

Office of the Registrar
Doon Business School-Group
Selaqui, Dehradun

Ref: DBS-Registrar/HRP-144/2020

Dated:1 October, 2020

Circular

Subject: Leave Policy

The Doon Business School Group, has finalized an objective and need-oriented leave policy, as enclosed for the benefit of faculty members and staff. The same will come into operation w.e.f 01 January 2021.



(Dr Rupak Gupta)

Registrar

Doon Business School, Selaqui –Dehradun

Subject: Leave Policy

1.1. Objective

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

1.2. Applicability

1.2.1. This policy is applicable to all regular employees, working on 6 days a week, 8 hours a day work pattern. Those working for lesser number of days/hours, the entitlements will get pro-rated.

1.2.2. Employees appointed on contract will be entitled to leaves as specified in their individual terms of employment.

1.3. Guidelines

1.3.1 Late coming and early leaving (LE)

i. 15 Minutes- ignored, maximum thrice in a month, beyond which it will be adjusted against due Casual leave (1/4 or 1/2 as the case may be). In cases, CL also get exhausted 'LWP' will be debited.

1.4. Types of Leaves and Entitlements

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

Sl No.	Leave Type	Entitlement
1	Casual Leave (CL)	8 Eight per year (can be taken in quarter, half or full day)
2	Reward Leaves (RL)	upto 2 additional Casual leaves in a year
3	Earned Leave (EL)	<ul style="list-style-type: none"> • All non-teaching staff : including Library personnel, laboratory Assistants, Computer lab, marketing personnel etc- One EL for every 21 actual working days. • For Faculty Members:1/30th of the actual service,(For purposes of computation of the period of actual service, all periods' of leave except casual, and duty leave, shall be excluded.)
4	Vacation Leave (VL)	To faculty members: Total 15 days in an academic year (either in summer or winter or in both summer and winter)
5.	Half Pay Leave (HPL)/ Sick Leave (Sk L)	<ul style="list-style-type: none"> • Half Pay Leave: 20 days for each completed year of service (after satisfactory completion of probation period)-non encashable, but can be accumulated max upto 180 days • Sick Leave: Not exceeding half the number of half-pay leave due, may be granted to an employee (after satisfactory completion of probation period), on the basis of medical

8/10/20

		certificate from a registered medical practitioner only.
6	Academic Leave (AL)	To faculty members: 7 days in a year
7	Special Leave (Sp L)	Max. 10 days in entire service
8	Maternity Leave (ML)	Upto 180 days (90-full pay, 90 without pay)- after completion of one year of service.
9	Paternity Leave (PL)	7 days
10	Sabbatical Leave (Sb L)	To Associate Professor or a Professor, completed 7 years of continuous service- One year, at a time, and two years in the entire career (without pay)
11	Study Leave (St L)	To Assistant Professor after a minimum of three years of continuous service --2 years the first instance, which may be extended by one more year (without pay)
12	Leave Without Pay (LWP)	Not encouraged-may be granted in special circumstances by the Campus Director

1.5. Accounting Year

1.5.1. All leave entitlements will be determined for the calendar year from 1st January to 31st December.

1.5.2. Employees will be eligible for leaves as per leave matrix and the number of leaves accrued will be prorated to the date of joining, and pattern of work (entitlements in the above matrix are based on 6 days a week working, 8 hours a day)

1.6. Casual Leaves

1.6.1. Casual Leaves (CLs) are provided to enable employees to attend to any routine activity or unforeseen situation on the personal front.

1.6.2. Employees are eligible for 8 CLs in a calendar year. These leaves will be accrued on a 6- monthly basis, but during first year of service, these will accrue on each quarterly basis.

1.6.3. Casual leave cannot be combined with any other kind of leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

1.6.4. Employees may avail CLs for quarter or half day also. To avail quarter or half-day leave, the employee is required to be present in the office for a minimum of six/four hours, as the case may be, on that day; otherwise, a full day leave will be deducted.

1.6.5. Unutilized CLs will lapse at the end of the calendar year; CLs cannot be accumulated and encashed under any circumstance.

1.6.6. Employee should inform the Reporting Manager/HOD, by way of phone call, message, e-mail, etc. prior to proceeding on such leave and also apply for leave approval on the portal/through leave performa, as the case may be.

1.6.7 Faculty members to arrange substitutes if class/es are due during leave period applied and intimate the HOD

[Handwritten signature]
9/10/20

1.6.8 Casual Leave is essentially intended for short periods. It should not normally be granted for more than six days at any one time, except under special circumstances.

1.7 Reward Leave (RL)

1.7.1 upto 2 additional Casual leaves in a year

- i. One additional CL credited to account, if, individual does not take any leave, without getting the same approved in advance and additionally also does not avail any LWP (leave without pay), during a continuous period of four months (01 August to 30 November)
- ii. One more additional CL credited to account, if, individual does not take any leave, without getting the same approved in advance and additionally also does not avail any LWP (leave without pay), during a continuous period of four months (15 December to 15 April)

1.8 Cash Rewards

1.8.1 Seven days emoluments (to be disbursed in the month of October of the following academic year), to all employee, who do not take any leave without getting it approved in advance during whole of the academic year

1.9 Earned Leave (EL)

1.9.1. Earned Leaves (ELs) are provided for planned long leaves and DBS-G encourages its employees to avail these leaves.

