

# THAKUR INSTITUTE OF MANAGEMENT STUDIES & RESEARCH

(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

- ISO 21001 : 2018 Certified
- Accredited with A+ Grade by National Assessment and Accreditation Council (NAAC)
- MMS Program Accredited by National Board of Accreditation (NBA)



January 01, 2025

## LEAVE RULES NON-TEACHING STAFF

### 1. GENERAL CONDITIONS:

- 1.1 'Leave' cannot be claimed as a matter of right.
- 1.2 The employee may be granted leave on his/her request and based on availability of the leave due in his/her account. The employee shall proceed on leave only after receiving approval from the competent authority. While applying for leave, the alternate arrangement needs to be mentioned. It is highly desired that the alternate arrangement should be from the same department/functional area.
- 1.3 In case of exigencies of service, where the presence of an employee on duty is essential, no leave will be granted.
- 1.4 The Authority can also recall the employee from leave if exigencies of work arise and he/she shall report for duty forthwith.
- 1.5 Any absence without approval will be treated as Leave Without Pay (LWP).

### 2. COMBINATION OF LEAVE -

- 2.1 Any kind of leave may be granted in combination or in continuation of any other kind of leave except Casual Leave.

### 3. CASUAL LEAVE (CL)-

- 3.1 Employees can avail 8 days CL on pro-rata basis i.e., one day CL for every 45 days of duty. A maximum of 4 days of CL is allowed on pro rata basis in the first half of the Academic Year (July 01 to Dec 31) after ensuring that there is no disruption in the Institute's work. With prefix/suffix and intervening holidays (not to be counted as CL), the total period of absence from duty shall not exceed 7 days at a time.
- 3.2 Casual Leave cannot be combined with any other kind of leave. It may be combined with Holiday including Sundays.
- 3.3 Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- 3.4 CL for half a day can be granted to an employee.

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4. **EARNED LEAVE (EL)-**

- 4.1 The employee is entitled to EL @ 30 days per Academic year of service.
- 4.2 The EL can be availed during the period of probation.
- 4.3 The EL can be accumulated up to 300 days.
- 4.4 Maximum of 120 days of EL can be granted at a time.
- 4.5 Employees can take their Earned Leave in a planned manner with prior approval of the authorities. This should be a minimum period of three days at a time. E
- 4.6 Employees are advised not to accumulate Earned Leave over the year without utilizing the same. It is necessary for the physical and mental health to take a break from work and to spend quality time with the family. The employees should therefore plan their Annual Leave in advance with sufficient notice, to plan the work schedule without disruption.

5. **Optional Holidays** - Institute Closed days declared by Govt./University: Parsi New Year, Good Friday, Guru Nanak Jayanti & Muharram. Employees can choose to take these holidays or work on these. In case an employee works on these holidays then he / she can avail alternate holiday in lieu of it on Janmashtami / Raksha Bandhan / Makar Sankranti / Akshaya Tritiya. Employees need to inform HOI well in advance and not make last minute choices.

6. **LEAVE ON HALF PAY (LHP) OR MEDICAL LEAVE-**

- 6.1 The employee is entitled to leave on Half Pay to the extent of 20 days for every completed year of service.
- 6.2 The Leave so earned can be accumulated without any limitations.
- 6.3 Leave on half pay may be granted either on medical ground, supported by certificate from medical practitioner, or for private reasons.
- 6.4 In case of leave application on medical grounds, the employee has to submit Doctor's Certificates for illness and fitness within 3 days of resuming duty.

7. **MATERNITY LEAVE -**

The female employees are entitled to maternity leave subject to the following:

- 7.1 During first year of probation, no maternity leave is permitted.
- 7.2 During second year of probation, the maternity leave shall be sanctioned with full pay.
- 7.3 On completion of probation, maternity leave on full pay may be granted to women employee.
- 7.4 Period not exceeding 180 days to be availed of twice in the entire career.

