

Estd.2000

ABES
Engineering College

NAAC Accredited & NBA Accredited
(CSE, ECE, ME, EN & IT)

Approved by AICTE and Affiliated to
Dr. APJAK Technical University, Lucknow
AKTU College Code: 032

Leave Policy

w.e.f.: 01.12.2020

1. Definitions:

- Leave ‘Sanctioning or Competent authority’ means the Director or any other authority to whom the powers have been delegated to sanction leave under this policy (e.g. the Directors may authorize respective department heads (HOD) to sanction all leaves types. Short leaves could also be sanctioned by HODs.)
- It is mandatory to obtain prior approval before proceeding on leave, in case of emergency due to medical exigencies, the employee must inform their sanctioning authority and can apply leaves online afterwards. If not done any absence may be taken as Leave without Pay (LWP) at the sole discretion of the sanctioning authority.
- ‘Academic Calendar Year’ means the period of one year starting from 1st Aug and ending on 31st July of succeeding year.
- Vocation Staff includes teaching faculty and laboratory staff involved in teaching activities. Non Vocation Staff includes all non-teaching employees including the technical assistants involved in maintenance activities.
- The types of leaves mentioned below apply to all regular teaching, non-teaching and technical employees of the college but not apply to:
 - (i) Persons engaged on casual\daily wages.
 - (ii) Persons engaged through service contractors.
 - (iii) Persons engaged on part time basis and to the employees for whom the roles are specifically not made applicable.

2. Types of Leaves:

- Earned Leave – EL





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- On Duty Leave – OD
- Compensatory Off – CO
- Vacation Off – VO
- Leave Without Pay – LWP
- Casual Leave – CL
- Short Leave – SH

3. No. of leaves an employee is entitled to as per band:

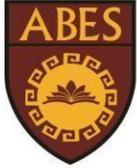
Leave Band	Leave Entitlement				Remark
	Per Month				
	EL	VO	CL	SH	
B1	2	1	1	2	Teaching & Technical Lab
B2	3	0	1	2	Admin & Support Staff
B3	3	0	3	2	Hostel Warden
B4	1	0	0	2	Drivers, Guards, Caretakers and other general services Staff
B5	0	0	0	0	Peons
B6	1	0	1	2	Maintenance Staff

4. EL entitlement for service less than a full calendar month:

No. of Working Days	B1	B2/B3	B4/B6
<= 9 Days	Nil	Nil	Nil
10 – 14 Days	1	1	0.5
15 – 19 Days	1	1.5	0.5
20 – 24 Days	1.5	2	0.5
25 – 29 Days	1.5	2.5	1
Full Calendar Month	2	3	1

- EL for current month will be credited on the 1st day of the next month.
- Half day EL can also be availed.





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- Holidays/Week offs falling in between a sequence of ELs will not be counted as EL. e.g. if EL is taken for Saturday and Monday, the Sunday falling in between will not be counted as an EL.
- EL can be accumulated and encashed as per the norms explained below. EL leaves can be accumulated up to 180 (one hundred and eighty), over 180, count will be lapsed.
- EL earned during the current academic year along with the EL balance of the previous year can be carried forward.
- Any week off(s) sandwiched between 2 LWP or absent will also be considered as LWP except the 3 National Holidays (Independence Day, Republic day and Gandhi Jayanti).
- For service less than a full calendar month (employee is on LWP in the respective month), EL entitlement as per above leave accrual table will be applicable in case of all employees, Resigned, Re-joining or employees proceeding on Long Leave.

5. Earned Leave (EL) Encashment Rule:

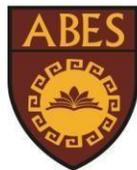
- Any number of EL above 30 can be encashed only once in a year in August month.
- Minimum count recommended above 30 EL (fixed minimum balance) is 5 EL for encashment.
- Leave encashment will be @50% of current salary excluding HRA and SA i.e. 50% of (Basic + DA + AGP). **OR**

Encashment will be @ full current salary excluding HRA and SA multiplied by half the number of ELs being encashed.

- There is no restriction of fixed time or minimum number at the time of exit. All the ELs can be encashed, as per above rules, at the time of leaving the college after resignation.

6. Casual Leave (CL) Rule:

- CL entitlement will be done on the first day of the current month.
- CL will be carry forwarded to next month and can be accumulated but will completely lapse at the end of Academic Calendar year i.e. 31st July.
- Holidays/Week offs falling in between a sequence of CL will not be counted as CL. e.g. if CL is taken for Saturday and Monday, the Sunday falling in between will not be counted as a CL.
- CL cannot be encashed.