1.9.2. However, employees are expected to plan their leaves in such a way that does not impact their work deliverables as well as ensure their presence for strategically important days/events of the DBS-G.

1.9.3. Earned Leave Entitlements

1.9.3.1 **All non-teaching staff:** including Library personnel, laboratory Assistants, Computer lab, marketing personnel etc. - One EL for every 21 actual working days (Sundays, Holidays and all kinds of leave excluded)

1.9.3.2 **All faculty members:** 1/30th of the actual service, (For purposes of computation of the period of actual service, all periods of leave except casual, and duty leave, shall be excluded.)

1.9.4 Minimum three days EL to be availed at any single time (relaxable at the discretion of the sanctioning authority, in special circumstances, particularly when no CL is at credit)

1.9.5 To be got sanctioned in advance

1.9.6 Un-utilized leaves in credit, will be carried forward to next year, but will lapse at end of the next year unless got encashed.

1.9.7 Leaves carried forward from previous year and remaining unutilized at end of the next year can be got encashed. Only Base pay and DA is payable on pro-rata basis for encashment. For employees on consolidated pay, encashment will be at the rate of 80% of monthly emoluments.

1.9.8 Holidays / weekly offs falling before and/or after the EL period will not be included for the purpose of calculation of leaves.

1.9.9 However, holidays or weekly offs falling in between the EL period shall be counted for the purpose of calculation of leaves, and will be considered as EL period only.

1.9.10 EL cannot be combined with Casual leave, but can be combined, with other type of leaves

1.10 Vacation Leave (VL) – for faculty members

1.10.1 Total 15 days in an academic year (either in summer or winter or in both summer and winter vacations)


07/10/20

1.10.2 Those, who did not work for whole of the preceding semester, to get on pro-rata basis
 1.10.3 To be sanctioned in advance, in a staggered manner, ensuring uninterrupted functioning of the institute.

1.10.4 Can be combined with other type of leaves except CL

1.11 Half-pay Leave (HPL)/Sick Leave

1.11.1 Half-pay leave may be sanctioned for a period of 20 days to a permanent employee (after satisfactory completion of probation period) for each completed year of service.

1.11.1.1 Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

1.11.1.2 Explanation:

A "completed year of service" means the continuous service of a specified duration under the DBS-Group, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

1.11.1.3 Half pay leave can be carried forwarded to next years, and accumulated maximum upto 180 days, beyond which it will lapse.

1.11.1.4 This type of leave cannot be encashed.

1.11.1.5 Can be combined with other type of leaves except CL

1.11.2 Sick Leave (Sk L)

1.11.2.1 Sick Leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent employee (after satisfactory completion of probation period), on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

(i) Sick leave during the entire service shall be limited to a maximum of 180 days

(ii) When sick leave is granted, twice the amount of such leave shall be debited against the half-payleave account; and

(iii) The total duration of earned leave and sick leave taken in conjunction shall not exceed 180 days, at a time; *Provided* that no sick leave shall be granted under this policy, unless the authority competent to sanction leave has reason to believe that the employee concerned would return to duty on its expiry.

1.11.2.2 Such leaves when approved by the Reporting Manager/HOD, after validation of documentary proof, shall be treated as approved sick leave.

1.11.2.3 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/HOD is updated on the developments and the probable date of joining.

1.11.2.4 Reporting Manager/HOD shall be responsible for highlighting cases of sick leave exceeding 7 consecutive days to the Campus Director/ Chairman and the HR.

1.11.2.5 Sick leave may be combined with vacation/Earned Leave, and other type of leaves, except Casual Leave

1.12 Academic Leave (AL)

1.12.1 Only for teaching faculty –Seven days in a year, for an activity of faculty member bringing institutional recognition, mainly for the purpose as enumerated below:

i. Research work for Ph.D. and Post Doctorate Research.

ii. To deliver academic lectures on written permission from competent authority.

PA
01/10/20

- iii. Delivering Extension Lectures in the University Department of training, program organized by the university.
 - iv. To present a research paper in a conference/symposium of National/International level.
 - v. Participation in Seminar & Conference of repute.
 - vi. Examinations, paper corrections, university works.
- 1.12.2 However, if the affiliating university warrants the duty of the faculty under its roll, the institute may at its discretion direct the faculty to take the university duty under the academic leave.
- 1.12.3 The leave is non-cashable and non-rotating.
- 1.12.4 The academic leave can be availed only with the prior approval.
- 1.12.5 Cannot be combined with other type of leaves.