8. **SUMMARY-**

<b>Nature of Leave</b>	<b>1<sup>st</sup> year of probation</b>	<b>2<sup>nd</sup> year of probation</b>	<b>After completion of probation</b>
Casual Leave (CL)	8 days	8 days	8 days
Half Pay Leave (HPL) or Medical Leave	20 days (Half pay basis) or 10 days (Full pay basis)	20 days (Half pay basis) or 10 days (Full pay basis)	20 days (Half pay basis) or 10 days (Full pay basis)
Earned Leave	30 days	30 days	30 days
Maternity Leave	Nil	180 days	180 days (Full pay)

9. **Outdoor on Duty (OD): -**

- 9.1 A Non-Teaching employee will be granted outdoor duty (OD) for deputing him/ her for official work or training purpose.

10. **LEAVE WITHOUT PAY (LWP)-**

- 10.1 The employee can avail Leave Without Pay (LWP) by applying in advance and getting sanction for the same.
- 10.2 LWP will result in postponement of increment and extension of probation.

11. **SPECIAL LEAVE-**

- 11.1 As per policy for Institute progress / training programme.

12. **LATE ATTENDANCE/LEAVING EARLY -**

12.1 In a month, late arrival/leaving the campus before the scheduled time will be permissible thrice which should not exceed 10 minutes each. If an employee reports late/ leaves early for the 4<sup>th</sup> time or reports late/leaves early beyond 30 minutes overall, then half day CL will be deducted. In case no balance is available in any of the leave accounts of the employee, then half salary will be deducted. Cases other than the above can be approved by HOI, depending on the work requirement.

13. **SHORT TRIPS OUTSIDE CAMPUS -**

13.1 The “EXIT/ENTRY SLIP” should be obtained duly approved by Senior Designate & Head of Institute for going out during office hours.

13.2 The employee should register exit and entry in the register maintained at the Reception.

13.3 The said approved slip should be shown to the security at the respective gate while exiting and entering the Institute to allow smooth entry/exit.

13.4 On return, the slip should be handed over to the Administration In-charge for record.

14. **PROCEDURE FOR GRANT OF LEAVE -**

14.1 **Leave Application:**

The employee shall have to apply on ERP with alternate load arrangement and faculty member should email to Director for grant of leave with a CC to Deputy Director, HOD, Section Incharge and HR.

14.2 **Absence without Formal Application:**

(a) In exceptional circumstances when the employee cannot attend office due to illness/accident, etc. and has to remain absent, he/she may inform HOD/Section In-charge and Telephone Operator. S-he should also ensure that the assignments for the day are taken care of by a colleague as per the system in order that there is no disruption of the work.

(b) The leave application for such absence should be submitted on joining day of duty explaining the circumstances with evidence. If the leave sanctioning authority is not satisfied about the exceptional circumstances of absence and/or frequency of repeated unauthorized absenteeism, such absence without prior permission shall be treated as LWP.

15. **WEEKLY OFF (OTHER THAN SUNDAY) -**

- 15.1 Institute will function on all Saturdays, for involvement of alumni and industry experts in the teaching- learning process. The employees are permitted to avail the benefit either on 1st & 3rd or 2nd & 4th Saturdays in staggered manner by managing institute operations intact.
- 15.2 On request from employees, including HOI and Deputy HOI, in exceptional case not more than two times in an Academic Year and by not combining the same with any other leave, holidays and OD, the swapping of Saturday off combination can be done with prior intimation and approval of authorities.

16. **LEAVE RULE FOR EMPLOYEE WHO HAS RESIGNED/RETIRED FROM SERVICES-**

- 16.1 Employee resigning from the Institute shall have to serve full notice period for smooth functioning of the Institute.
- 16.2 In case the employee desires to leave before completion of the notice period, he/she will have to pay the Institute proportionate salary for the relevant period.
- 16.3 In exceptional case, the employee who has resigned from the post may be permitted to adjust the leave due to him against the notice period, as per the discretion of higher authority.
- 16.4 In case the employee is dismissed or removed or terminated from service, the leave at his/her credit will lapse.
- 16.5 The person who retires from service may be given leave preparatory to retirement as per the discretion of higher authority.

  
**DR. REKHA SINGH**  
**DIRECTOR I/C**