

## LEAVE POLICY

(w.e.f. 01/01/2025)

**Ref.:**

1. Resolution No. 11 of Board of Management meeting held on dated 22/11/2024.
2. Approved HR Manual of Sankalchand Patel University, SPU /Reg./Estt/Approval/2020/1092 dated 10/11/2020 wide notification no. SPU/ Acad./Notfn/2020/1216 dated 26/11/2020.
3. Leave Policy of Sankalchand Patel University effective from 01/04/2022.

It supersedes all previous orders in respect of leave policy for Teaching & Non-teaching employees of the University and its constituent institutes effective from 01/01/2025.

**1. PURPOSE:**

This policy is to make the employees aware and how to avail various types of leaves when in need.

**2. SCOPE:**

This policy applies to all faculty members and staffs of Sankalchand Patel University and its constituent Colleges / Institutes including attached Hospitals.

**3. TYPES OF LEAVES:**

For the convenience of employees, the general leave rules of University are summarized below for the information of all concerned.

Sr. No.	Type of Leave	Description
1.	Casual Leave (CL)	<p>I. Casual leave is admissible to all employees of the University to the extent of 12 (Twelve) days in a calendar year.</p> <p>II. Casual Leave shall be credited every six months on pro-rata basis (i.e. each year 6 CL on the first working day of January and next 6 CL on the first working day of July).</p> <p>III. Casual leave shall always be applied for and sanctioned in advance, except in case of exigencies.</p> <p>IV. Casual leave shall also be availed for half day.</p>





		<p>V. At the end of year, balance of casual leave will not be carried forward to next calendar year.</p> <p>VI. CL cannot be combined with any other leave or vacation but can be combined with holidays as defined in the leave calendar of the University provided that the total period does not exceed 6 (six) days in case of prefixing or suffixing with holidays at a time.</p> <p>VII. Holidays/Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.</p>
2.	<b>Medical Leave / Half Pay Leave (HPL)</b>	<p>I. Medical leave is admissible to all regular employees of the University. It shall be credited as Half Pay Leave (HPL) for 20 (Twenty) days in a calendar year.</p> <p>II. Regular employees will be entitled for Half Pay Leave / Medical Leave only after confirmation of services upon completion of probation period on pro-rata basis.</p> <p>III. Medical Leave may be granted if in case, dependents of employees such as Mother / Father / Wife / Son / Daughter are sick and require assistance as a care taker.</p> <p>IV. Medical leave shall be granted on the basis of Medical Certificate from a Registered Medical practitioner subject to following conditions:</p> <ul style="list-style-type: none"><li>- Medical leave shall be availed for the period of minimum 2 days and maximum for 60 days' subject to available leave balance. Such leave includes Sundays and Holidays falling in-between availed leave period.</li><li>- While medical leave is granted, twice the amount of such leave will be debited against the half pay leave (HPL) due.</li><li>- It can be combined with Maternity Leave or earned Leave where the total duration of leave taken in conjunction shall not exceed 240 days at a time.</li></ul>





		<p>V. No such leave shall be granted for a prolonged period unless the sanctioning authority has a reason to believe that the employee will return to duty on its expiry.</p> <p>VI. Where a University employee who has been granted Medical leave resigns from service or at his/her request is permitted to retire voluntarily without returning to duty, the medical leave shall be treated as leave without pay and the difference between the leave salary in respect of medical leave shall be recovered.</p> <p>VII. Provided that no such recovery shall be made if the retirement is by reason of disability incapacitating the employee for further service or in the event of his death.</p> <p>VIII. Competent authority may secure second medical opinion, if considered necessary.</p>
3.	<b>Academic Leave (AL)</b>	<p>I. Academic Leave shall be admissible in a calendar year may be granted to an Officer / teaching staff for academic purposes such as:</p> <ul style="list-style-type: none"> <li>- Attending conferences or symposia for presenting research papers / chairing a session at State, National or International level.</li> <li>- To visit other university / institute for external examination / Viva-voce.</li> <li>- To deliver a lecture/session as a Guest / Subject Expert.</li> </ul> <p>II. In a calendar year maximum 10 days of academic leave shall be sanctioned.</p> <p>III. Academic leave cannot be claimed as of right and its grant is always subject to need of the service.</p> <p>IV. Academic leave shall be availed with the prior approval only. In case of additional leave requirement prior approval of competitive authority through proper channel is mandatory.</p>







