

5.6.3 a – Policy Document on Maternity that support women’s participation

5. LEAVE POLICY

5.1 Purpose of leave:

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides a healthy and efficient staff for the BS Abdur Rahman Crescent Institute of Science and Technology.

5.2 Leave year and applicability:

- Leave is not a matter of right.
- Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- Leave year is from 1st January to 31st December.
- Eligible leave is credited to the employees on the 1st of January every year.
- The different types of leaves given under the policy are:
 - Casual Leave (CL-12)
 - Sick Leave (SL-10)
 - Earned Leave (EL-12 after completion of one year)
 - Maternity Leave (ML-45 days after completion of 2 years for 2 Children)
 - Leave without Pay (LOP)
- The Leave policy is applicable for all permanent staff of the BS Abdur Rahman Crescent Institute of Science and Technology.
- Employees who are appointed during the course of the year shall be entitled to the above leaves on a pro-rate basis.

5.3 Casual Leave

Eligibility:

All permanent staff

Casual leave is calculated for a period of one year (January to December)

Entitlement:

- 12 days of Casual Leave in a calendar year.
- It is up to the Management's discretion to sanction more than 3 days of CL at a stretch.
- National / Festival / Declared / weekly off days can be prefixed and/or suffixed to CL.
- Intervening National / Festival / Declared holidays will NOT be counted as part of the leave.
- Balanced CL remaining unutilized as on 31st December will lapse.
- When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective eans/HODs on the same day through the phone and apply in TCS.

5.4 Medical Leave

Eligibility

All permanent staff

Entitlement:

- 10 days of Medical Leave (ML) in a calendar year only in case of hospitalization.
- it must be applied with a Doctor's certificate & Discharge summary attached.
- In case adequate number of ML is not available with an employee, she/he can club CL with it. If CL is also not available then EL else it will be treated as LOP.

- Intervening National / Festival / Declared holidays will be counted as part of the leave.
- Balance ML unutilized as on 31st December will not be carried forward to the next year
- Inability to attend office because of any sickness should be notified to the respective Dean/HODs on the same day and apply in TCS.

5.5 Maternity Leave (MAL)

Eligibility:

All-female staff after completion of 2 years of service with the institute

Entitlement:

- 45 days of paid Maternity Leave is allowed only from the date of delivery for first 2 children, an employee can club all CL,EL,ML during this period
- Before availing this leave, a certificate from the gynaecologist has to be submitted, mentioning the expected date of delivery, after delivery they have to submit the hospital document to process the leaves
- Intervening National / declared / festival / weekly off days will be counted as part of leave
- If, because of any complication, leave has to be extended, it can be done but will fall under LOP.

5.6 Leave Without Pay (LOP)

- LOP can be applied by an employee when no other leave is available.
- During the period of LOP, the employee is not entitled to any pay or allowance.
- A maximum of 1 month of LOP can be availed on the approval of the management.
- If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the BS Abdur Rahman Crescent Institute of Science and Technology on his own accord.

- LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless of the availability of the other types of leave.

5.7 Compensatory Off (Management Decision)

- If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he is eligible for Compensatory off on any other working day.
- Official approval is required from the department head/management to work on such National / Festival / Declared / weekly off days. No compensatory offs will be entertained when worked on these days without proper approval.

5.8 Leave Application and related clauses

Procedure for Applying for Leave

The available leave balance is to be checked by the employee in TCS. All the leaves shall be applied through TCS only.

Cancellation of Leave

- The department head can also cancel the once sanctioned leave on a situational / need basis. If an employee proceeds to avail of the cancelled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

Extension of Leave

- As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them.

Absence from Duty

- When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.
 - The days of absence will be treated under LOP.

- The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again.
- If an employee is absent from duty continuously for more than 7 days (including any National / Festival / Declared / weekly off days which may fall in-between), official correspondence from the personnel department will be sent to him asking to report to duty and to provide an explanation for his absence.
- Based on the enquiry any action deemed fit would be taken by the management.
- If there is no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the BS Abdur Rahman Crescent Institute of Science and Technology on his own accord and recorded accordingly.

Leave Settlement during Resignation / Retirement / Termination

- ❖ If an employee to be relieved has availed more CL against the number of months he has worked, then the excess CL will be deducted during his final settlement.

MATERNITY LEAVE AVAIL ON 2019 TILL 2020

S. No	Name	Department	From	To
1	Dr. Sudarkodi Sukumar	School of Life Science	17.12.2019	30.01.2020
2	Dr. Sangeetha M. K.	School of Life Science		
3	Dr. Gulsaz Shamim	School of Life Science	20.12.2019	02.02.2020
4	Dr. Kogila N	Commerce		
5	Mythily R	INFORMATION TECHNOLOGY	07-Mar-2019	16-Apr-2019
6	Elakya R	CIVIL ENGINEERING	02-Jan-2019	14-Feb-2019
7	Sarmila Har Beagam K	ELECTRICAL	03-May-2019	16-Jun-2019



MEMO.NO. 318 :B1:2021, DATED 31-03-2021

Sub: Loss of Pay and Maternity Dr.Sudarkodi Sukumar (SLS)-Orders Issued- Reg.

Ref: (1) Her Letter Dated 21-06-2019, 24-12-2019 and 24-03-21

(2) Her Rejoining Letter dated 22-03-2021.

Dr. Sudarkodi Sukumar, Assistant Professor in the School of Life Sciences of this institution is sanctioned Various Kinds of Leave for a period of 628 days from 01-07-2019 to 19-03-2021.

Nature of Leave	Date	No. of Days.
Leave on Loss of Pay	01-07-2019 to 16-12-2019	169
Maternity Leave	17-12-2019 to 30-01-2020	45
Leave on Loss of Pay	31-01-2020 to 19-03-2021	414
	Total	628

She is permitted to rejoin duty on 22-03-2021 suffixing the holidays on 20-03-2021 and 21-03-2021.


DEPUTY REGISTRAR

To
Dr. Sudarkodi Sukumar.
Asst.Prof. /SLS
Thro the DEAN/SLS
Copy to F.O



No: 1529 B2: 2019

Date: 19.11.2019

MEMO

Sub: Estt: Ms. K. Sharmila Har Begum, Asst. Prof. / EEE
Casual Leave, Maternity Leave, Vacation Leave,
Earned Leave, Medical Leave & Extra-ordinary leave (LLP)
– Granted

Ref: Her leave application dated 24.04.2019
and rejoining report dated 01.11.2019

Ms. K. Sharmila Har Begum, Assistant Professor in the Department of Electrical and Electronics Engineering is granted the following leave as detailed below:-

Casual Leave on 02.05.2019	= 01 day
Maternity Leave from 03.05.19 to 16.06.19	= 45 days
Vacation Leave from 17.06.19 to 30.06.19	= 14 days
Earned Leave from 01.07.19 to 12.07.19	= 12 days
Medical Leave from 13.07.19 to 22.07.19	= 10 days
Extra ordinary leave without pay and allowances from 23.07.19 to 31.10.19	= 101 days
Total	= 183 days

with permission to the prefix holiday on 01.05.19

She rejoined duty on 01.11.2019.

N. R. D.
22/11/19
DEPUTY REGISTRAR

To

Ms. K. Sharmila Har Begum
Asst. Prof. / EEE
through the HOD / EEE

Copy to Account Section – A2