

Effective Jan 2019



UPES

UNIVERSITY WITH A PURPOSE

UPES PRINCIPLES OF ENGAGEMENT

Human Resources

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I. Leave Policy

1. Objective

1.1 The objective of this policy is to define the types and entitlement of leaves and provide guidelines for its administration.

2. Applicability

- 2.1. This policy is applicable to all full-time employees.
- 2.2. Employees appointed on contract will be entitled to leaves as specified in their individual terms of employment.

3. Guidelines

3.1. Types of Leaves

3.1.1. Employees are eligible for the following types of leaves as per the leave matrix below:

S. No.	Leave Type	Entitlement
1	Privilege Leave (PL) <i>(Changes applicable w.e.f. June 01st 2020)</i>	30 days
2	Casual Leave (CL)	10 days
3	Sick Leave (SL)	Unlimited
4	Maternity Leave	Maximum of 26 weeks up to 2 children; Maximum up to 12 weeks for more than 2 children
5	Paternity Leave	15 days
6	Adoption Leave	90 days
7	Happiness Leave (HL) <i>(HL will be applicable w.e.f. June 01st 2020)</i>	1 day

3.2. Accounting Year

- 3.2.1. All leave entitlements will be determined for the calendar year from 1st January to 31st December.
- 3.2.2. Employees will be eligible for leaves as per leave matrix and the number of leaves accrued will be prorated to the date of joining.

3.3. Privilege Leaves

3.3.1. Privilege Leaves (PLs) are provided for planned long leaves and UPES encourages its employees to avail these leaves.

- 3.3.2. However, employees are expected to plan their leaves in such a way that does not impact their work deliverables as well as ensures their presence for strategically important days/events of UPES.
- 3.3.3. Each employee shall be eligible for 30 days of PL in a Calendar Year, which will be credited on a monthly basis, at the rate of 2.5 PLs / month.
- 3.3.4. Privilege leave should be availed for a minimum of 1 day.
- 3.3.5. Holidays / weekly offs falling before and/or after the PL period will not be included for the purpose of calculation of leaves.
- 3.3.6. However, holidays or weekly offs falling in between the PL period shall be counted for the purpose of calculation of leaves.
- 3.3.7. It is expected that employees shall seek approval on PLs as per the guidelines mentioned below:
 - a. PLs for 2-5 days - 15 days in advance
 - b. PLs for more than 5 days – 1 month in advance
- 3.3.8. The authority for leave approval will be the Reporting Manager of the employee.

3.3.9. **Carry Forward**

- a. Maximum **45** days of unutilized PL at the end of a calendar year will be carried over to the following year and the remaining will lapse.
- b. Employees can accumulate PLs up to a maximum of **45** days.

3.3.10. **Encashment**

- a. If the accumulated PLs exceed **45** days in the leave account of an employee at the end of each calendar year (i.e. December 31), the excess PLs will lapse.
- b. Leaves encashment will be calculated at 75% of Fixed CTC.
- c. No encashment of PLs will be permissible during the course of the employment of any employee. However, at the time of separation, confirmed employees shall be entitled to the encashment of maximum **45** PLs, subject to applicable taxation rules.

3.4. **Casual Leaves**

- 3.4.1. Casual Leaves (CLs) are provided to enable employees to attend to any routine activity or unforeseen situation on the personal front.
- 3.4.2. Employees are eligible for 10 CLs in a calendar year. These leaves will be accrued on a 6-monthly basis.
- 3.4.3. At any point of time, no employee can avail more than two days of CLs at a stretch.
- 3.4.4. Weekly offs or holidays preceding, succeeding or falling in between the CL period will not be included for the purpose of calculations of leaves.
- 3.4.5. CLs can be combined or clubbed with any other type of leave.

- 3.4.6. Employees may avail CLs for half day also. To avail half-day leave, the employee is required to be present in the office for a minimum of four hours on that day; otherwise, a full day leave will be deducted.
- 3.4.7. Unutilized CLs will lapse at the end of the calendar year; CLs cannot be accumulated and encashed under any circumstance.
- 3.4.8. Employee should inform the Reporting Manager by way of phone call, message, e-mail, etc. prior to proceeding on such leave and also apply for leave approval on the portal.

