

Leave Policy and Procedures

The leave policy defines the types of leave & entitlements and lay down the procedures to administer this policy. Policy and procedures explained below are mostly in conformity with what is currently in practise at Amrita Vishwa Vidyapeetham. Some minor modifications have been made to bring uniformity across campuses and to accommodate provisions of latest Acts and directives of the government. These will be applicable to all units of the university except the medical establishments. Modifications are being made to the HRMS software to bring these changes in to effect. All leave will have to be applied through MyAmrita and processing will be through HRMS software.

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1. Objectives

Employees are given paid leave for vacation, to attend to social and domestic commitments, take treatment to recuperate from sickness, indulge in hobbies & interests, travel, to learn and develop alternate skills or for such other reasons. This benefit is given on the request of the employee and at the discretion of the Management to bring about a balance in an employee's life; and help him attend to his commitments towards his/her family, society, nation and himself. This benefit, however, cannot be availed as a matter of right but is subject to exigencies of the service as decided by the Management.

2. Applicability

Leave is a benefit but not a right. Exigencies of work will determine the grant of leave. The judgement of the sanctioning authority will be final. The sanctioning authority can grant, refuse, reduce, postpone or even revoke leave and recall an employee on approved leave. These Regulations shall apply to all Regular Employees of the Amrita Vishwa Vidyapeetham (AVV), other than the following persons*:

- a. Engaged on daily rates of wages/ casual labour;
- b. Outsourced employees whose benefits are included in the agreement with vendor/ independent contractor.
- c. Individuals who have a different set of leave entitlements mentioned in their appointment letter or fixed term contract – terms in the employment contract/ appointment letter shall be binding and override this policy. If no mention about leave is made in the appointment letter issued to an employee on fixed term contract of employment, then relevant clauses in this policy will automatically apply.
- d. Leave entitlement is same for teaching staff and non-teaching staff except in the case of Vacation Leave & Earned Leave – which will be covered in this policy.
- e. Those who get Sick Leave benefits under ESI Act will not be entitled to ML under this policy. If a Campus is not covered by ESI (such as Chennai Campus) in that case this policy will apply till such time ESI cover is not extended to the Campus. The day ESI cover is extended, the covered employees will cease to enjoy the benefits enjoyed hitherto under this policy.

3. Definitions

- a. **Year** means Calendar year for CL and EL (January 01 to December 31) and Academic Year for Vacation Leave (1st July to 30th June).
- b. **Month** means calendar month. Length of the month will be taken as 30 days.
- c. **Regular Employee** is a person who has been issued an appointment order and taken on the payroll of AVV and does not belong to any of the excluded category mentioned above.
- d. **‘Completed Year of Service’** means continuous service of 12 months and includes periods spent on duty as well as on entitled and approved leave except leave/ deputation without pay;
- e. **‘Service’** means service as probationer, extensions thereto and as a confirmed employee.
- f. VL converted to EL will be added to the EL account (called Converted EL - CEL) at the end of the academic year.

4. Types of Leave

- a. Holidays (**H**)
- b. Weekly Offs (**WO**)
- c. Casual Leave (**CL**)
- d. Earned Leave (**EL**)
- e. Medical Leave (**ML**)
- f. Maternity Leave (**Ma L**)
- g. Vacation Leave (**VL**)
- h. Converted Earned Leave (**CEL**)
- i. Compensatory Off (**C-Off**)
- j. Study Leave (**SL**)

k. Sabbatical Leave (SaL)

5. Approving Authority

Application for all kinds of leave will have to be submitted online at MyAmrita and will be processed online by the supervisory and approval levels as per the reporting structure in the organisational chart. Necessary modifications will be made in HRMS from time to time.

6. Holidays (H)

a. Some Holidays are declared as per applicable statute and some to enable the employees celebrate festivals with their family. The 09 holidays declared as per law are:

- i. Republic Day – January 26.
- ii. Independence Day – August 15.
- iii. Gandhi Jayanti – October 02.
- iv. Labour Day – May 01.
- v. 05 more days – as festival holidays

b. AVV shall grant 14 days Holidays including the 09 days mentioned above. The list of holidays for a particular campus will be decided by the CDC and notified by the Director IEM by December of the previous year.

c. When government authorities declare holidays for educational institutions Director IEM would notify all concerned in the campus

7. Weekly Off (WO)

a. For general shift employees, Sundays will be Weekly Off. In addition, 02 week-end Saturdays - 2nd and 4th Saturdays will also be treated as Weekly Offs.

b. For those who are on other shift timings – the HODs must schedule weekly offs on any day of the week after 06 working days and give 02 more Weekly Offs as appropriate, keeping in mind exigencies of work.

c. Exigencies of work will dictate as to who, when and whether of the weekly offs.

d. In case there is any loss of a working day due announcement of holiday by Government then the same shall be compensated by declaring one of the weekly off days as working day.