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7. On Duty Leave (OD) Rule:

- On duty leave (OD) may be recommended by HOD & granted by the Director for transacting College/University or any other academic/professional assignment.
- A reasonable period spent on travelling/journey may be included in the period.

8. Vacations Off (VO) Rule:

- Vacations for Band B1 will be 12 Calendar days in a year and can be availed twice in a year after any semester break (summer or Winter break as per the date range defined according to the end of Odd and Even semester).
- VO will completely lapse at the end of Academic Calendar year i.e. 31st July.
- Week offs or any Holiday sandwiched between vacations will also be counted as Vacation Off.
- VO entitlement will be done on the last day of the current month.

9. Short Leave (SH) Rule:

- This type of Leave is for all Bands except BAND B5 (Peons).
- Only 2 short Leaves permission of 2 hrs. each allowed in a month.
- Short Leave cannot be combined with any other Leave type on same day.

10. Compensatory Off (CO) Rule:

- CO will be applicable only on **NON-WORKING DAYS** i.e. if someone working on week offs, Sundays or any Holiday.
- CO Earn Rule will be:
 - (i) More than 2 hrs. Up to 4 hrs. - 1/2 day.
 - (ii) More than 4.30 hrs. - 1 day.
- Earning/Grant of CO can be done within same month from the day worked on week offs or any Holiday.



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- After earning CO can be availed any time till the end of leave year.
- CO will be carry forwarded to the next month and can be accumulated but will completely lapse at the end of Academic Calendar year i.e. 31st July.
- For any activity on non-working day for which the remuneration is being paid to faculty/staff, no CO requests will be entertained.

Note: CO will not be applicable to: (i) Leave Band B3, B4, B5 & B6.

(ii) Professors & above.

11. Maternity Leave (ML) Rule:

Maternity Benefit (Amendment) Act 2017

All women employees are entitled for maximum of 6 months Maternity Leaves and all 6 (six) months will be paid leaves as per guidelines below:

‘It is mandatory to join after six months from date of start of maternity leaves. In case unable to join due to any reason, person has to resign and re-joining will then be through fresh recruitment process based on availability of suitable vacant position.

NOTE: The new ML policy as per Maternity Benefit (Amendment) Act 2017 will be applicable for those proceeding for ML on or after 01.08.2017.

Eligibility:

- After completion of 1 year of continuous service at ABES EC.
- Benefit can only be availed twice during the entire service period.
- Declaration required that woman employee is not working in any establishment during the period for which she receives a maternity claim.
- Woman Employee can only join office after 6 weeks from date of delivery and submit discharge summary of hospital to claim maternity benefit.
- Total Maternity benefit of 6 (six) months will be processed in 2 parts:
 - (i) Maternity benefit of 3 (three) months will be paid after three months from the date of



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resuming duty.

(ii) Maternity benefit of remaining 3 (three) months will be paid after 3 months from the month in which 1st part is processed.

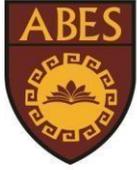
- Maternity Benefit is applicable ONLY, if employee rejoins the institution after approved leaves of six (6) months.
- For the duration of 6 months, no leave is to be applied to process the Maternity benefit of 6 months.

12. Additional Recommendations:

- Both Teaching and Non-teaching staff (BAND B1 & B2) will be given off for two Saturdays (1st & 3rd Saturday of the month). The off on Saturday is liable to any exigencies at college or academic accomplishment. Holidays for BAND B1 & B2 will be as per Academic Calendar released semester wise.
- BAND B4, B5 & B6 employees will have only one week-off with 13 holidays in one calendar year.

13. Leave Policy for Wardens (BAND B3):

- The duty of warden is for 24 hr. when the warden is at rest in her residence, it is also considered as duty except the period for which prior permission is taken to remain absent.
- Wardens are authorized to avail leaves during one academic year as mentioned in table under point 3 above.
- No compensatory leaves in lieu of Sundays or other holiday is permissible.
- Holidays given for 3 days each in Holi & Diwali festival.



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14. College Shifts

- 08:30 AM – 04:30 PM
- 11:00 AM – 07:00 PM
- 07:00 PM – 03:00 AM

15. Attendance will be as per flexi attendance plan as well as in time criteria based depending on job profile demand. An individual has to put a minimum of 8:00 hrs. in a day. Less than 8:00 hrs. And more than 4 hrs. will be counted as ½ day leave. Less than 4 hrs. will be counted as full day leave.

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