselves in an MS program not offered by CECOS.
- 5.7. Any leave falling under the said category shall be requested one week in advance.

6. HAJJ/UMRAH LEAVE

- 6.1. Requests for sanction of leave for performance of Hajj/Umrah will be routed through the respective HoD & Dean. No direct request will be entertained by the Registrar Office. Exceptions will be made for staff who report directly to the Registrar.
- 6.2. Request for such leave should be received by the Registrar Office at least 07-days prior to its commencement.

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- 6.3. In case of Hajj, two weeks (i.e., 14 days including holidays) complementary leave will be allowed to the employees of the University who proceed for Hajj for the first time during their service at CECOS.
- 6.4. In the case of Umrah, one week (i.e. 07 days including holidays) complementary leave will be allowed to the employees of the University who proceed for Umrah for the first time during their service at CECOS"
- 6.5. Staff members who intend to perform Hajj/Umrah, may utilize their summer leave, if they have summer leave balance in their account. If, however, they exhaust all of their summer leave during Umrah, they won't be entitled to any additional summer leave for that calendar year.
- 6.6. Hajj/Umrah leave may be availed in conjunction with the monthly casual leave permissible to an employee and leave without pay. The leave availed shall not exceed 45 days in case of Hajj and 20 days in case of Umrah.
- 6.7. The requests for sanction of leave for performance of Hajj/Umrah will only be entertained after providing documentary evidence by the concerned employee.

7. SUMMER LEAVE

- 7.1 A total of ten (10) working days will be allowed for full-time teaching and administrative members of staff during the specified summer leave period. For those on probation/ joining back from long leave/ Maternity leave, five (05) working days of summer leave would be allowed.
- 7.2 Class-IV staff will be given six (06) working days whereas watchmen will be allowed four (04) working days leave during the summer leave period.
- 7.3 Staff may utilize their leave either in one go, or in small parts during the specified summer leave period.
- 7.4 Those unable to avail their leave during the specified summer leave period due to official obligations will be allowed to "bank" their vacation (which must be availed before the end of the running fiscal year). Such staff may utilize their leave either in one go, or in small parts during the specified summer leave period.
- 7.5 All leaves require prior approval by the respective HoD or administrative head who shall ensure that at least 50% of their staff remains on campus so that operations of their respective department/section are not affected.

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7.6 If the university remains closed during the summer period, due to any inevitable circumstances, then no one will be authorized for the summer leave.

8. MATERNITY LEAVE

The female staff members will be allowed only 30 days with pay. The concerned staff member must apply for maternity leave at least 2 months before expected date of delivery. Maternity leave (with pay) shall not be allowed during probation period.

9. TIME IN/OUT MISSING

Any staff member who forgets to sign in or out in the attendance machine or the machine does not accept their finger impression, will have to apply through online database system within 7 days for regularization of their sign in/out, failing which request(s) for reviewing the status of their attendance shall not be entertained and the sign in/out missed by the staff member shall be treated as without pay. Any employee who misses time in and out (both) will be treated as absent.

10. EXTRAORDINARY LEAVE (WITHOUT PAY)

10.1 Extraordinary leave without pay may be granted to those employees who have completed their probationary period. Duration of requested leave however will depend not only upon the nature of their work/assignment but also how that leave is to be utilized. For pursuing higher studies, employees may apply for a three year leave that is extendable to a maximum period of 5 years.

10.2 Extraordinary leave without pay, except in case of study leave, will not be allowed during a semester.

10.3 The period of leave without pay for any reason other than higher studies, should not exceed four months. Those employees who availed a maximum of four months leave (without pay) in a year will not be entitled to avail leave without pay of more than one month in subsequent two years.

10.4 The request for extraordinary leave without pay of an employee will be forwarded to the Registrar through concerned Head of Department & Dean for processing/seeking approval of the competent authority.

10.5 Prior notice will be required for the leave without pay as under:

- a) One week leave without pay: two days advance notice.
- b) One month leave without pay: one week advance notice.
- c) More than one month leave without pay: one month advance notice.

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- 10.6 On expiry of extraordinary leave without pay, the re-joining of concerned employee will depend upon the availability of relevant vacant position that matches the educational background and experience of concerned employee. In case a suitable vacancy is not available, the leave application of concerned employee shall be considered as resignation from service, and he/she will be relieved from duties without any further notice/compensation. The leave application of concerned employee shall have a similar fate in case he/she decide not to rejoin the University after expiration of the granted leave.
- 10.7 In case an employee fails to submit his/her request for re-joining or application for extension of leave within fifteen days of expiry of leave, his/her services will be terminated without any further notice or payment in lieu thereof.
- 10.8 Extension of extraordinary leave will be at the sole discretion of the competent authority of University. In case the leave is not extended, the concerned employee will have to resume his/her duties within fifteen days of the intimation of such decision failing which his/her services will be terminated without any further notice or payment in lieu thereof.

11. LEAVE APPROVING AUTHORITY

The concerned Head of Department/Division on the recommendation of concerned immediate in-charge, will approve a maximum of two days leave in a month. Request for grant of more than two days leave shall be referred to the Registrar by the concerned Head for seeking approval of competent authority (Vice Chancellor/President). Leave(s) of HoDs will be forwarded to the Registrar for onward submission to the Vice Chancellor/President for approval.

12. RELAXATION OF POLICY

In case of dire/legitimate emergency, the President on recommendations of the Vice Chancellor may relax the leave rules as a special case.

13. GENERAL INSTRUCTIONS

- 13.1. Twelve days casual/emergency leave will be credited to the account of an employee on the very first day of the year (1st January).
- 13.2. The President may authorize any officer(s) from time to time to act as Competent Authority for deciding leave cases of employees.

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- 13.3. If not availed, the causal/emergency leave balance will lapse at the end of each year (i.e. on 31st December). However, some merit increment/compensation may be considered for those employees who do not avail full entitled leave in a year.
- 13.4. Maximum approved leave with pay shall not be for more than thirty (30) days at a time during a calendar year (other than leave without pay and Hajj leave).
- 13.5. Leave availed without approval shall be treated as unauthorized leave or leave without pay despite his/her leave balance availability.
- 13.6. Casual leave will be allowed/approved by the controlling officer under whom the employee directly works or by the officer specifically authorized by the President for the purpose.
- 13.7. Leave records of all employees shall be maintained and kept up-to-date by computer section; these records will be audited by University management.