8. Casual Leave (CL)

a. CL is provided to help employee attend to social/ domestic work or unforeseen situation.

b. Employees will get 12 days' Casual Leave in a calendar year. One day CL is earned per month of service.

c. CL will be credited on December 31 every year.

d. Minimum of ½ day (first or second half of the working day only) CL can be applied for. When a person avails ½ day CL his/her presence at work should be not less than 04 hours.

e. Absence on account of CL cannot exceed 05 days at a stretch – including prefix/suffix/intervening holidays.

f. Prefix/suffix or an intervening holiday/ weekly off will not be treated as CL.

g. CL cannot be combined with any other leave except Compensatory Leave.

h. Un-availed CL will lapse irrevocably on December 31 every year, and it will not be accumulated or encashed.

- i. When un-avoidable, initial request for leave can be by phone/ email or social media but it should be followed up with a formal application on MyAmrita E Track portal.

9. Earned Leave (EL)

- a. EL is availed for planned vacation etc.
- b. 15 days Earned Leave is granted to non-vacation staff in the first year of service from the date of joining to completion of one year which they can avail after completing one year of service. The number of days of EL which will be credited on January 1 of the year after completing one year of service will be pro-rated to the period between the date of completion of one year of service and December 31 of that year base on 30 days per year. From the next year onwards, 30 days of EL will be credited on January 1 each year as long as there is no break of service.”
- c. In case of Vacation staff or academic staff, when the Vacation Leave request is declined it will be converted to EL (called Converted EL) at the rate of 1 EL for every 2 VL declined.
- d. Earned Leave will be calculated at the rate of 2.5 days for each completed month of service.
- e. EL can be accumulated up to 90 days, excluding the current years entitlement.
- f. EL, prorated to length of service from date of joining, less days availed, shall be credited once a year – On December 31 every year.
- g. The length of service to calculate EL will not include un-authorized absence/leave on loss of pay/ deputation outside the University where a separate set of leave benefit is availed by the employee.
- h. A minimum of 04 days EL must be applied for unless all CL is exhausted.
- i. Prefix and suffix to EL is allowed but intervening weekly-offs, festival, and other declared holidays etc., are counted as EL.
- j. Current year’s EL, over and above the accumulated 90 days, if un-availed will lapse.
- k. EL will not be granted during notice period.
- l. EL can be combined with ML/C-Off but cannot be combined with CL.

10. Medical Leave (ML)

- a. Medical Leave entitlement will be 20 days per annum, prorated from date of joining. When pro-rating, fraction of leave below 0.5 days will be ignored and 0.5 and above will be treated as one full day.
- b. Of the above 20 days, first 10 days will be with full pay and subsequent 10 days will be without pay.
- c. ML will be credited on December 31 every year.
- d. ML will be granted after completing one year of service
- e. Those who get Sick Leave benefits under ESI Act – they will not be given ML under this policy.
- f. Un-availed ML can be accumulated/ carried forward up to 90 days (excluding the current years entitlement) subject to the condition that the employee can avail it only when sick/ has restricted mobility/suffers with communicable disease.
- g. ML may be applied for a minimum of
- h. 1 day.
- i. Medical Leave for 03 days and above should be supported by medical proof (should be uploaded in the Portal). ML cannot be combined with CL.
- j. On reporting back from serious illness/ injury, the employee shall produce medical fitness certificate. The Management may ask the employee to undergo medical examination by a doctor of its own choice (at AVV cost). Unless found & certified fit, the employee will not