4.	<b>Duty Leave (DL)</b>	<p>I. Duty leave may be granted to all employees with following conditions:</p> <ul style="list-style-type: none"> <li>- For performing any duty outside his/her place of work as assigned by the competitive authority.</li> <li>- For participating in a delegation or working on a committee as appointed by the State Government or Central Government or any statutory and/or regulatory council or similar academic body.</li> <li>- Attending Meeting, Event, Orientation Programme, Refresher Course, Teacher's Training Programme, Faculty Induction Programme, Conference/ Congresses / Symposia / Seminar, as a delegate nominated or deputed by the university and/or institute.</li> </ul> <p>II. No other leave will be prefixed or suffixed with Duty leave.</p> <p>III. The duration of duty leave should be such as may be considered necessary by the sanctioning authority on each occasion.</p> <p>IV. The leave may be granted normally with full pay and allowances if any required, provided, that if an employee receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and/or allowances.</p>
5.	<b>Earned Leave ( EL)</b>	<p>I. All regular employees other than vocational staff will be entitled to avail Earned Leave only after confirmation of services upon completion of probation period on pro-rata basis.</p> <p>II. For the successful completion of every calendar year, 30 days earned leave shall be credited to the leave account of eligible employee.</p> <p>III. Earned Leave can be availed for minimum 3 days, while the maximum EL that may be sanctioned at a time shall not exceed 30 days. EL exceeding 30 days</p>





		<p>may, however, be sanctioned by competent authority in case of medical emergency or any other reason, approval will be subject to the submission of necessary documents/certificates by the reporting authority. Such leave includes Sundays and Holidays falling in-between availed leave period.</p> <p>IV. Earned leave can be availed for maximum 3 times in calendar year.</p>
6.	<b>Vacation Leave (VL)</b>	<p>I. All regular teaching staff of the University after the confirmation of their services shall be considered as a vacational staff (except Head of Institutes and those deputed for any non-teaching work).</p> <p>II. All vacational staff members shall be entitled for vacation leave of 30 days during a calendar year. These vacations can be availed in maximum of three terms @ 10 days at a stretch. Such leave includes Sundays and Holidays.</p> <p>III. Planning and approval of vacation leave may be decided by the Head of Institute as per the institute's academic calendar.</p> <p>IV. Any vacational staff retained for assigned official work, during the vacation period, shall be given the credit of one earned leave (EL) for every 3 days work carried out during vacation. Assignment of official work during vacation must be justified and approved by competent authority.</p> <p>V. Vacation leave cannot be clubbed with any other type of leave.</p> <p>VI. Vacation leave shall not be carried forward to next year.</p>
7.	<b>Maternity Leave (ML)</b>	<p>I. Maternity leave on full pay may be granted to a female employee for a period not exceeding 180 days (including the period of Sundays, Holidays, Vacation etc.).</p>







		<p>II. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a female employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.</p> <p>III. Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate and total duration of leave in continuation shall not exceed by 240 days.</p> <p>IV. Only regular female employee after confirmation of services are entitled to avail the Maternity leave.</p> <p>V. Maternity leave can be availed twice in an entire career with minimum gap of three years.</p> <p>VI. Maternity leave can be applied and availed before the birth of a child as may be suggested by the medical practitioner, or latest from the day of the child birth.</p>
8.	<b>Paternity Leave (PL)</b>	<p>I. Paternity Leave of 07 days (including holidays/Sundays) with full pay may be granted to a regular male employee during the confinement of his spouse.</p> <p>II. Paternity leave can be availed twice in an entire career with minimum gap of three years.</p> <p>III. Only regular male employee after confirmation of services are entitled to avail the Paternity leave.</p>
9.	<b>Sabbatical Leave / Study Leave (SL)</b>	<p>I. To encourage interface between education and Industry / Research organization an employee of University shall be given a sabbatical leave up to 06 months. A regular employee can avail this type of leave for Intellectual and Professional development that will be the benefit to their career as well as development of SPU.</p>