3.5. Sick Leaves

- 3.5.1. Sick Leaves (SLs) are provided to the employees to help employees recoup on account of illness or other medical exigencies.
- 3.5.2. Employees are eligible for **unlimited sick leaves** during their association with UPES.
- 3.5.3. Any leave qualifies as a sick leave provided all the following conditions are met:
 - a. It is being availed on account of illness,
 - b. It is for 3 days and above,
 - c. Supporting medical documents (medical certificate from a registered medical practitioner, medical bills and reports) are provided
- 3.5.4. Employee is expected to inform the Reporting Manager, through messages, calls or emails, in case s/he is unable to come to work due to sickness.
- 3.5.5. Such leaves when approved by the Reporting Manager, after validation of documentary proof, shall be treated as approved sick leave.
- 3.5.6. In case the employee does not have clarity on when s/he shall resume service due to prolonged illness/medical exigency, it is her/his responsibility to ensure that her/his Reporting Manager is updated on the developments and the probable date of joining.
- 3.5.7. Reporting Manager shall be responsible for highlighting cases of sick leave exceeding 7 consecutive days to Vice-Chancellor and HR.

3.6. Happiness Leave

- 3.6.1. Happiness leave (HL) is being provided to all employees for celebrating special occasions with their family like birthday for self, parents/ parents in law, spouse or wedding anniversary.
- 3.6.2. Each employee will be eligible for 1 Happiness Leave every calendar year, that can be split and availed in 2 half days.
- 3.6.3. Unutilized HL will lapse at the end of the calendar year; HL cannot be accumulated and encashed under any circumstance.
- 3.6.4. Employee should inform the Reporting Manager prior to proceeding on such leave and also apply for leave approval on the portal.

3.7. Maternity Leave

- 3.7.1. Maternity Leave will be available to all female employees to take time off work during the prenatal / postnatal stage of the child.
- 3.7.2. Maternity Leave can be availed up to a **maximum of 26 weeks** with full pay for up to 2 children and 12 weeks for more than two children
- 3.7.3. This is in accordance with the provisions of the Maternity Benefit Act (1961) and amendment of the Maternity Benefit Act (2017).
- 3.7.4. Maternity Leave with full pay will be given to employees who have completed a minimum of 80 days on the payroll in the 12 months preceding the expected date of delivery.
- 3.7.5. All intervening holidays / weekly offs will be counted as a part of the Maternity Leave.
- 3.7.6. In order to avail Maternity Benefit, eligible employees are required to submit an application to their Reporting Manager along with supporting medical documents. This would be to inform the expected date of delivery and the date on which Maternity Leave is to commence.
- 3.7.7. Subsequent to approval from Reporting Manager, the application should be submitted to HR for records and processing of salary / leaves.
- 3.7.8. In case the employee is unable to submit the application before proceeding on maternity leave, she may give the application as soon as possible.
- 3.7.9. The failure to give such application will not disentitle the employee from the maternity benefits and other entitlements.
- 3.7.10. **Leave in case of miscarriage:** In case of miscarriage or medical termination of pregnancy, an employee on production of related medical documents will be entitled to leave with full pay for a period of 6 weeks immediately following the day of her miscarriage or medical termination of pregnancy.
- 3.7.11. Work from home may also be considered in cases where the employee is capable of working but has restricted mobility
- 3.7.12. In case of illness of the new born baby, the employee shall be allowed to avail PL/CL in continuation to Maternity leave on production of Medical Certificate specifying the same.
- 3.7.13. All employees on returning to duty after maternity leave, shall, in addition to the rest allowed to her, be allowed 2 breaks during her daily work hours for nursing the child until the child attains the age of 15 months.
- 3.7.14. **Extension of Maternity Leave**
 - a. If extension of Maternity Leave is required, employee should apply for the same at least 1 month in advance.
 - b. The approval on extension of Maternity Leave will be provided by respective Reporting Manager.

- c. The extension will be granted for a maximum duration of 6 months, which will be first adjusted against the available PL balance of the concerned employee. If PLs are exhausted, the balance extension period will be considered as a leave without pay.
- d. The extension of Maternity Leave will be applicable post completion of the entitled Maternity Leave.

3.7.15. Child Support Post Maternity Leave

- a. UPES will support the employees who have returned from Maternity leave and those who have kids below the age of 6 years.
 - Employees at campus – day care facility on campus
 - Other offices – day care facility around the offices.
- b. Female employees may visit the facility to take care of their children as required.

3.8. Adoption Leave

- 3.8.1. Adoption Leave will be provided to female employees as well as single male parent on legal adoption of a child.
- 3.8.2. Adoption leave will be with full pay and for a period of 90 days.
- 3.8.3. Adoption leave to a male employee when he is not a single parent will be 15 days as per the paternity leave policy
- 3.8.4. The employees are required to submit application for Adoption Leave to Reporting Manager, along with the adoption certificate.