- be allowed to resume duty until complete recovery from sickness and on production of certificate of fitness from a registered medical practitioner acceptable to the Management.
- k. Continued absence due to ailment may lead to termination of service or redeployment, at the discretion of the management and availability of vacancy, in such role as it may deem fit – with commensurate reduction in salary and change of terms of employment.
 - l. ML will neither be admissible nor accrue during un-authorized absence, break in service or when on authorized Leave Without Pay etc.
 - m. Intervening holidays, weekly offs will be treated as part of ML.
 - n. All medical certificates issued by external medical practitioners will be perused by the Medical Officer of AVV for veracity and possible health risk to others.
 - o. If an employee is seriously sick, hospitalised and exhausts all ML, then, as an exception, all other types of paid leave can be granted in combination with ML to help the employee. The Management reserves the right to extend ML without pay for as long as required for deserving cases and the same will be approved by Dean Admin and VC.
 - p. The Management has a right to refer the applicant to a Hospital or Medical Practitioner of its choice if it has doubts about the genuineness of the application.
 - q. Prior sanction may not be obtained if the sickness/ injury is sudden and unforeseen, but intimation or communication is to be given to the leave sanctioning authority as early as possible.
 - r. Intervening Saturdays, Sundays and Holidays will be reckoned as ML. Declared Holidays and Saturday, Sundays can be prefixed and / or suffixed to the ML and shall not be reckoned as ML.

11. Vacation Holidays/ CEL

- a. VL will be aligned to Academic Year. Window for VL and days entitled are as follows:
 - Vacation Leave during summer – summer 30 days (Window - May 01 to July 31)
 - Vacation Leave during winter – winter 15 days (Window – December 1 to January 31)
 - The above can be further split in to 3 parts of 15 days each depending on academic calendar - (15 days in September, 15 days in Dec./January and 15 days in April), (Sep. Window – September 01 to September 30)
 - Further change or modification of windows can be done by Dean Admin as required by academic calendar.
- b. Vacation Staff - those teaching/ research staff and teaching/ research support staff (such as Lab staff – Lab assistants, technicians, instructors, welders, fitters, electricians etc., exclusively attached to workshops and research labs – whose work is aligned to academic schedule and teachings sessions) except Principals/Deans & above - and their staff, will get Vacation Leave.
- c. Principals/Deans & above and their staff, their role being administrative in nature and their presence being essential, will be eligible for Earned Leave as given to non-teaching staff.
- d. In view of sparse occupation of hostels during vacations, the full time Hostel Wardens will also be given 12 days' Vacation Holidays, in turn (not all wardens at the same time), within each window announced for Vacation Staff.
- e. Minimum 05 days of VL should be applied for.
- f. A Vacation Staff member does not have the right to skip vacation by own decision and opt for EL. Conversion from vacation to EL is possible only if the staff member is ordered to work during his or her allotted vacation period. In other words, staff eligible for VL shall be given EL only when vacation leave request made by them is declined by management due to exigencies of work. Such EL is called Converted EL (CEL). Denied VL can be converted to EL at the ratio of 2:1 (or 50%), e.g., if 02 days VL is declined then 01 day EL will be credited.

- g. It should be noted that a teaching staff who voluntarily decline VL – even when offered – will not get CEL.
- h. The approving authority should state reasons in HRMS reasons for declining VL.
- i. Crediting of CEL will be done by HRMS software automatically as soon as entitled VL request is declined by approving authority.
- j. Eligibility for Vacation Leave is minimum 6 months service before the window for VL commences in that season December 01 or May 01 or September 01. Those with 06 to 12 months of service will be given pro rata Vacation Leave. For example, a person who has joined service on July 1, will not be eligible for any winter vacation, but will be eligible to 37 days of vacation in summer. All fractions will be rounded off to the lower number.
- k. In case of Campuses where administrative constraints and academic needs warrant - for employees having 6 to 12 months service, the vacation entitlement will be calculated on prorated basis and will be adjusted against the winter/ summer vacation as found appropriate by the Campus Management.
- l. Such staff who are not connected with teaching/research or direct support to teaching/research will get EL instead of VL. List of such Vacation Staff will be prepared by Principal and shared with campus HR – so that if any technical resource is required by them – such person can be removed from the Vacation Staff list. Final list of Vacation Staff will be approved by Principal and forwarded to campus HR
- m. All intervening weekly offs and other leave holidays will be subsumed in VL but holidays and weekly offs can be prefixed or suffixed to VL.
- n. VL will not be granted out-side of the notified window. VL may vary year to year – depending on academic/ research demands.
- o. VL cannot be carried forward beyond the year but when converted into EL can be accumulated up to 90 days (excluding current years CEL).
- p. CEL, in excess of accumulated 90 days, if not availed, will lapse irrevocably.