		<p>II. This type of leave is to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the University.</p> <p>III. Such type of leave will be sanctioned only after completion of at least three years of continuous service and only twice in his/her career with SPU with minimum gap of 5 years from the previous SL.</p> <p>IV. Sabbatical Leave shall be without pay, unless it is sponsored by the University.</p> <p>V. SL can be combined with earned leave subject to the credit balance in his/her leave account and as per the rules of the respective leave type.</p>
10.	<b>Compensatory Leave (COL)</b>	<p>I. Compensatory leave may be granted to employees only and that too below Deputy Registrar level in Non-Teaching cadre and below Professor level cadre in Academics to perform any duty of the Institute/ University on Sunday or Holidays and on the directions of the competent authority.</p> <p>II. For such duty requiring the work engagement up to 4 hours, a half day compensatory off shall be credited; while for more than 4 hours, a full day compensatory off shall be credited.</p> <p>III. Only two such leaves can be taken in continuation.</p> <p>IV. COL cannot be combined with other leave.</p> <p>V. Traveling time to &amp; fro from residence will be excluded, while computing total hours for compensatory off.</p> <p>VI. Compensatory leave must be availed within one month from the date of accumulation of such leave. In inevitable circumstances it can be forwarded for the next month with the approval of the competent authority.</p>
11.	<b>Extra Ordinary Leave (EOL)</b>	<p>I. Extraordinary Leave may be granted for a maximum period of 60 days to any officer/teacher/employee of</p>





		<p>the University in special circumstances, excluding other leaves, admissible when applicant gives written request for grant of extra-ordinary leave through a proper channel to the President and/or Provost/Registrar.</p> <p>II. Extraordinary Leave shall be leave without pay (LWP).</p> <p>III. This type of leave will be granted only after completion of at least two years of continuous services at SPU.</p>
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#### 4. SPECIAL PROVISION:

The Hon'ble President and/or Provost of the University is empowered to sanction leave beyond the provision of Leave Rules of the University and its constituent institutes.

#### 5. GENERAL PRINCIPLES REGARDING GRANT OF LEAVE

##### A. Right to Leave:

- Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- Leave shall not be granted to staff under suspension.

##### B. Grant of leave beyond the date of retirement and in the event of resignation:

- No leave shall be granted beyond the date on which an employee must compulsorily retire.
- An employee will be entitled to avail only Casual Leave during notice period subject to extension of number of days equal to leave availed days or payment in lieu of remaining days and approval of the competent authority.
- If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave other than casual leave due to his/her credit. Provided that the competent authority may, in any case, grant leave to an employee prior to his/her resignation, if in the opinion of the competent authority, the circumstances of the case justify such grant of leave.

##### C. Rejoining duty on return from leave on medical grounds:

- An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.







- Competent authority may secure second medical opinion, if considered necessary.
- D. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- E. Absence from duty after expiry of leave entails disciplinary action.
- F. Absence without leave will constitute an interruption in service
- G. Staff on leave should not take up or engage himself / herself in any service or employment elsewhere without obtaining prior permission of the competent authority.
- H. All employees are eligible for public holidays as per the Holiday List published by the University every year. Public Holidays falling on Weekly Offs cannot be compensated with any other working day.
- I. If the absence of employee is not covered by any type of leave or if the employee proceeds on leave without approval or fails to report for duty either on expiry of leave or otherwise the employee will be deemed to be absent from duty, and the management may at its sole discretion take necessary disciplinary action.
- J. Recall from duty:
  - The Institute, in the best interest of work, may recall on duty any employee who is granted leave. In such a case, the employee will be required to report at the earliest.
  - In such case the balance of un-availed leave will be credited to his / her leave account.
  - Refusal to report for duty by the employee on cancellation of leave will be treated as absence from duty and may attract disciplinary action.
- K. All leave application/s should have prior permission on the leave application form. However merely informing the officials regarding one's inability to attend the office / duty may not be construed as sanction / approval of leave till the competent authority approves the same through proper system to that effect.
- L. If an employee proceeds on leave and then desires to extend his leave for unforeseen circumstances, s/he shall communicate with the concerned official in writing, before expiry of leave. A written reply of granting / refusal of leave has to be communicated before the expiry of the granted leave.





**6. BREACH OF POLICY**

Policy violations will be subject to disciplinary action.

**7. POLICY REVIEW AND ASSESSMENT**

This policy may be amended with due approval of Board of Management, at any time in order to take into account changes in legislation and / or best practice.



Registrar  
Sankalchand Patel University  
Visnagar.