3.9. Paternity Leave

- 3.9.1. A male employee will be entitled to paternity leave for a period of 15 days, on child birth or legal adoption.
- 3.9.2. Employee can avail paternity leave within 3 months from the child's birth date.
- 3.9.3. This leave can be availed in one go or employee may avail the leave in two parts as required.
- 3.9.4. Employee should apply for the leave and seek prior approval from respective Reporting Manager.

3.10. Summer Vacation

- 3.10.1 Confirmed faculty members will be eligible for a summer vacation of 15 days (7PL+8 days contributed by UPES) except Assistant Dean and above.
- 3.10.2 Faculty members need to apply for the summer vacation (in ESS) and seek approval from the Reporting Manager.
- 3.10.3 This summer vacation can be availed during the period 15th May to 31st July and/or 15th to 31st December.

3.10.4 Weekends or holidays falling within the Summer Vacation period shall be counted as part of Summer Vacation, whereas weekends / holidays prefixed or suffixed with Summer Vacation shall not be counted.

3.10.5 The Summer Vacation would not be accumulated / carried forward beyond the calendar year.

3.11 Other Leaves

3.11.1 Bereavement Leave

- a. In the event of a death in employee's immediate family or next of kin, UPES grants Bereavement Leave of up to 5 days.
- b. Immediate family for this policy is defined as spouse, children, parents, grandparents, grandchildren, siblings, spouse's parents, son-in-law and daughter-in-law.
- c. Employee is expected to inform the Reporting Manager before proceeding on such leave.

3.11.2 Relocation Leave

- a. Relocation Leave of 7 consecutive days can be availed by employees only in the following 2 cases:
 - In case of transfer initiated by UPES/ transfer under internal mobility policy.
 - A new employee relocating to join UPES.
- b. An employee may avail Relocation Leave on arrival at the new location, subject to prior approval of the new Reporting Manager and information to HR.
- c. This leave must be availed within 3 months of joining the new location.

3.11.3 Sabbatical Leave

- a. UPES encourages its employees to focus on research and other self-development initiatives.
- b. UPES may grant sabbatical leave for a maximum of 24 months to its employee to pursue such initiatives.
- c. Sabbatical leave may be granted to employees to undertake Research work where UPES shall directly benefit from it. Such Research work may be at:
 - An Academic Institution/University in India or Abroad
 - Research work or a project with the Industry in India or abroad
 - Taking up assignment in any other agency or institution
- d. Employees require a minimum of 3 years of continuous experience with UPES to be eligible for Sabbatical Leave.
- e. Sabbatical Leave can be availed up to twice during the employment period with UPES with a minimum gap of 3 years of continuous service between the two Sabbatical periods.

- f. An employee who has availed study leave will be entitled for sabbatical leave only after the expiry of 5 years from the date of the faculty member's return from previous study leave.
- g. The employee is required to submit documentary evidence in support of the reason / condition of such leave on rejoining the duty.
- h. Such Leave shall always be without pay and allowances, but it will be considered as a period of continuous service and for seniority of the employee.
- i. Employees on Sabbatical Leave will not be allowed to accept any appointment with any other University in India or abroad. However, s/he may receive a scholarship or a fellowship.
- j. Sabbatical leave should be planned and applied for at least one year in advance so that planning for work-related commitments and work load can be undertaken with the existing employees in the department.
- k. Final approval for sabbatical leave will be given by the Vice-Chancellor as applicable.

3.11.4 Study Leave

- a. Study leave is defined as any leave taken for the purpose of enhancing one's academic qualification which will include successful completion of a certificate, diploma or degree program.
- b. Employees need to have minimum 2 years of continuous service with UPES to be eligible for Study Leave.
- c. Study Leave can be granted for up to 2 years may in the first instance, which may be extended by one more year.
- d. Final approval for study leave will be given by the Vice-Chancellor as applicable.
- e. An employee who has availed sabbatical leave will be entitled for study leave only after the expiry of 5 years from the date of the employee's return from previous sabbatical leave.
- f. Such leave shall always be without pay and allowances, but it will be considered as a period of continuous service and for seniority of the employee.

3.11.5 Duty Leave

- a. Duty Leave may be granted to employees for attending following official duties or regarding Ph.D.:
 - Up to 7 days on full pay for submission of Ph.D. and Viva Voce (once in service), with the condition that employee shall not be allowed TA / DA along with this leave;
 - Attending conferences / seminars / workshops on behalf of the University or with the permission of the University;

- Delivering lectures in institutions at invitation of such institutions received by the University and accepted by the Vice-Chancellor;
 - Participating in a delegation or working on a committee appointed by Central or State Government, the UGC, another University or any other academic body, with prior permission of the competent authority;
 - For performing any other duty as assigned by the University;
- b. The duration of the leave shall be sanctioned with prior approval from the Reporting Manager.
- c. The leave may be granted on full pay, half pay, or without pay, depending upon the recommendation of the School Head and approval from Vice-Chancellor.
- d. Duty Leave cannot be combined with any other kind of Leave except with prior approval of the Vice-Chancellor.