12. Compensatory Off

- a. If an employee is instructed to work on a declared holiday or weekly off and if a person puts in up to 04 hours, then he will get half day as C-Off and if 06 hours or more then one day C-Off. It should be noted that work done by the employee on his own will not qualify for C-Off. It should be organisational requirement and approved by HOD.
- b. HOD has to allot work to his/her team member on MyAmrita – calling them to work on a weekly off day/ holiday/ stay back after completion of shift hours (stating the reason clearly) – which when performed will become basis for C-Off. Later, the employee will make an application on MyAmrita requesting for C-Off. Unless there is an allotment of work – performed on a holiday or weekly off – there cannot be any C-Off.
- c. Teaching/ research faculty will not be allowed any C-Off for late working or even half day extra work, but HOD will give them a privilege of flexible reporting the next day subject to their Principal agreeing for it without any adverse impact on the research/ academic schedule. If, however, a faculty is called to work on a weekly off or holiday then a C Off will be given.
- d. C-Off should be availed within 90 days of earning it after which it lapses. A maximum of 3 C-Offs can be accumulated – beyond which it lapses automatically.
- e. Minimum 01 day and maximum 02 days C-Off can be availed at a time. If an employee qualifies for 02 (two) ½ day C Offs, then it shall be combined and given as one day C Off. Half day C Off will not be given.
- f. C Off can be combined with any type of leave. Principals and above are not eligible for C Off.

13. On Duty Leave

- a. Duty Leave will be sanctioned at the discretion of the competent authority for as long as required. Applications will be processed online by the supervisory and Head of Office levels as per the reporting structure in the organisational chart. Necessary modifications will be made in HRMS from time to time.
- b. Duty Leave will normally be considered for research assignments, attending conferences, meetings, congresses, symposia, delivering lecture, working for a sister campus, being member of delegation or working on a committee appointed by the Government of India, State Government, the AICTE, UGC and seminars on behalf of the college.
- c. Such leave will be on full pay except when the honorarium/ fellowship/financial assistance or compensation paid to the employee warrants a proportionate reduction in salary paid by AVV. On case-to-case basis a decision can be made as to the salary to be paid or not paid or reduced salary to be paid. The Principal, Head of HR of the Campus will make this decision and keep the Dean of the Department and Dean of Admin informed about the same.
- d. Approval for such leave will be subject the faculty/ researcher sharing the research findings with AVV and giving credit to AVV.
- e. Duty Leave can be combined with other types of leave because – ‘on duty leave’ is actually performance of work outside the premises of the Campus.

14. Maternity Leave (MaL)

- a. The woman employee applying for MaL must have worked for AVV for at least 182 days in the 12 months preceding the date of her expected delivery to avail benefits under The Maternity Benefit Act, 1961. The 182 days include the weekly offs, declared holidays and days she was laid off.
- b. If a woman employee is covered under Employee State Insurance Act, 1948 she will get her maternity benefits from Employee State Insurance Corporation. In view of the fact that not all Districts are fully notified, if a Campus location is not in the list of ESI notified areas, then benefits mentioned in this policy will apply but from the day a location is notified in the list ESI covered areas this benefit will cease to be provided by AVV.
- c. Eligible employee should make an application online on prescribed form for grant of maternity benefits enclosing requisite medical certificate. The employee should also give an undertaking that she will not work for any other organisation for compensation or honorarium or pro bono during the period in which she receives maternity benefits.
- d. In order to avail maternity benefit, the woman is required to submit an application to the Principal and HR (through their HOD and AVV Medical Officer) along with supporting medical documents – with details of expected date of delivery and the date on which Maternity Leave is to commence. Original medical documents with contact details of the hospital and the Doctor will be provided.
- e. In case the female employee works in any establishment after she has been granted Maternity Leave for any period, she shall forfeit her claim to the maternity Leave.
- f. Maternity Leave, for up-to 2 surviving children (first 2 childbirth/delivery), can be availed up to a maximum of 26 weeks of which not more than 8 weeks shall be preceding the expected date of her delivery.
- g. All intervening holidays / weekly offs will be counted as a part of the Maternity Leave. Maternity Leave may be combined with any other kind of leave except Casual Leave, if the request is supported by a Medical Certificate.
- h. Women on maternity leave will be paid full salary (average pay for the last 3 calendar months preceding the date from which the woman avails her maternity leave) along with statutory benefits such as PF/ ESI etc.