1.13 Special Leave (Sp L)

- 1.13.1 Maximum 10 days in entire service, on companionate grounds, not as matter of entitlement
- 1.13.2 Allowed only after completion of one year satisfactory service
- 1.13.3 Discretionary at the level of Chairman, on recommendations of the Director/Campus Director
- 1.13.4 Can be considered only when any other leave is not available in credit, and availing of leave becomes inescapable.
- 1.13.5 Can be combined with other type of leaves except CL

1.14 Maternity Leave (ML)

- 1.14.1 Maternity Leave will be available to all female employees to take time off work during the prenatal / postnatal stage of the child, after completion of one year of service.
- 1.14.2 Maternity leave may be granted to a woman employee for a period not exceeding 180 days; (90 days full pay and 90 days without pay) to be availed of twice in the entire career, for maximum two children.
- 1.14.3 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 woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- 1.14.4 Maternity leave may be combined with any, earned leave, half pay leave, vacation leave, academic leave ,LWP, sick leave ,(but cannot be combined with Casual Leave). Any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.
- 1.14.5 Maternity Leave with full pay will be given to employees who have completed a minimum of 2 years on the payroll preceding the expected date of delivery.
- 1.14.6 All intervening holidays / weekly offs will be counted as a part of the Maternity Leave.
- 1.14.7 In order to avail Maternity Benefit, eligible employees are required to submit an application to their Reporting Manager /HOD 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.
- 1.14.8 Subsequent to approval from Reporting Manager/HOD, the application should be submitted to HR for records and processing of salary / leaves.

[Handwritten signature]
11/10/20

1.14.9 In case the employee is unable to submit the application before proceeding on maternity leave, she may give the application as soon as possible.

1.15 Paternity Leave (PL)

1.15.1 Paternity leave of 7 days may be granted to male employees during the confinement of their wife, and such leave shall be granted only up to two children.

1.15.2 Employee can avail paternity leave within 3 months from the child's birth date.

1.15.3 This leave can be availed in one go or employee may avail the leave in two parts as required.

1.15.4 Employee should apply for the leave and seek prior approval from respective Reporting Manager/HOD.

1.15.5 Can be combined with other type of leaves except the CL

1.16 Sabbatical Leave (Sb L)

1.16.1 The permanent, whole-time teachers of the DBS-Group who have completed seven years' of continuous service as Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the DBS-G.

1.16.2 A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.

1.16.3 The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

1.16.4 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.

1.16.5 Employees on Sabbatical Leave will not be allowed to accept any appointment with any other institution in India or abroad. However, s/he may receive a scholarship or a fellowship.

1.16.6 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.

1.17 Study Leave (St L)

1.17.1 The study leave shall be granted to an entry-level appointee as Assistant Professor (other than as Associate Professor or Professor, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the DBS-Group or to make a special study of the various aspects of the organisation and methods of education, giving full plan of the work.

1.17.2 The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

1.17.3 Study Leave can be granted for up to 2 years may in the first instance, which may be extended by one more year.

1.17.4 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


07/10/20

1.17.5 A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

1.18 Leave without Pay (LWP)

1.18.1. DBS-Group 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 the Campus Director ✓

1.18.2 Each application for Leave without Pay will be considered on its merits.

1.18.3 Leaves (EL and CL) shall not be accrued for period during which the employee is on Leave without Pay.

1.18.4 The period of leave without pay shall not be considered towards the seniority and salary increment for the employee.

1.18.5 LWP can be combined with any type of leave, except CL. ←

1.19 Closed and Restricted Holidays

1.19.1 **Closed Holidays:** As per list announced year to year (normally 14 in a year, include Sundays if holiday falls on a Sunday)

1.19.2 **Restricted Holidays:** 2 RH in a year, out of list announced year to year

1.19.3 **Exceptions:** The class IV employees viz. Peon, Attendant, Security Guard, Mali and Driver etc. are not entitled to leave as enumerated above except for festival and holidays notified for the calendar year. In case they carry out duties during prescribed festival and holidays, they will be given compensatory off on some other working day as mutually agreed between Employer and Employee.

1.20 Combinations, Pre-fixing and Sufficing:

1.20.1 Different kinds of leaves cannot be combined with one another, unless specified under that kind of leave.

1.20.2 Any kind of leave can be prefixed or suffixed with closed and restricted holidays, and Sundays (if non-working day). However intervening holidays and Sundays will be counted as leave, except for, if leave taken is Casual Leave.

1.21 Clarification:

1.21.1 Any employee under suspension or under notice for termination/leaving the institute is not eligible for any kind of leave during the period. No leave shall accrue on the persons account during this period .

1.21.2 Leave, be it of whatever nature, will have to be availed with the prior approval ✓

1.21.3 Absence from work without prior approval and/or reasonable justification for the same may lead to leave without pay and/or disciplinary action at the discretion of the management. .

1.21.4 Leave is privilege and not a right: Leave cannot be claimed as a matter of right. The discretion of refuse, postpone, curtail or revoke leave of any description or to recall to duty any employee already on leave is reserved with the authority competent to grant it. Not-with-standing above, leave will generally be granted, unless the exigency of services so demand


07/11/20