3.11.6 **Extraordinary Leave**

- a. In case when no other leave is admissible, an employee may be granted Extraordinary Leave.
- b. An employee requires minimum 3 years of continuous service with UPES to be eligible for Extraordinary Leave.
- d. Extraordinary leave shall be granted by the Vice-Chancellor on receipt of written request for a maximum period of 3 years.
- e. Extraordinary Leave shall always be without pay, allowances and reimbursements and will not count towards the service or seniority of an employee or increments except in the following cases, where leave will be with pay, the eligibility criteria of minimum 3 years of service with UPES will not be applicable and such leave period shall be considered towards the employee's seniority and salary increments at UPES:
- Cases where the Vice-Chancellor and Director - HR are satisfied that the leave was taken due to causes beyond the control of the employee;
 - Inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit.

3.11.7 **Leave with Lien**

- a. A faculty member who wishes to leave UPES to take up an assignment or a job, that is permanent or on contract offered by any Indian or International University/academic institution, the Government of India, its autonomous organization or any Public-Sector Undertaking, s/he may request a Leave with a Lien on the position s/he currently holds at UPES
- b. During the period of lien, the faculty member will effectively not be in the service of UPES but will have the right to return to the post on which s/he has been granted a lien.

- c. Liens can be granted at most twice to any faculty member and the total period of all liens cannot exceed 3 years.
- d. A faculty member needs to have minimum 5 years of continuous service with UPES to be eligible for lien.
- e. The faculty member should apply for leave with lien to the Vice-Chancellor with the following information:
 - Offer letter for the assignment/job being offered,
 - Start date of lien,
 - Period for which lien is sought
- f. The application should be forwarded through the respective School Head to the Vice-Chancellor and Director - HR.
- g. A faculty member can hold the lien only up to the date of her/his superannuation at UPES.
- h. The lien will be valid only as long as the faculty member holds the assignment/job for which lien was initially granted.
- i. The faculty member will have the right to re-join UPES in the period of the lien provided s/he resigns the position for which s/he was granted the lien.
- j. The faculty member should inform the institute of her/his intention to do so at least a month before the date of joining.

3.11.8 Compensatory Off

- a. Employees can avail half – day compensatory off if they have worked on a Holiday / Declared Holiday / Weekly-off for 3-4 continuous hours and a full day Compensatory off for working more than 4 hours on Holiday / Declared Holiday / Weekly-off.
- b. Compensatory off shall be given only if approval is taken from School Head / Functional Head prior to working on a Holiday / Declared Holiday / Weekly off.
- c. Additional guidelines for availing compensatory offs are given below:
 - Compensatory off must be availed within a period of one month from the date on which the employee has worked, or it will lapse
 - Compensatory off can be taken for a maximum of 2 consecutive days
 - Compensatory off can be clubbed with CL / Holidays

3.11.9 Leave without Pay

- a. UPES does not encourage its employees to take unpaid leaves. However, in case of exceptional circumstances, employees may avail Leave without Pay, subject to approval from Vice-Chancellor.
- b. Each application for Leave without Pay will be considered on its merits.

- c. Leaves (PL and CL) shall not be accrued for period during which the employee is on Leave without Pay.
- d. The period of leave without pay shall not be considered towards the seniority and salary increment for the employee.

3.12 Holidays

3.12.1 Employees will be entitled to 12 Holidays during a year.

3.12.2 Holiday Calendar will be prepared and published by HR every year in advance.

3.13 Leave Requests

3.13.1 All leave requests should be applied through Employee Self Service (ESS) for approval.

3.14 Guidelines on Usage of Leaves

3.14.1 Employees are expected to use their leave eligibility responsibly in adherence to UPES leave policy.

3.14.2 Employees are also advised to inform their Reporting Manager well in advance and ensure that their work and that of others does not suffer on such account.

3.15 Contact During Leave

3.15.1 As employees may need to be contacted during the leaves, they are expected to keep their contact information updated with the Reporting Manager and HR.

3.16 Non-Discrimination

3.16.1 It is UPES's policy to be fair and impartial in all its dealings with employees.

3.16.2 UPES will not discriminate against employees as a result of the approved use of leave or a proper request for such leave.