- i. Approving any request for further extension of Maternity Leave will be at the discretion of the Management, and if granted it will be without pay and will not exceed 06 (six) months from the date maternity benefit under the statute was exhausted
- j. In case of the new-born being ill, the employee will be allowed to apply for EL (not more than 30 days) in continuation of maternity leave on production of medical proof.
- k. Leave for miscarriage (under MB Act)- In case of miscarriage or medical termination of pregnancy, a woman employee shall, on production of such medical proof as may be prescribed, be entitled to leave with full wages, for a period of 06 (six) weeks immediately following the day of her miscarriage or, as the case may be, her medical termination of pregnancy.
- l. Leave with wages for tubectomy operation (under MB Act) - In case of tubectomy operation, a woman employee shall, on production of such medical proof, be entitled to leave with wages at full wages for a period of 02 (two) weeks immediately following the day of her tubectomy operation.
- m. Any woman who legally adopts a child up to the age of 3 (three) months and the commissioning mothers are entitled to 12 (twelve) weeks of Maternity Leave from the date of the child is handed over to such mothers.
 - Commissioning Mother (under MB Act) - Commissioning mother means a biological mother who uses her egg to create an embryo implanted in any other woman.
- n. Disciplinary Action - A women, just for the reason of being and reporting pregnant, cannot be dismissed, discharged or terminated. Disciplinary action, however, can be taken against a pregnant woman employee for gross misconduct – and the standard of discipline/ norms of behaviour expected is not diluted because of a woman’s pregnancy.

15. Leave Accounting

- a. Leave accounting year will be the Academic Year for Vacation Leave/ Calendar Year for other leaves.
- b. Rate of salary for approved leave of absence within entitled limits will be the same as average salary of the last 3 months before commencement of leave (when an employee attended office).
- c. All leave will be prorated to length of service – calculated from date of joining, except Maternity Leave which will be as per MB Act, 1961 and amendments thereto.
- d. To arrive at a ‘month’ days less than 15 days will be ignored and 15 days or more is treated as a full month – in order to calculate leave entitlement.
- e. A Probationer will be entitled to same CL/ ML/ Maternity Leave as a confirmed employee except - Earned Leave & Vacation Leave – as mentioned in the relevant clauses in this policy.
- f. Leave will be credited/ debited/ carried forward/ accumulated/ encashed/lapsed - on occurrence of an event and finally closed by the last working day of December every year.
- g. Leave will not accrue when a person on leave on loss of pay or absent without approved leave or sabbatical/ study leave or such deputation or tour on duty where separate leave benefits is availed by the individual.

- h. Refusal to report back when recalled from leave and over-staying leave will be treated as un-authorized absence and will not be paid for; in addition, disciplinary action may be taken against the employee.
- i. Loss of working day due to elections/ natural calamities/ civil commotion or disturbance etc., will be compensated by working on any day which may otherwise be a weekly off or declared holiday. Such decisions of the Management will be final.
- j. On resignation of an employee his leave record will be checked and if any leave has been availed more than earned – cost for the same shall be recovered as if it were excess payment – except ML on account of hospitalisation (with documentary proof) and Maternity Leave. In case of superannuation/ retirement, however, no such recovery will be made.
- k. A Faculty taking leave shall entrust his responsibility to a competent colleague with the consent of his/her HOD and such alternative resource is bounden to execute the task handed over. If such alternative resource fails to perform the assigned task he/she will be liable for disciplinary action and a penalty in the form of loss of pay for the work not done. .
- l. Exceptional decisions made by the Management will not constitute a precedence for over-riding the clauses in this policy.

16. Leave when Physical Working at the Campus is suspended (WFH)

- a. When the campus is closed due to any pandemic or natural calamity or internal disturbance and deterioration of inland security, war like situation such other reason and the work is carried out from home – the following leave will only accrue:
 - i. Medical Leave – 12 days
 - ii. Casual Leave – 12 days
 - iii. EL – 12 days
 - iv. VL – 12 days
 - v. Maternity Leave – in full.
- b. Leave earned during the period of campus closure and on-line-WFH will neither accumulate nor be carried forward but lapse at the end of calendar year/ academic year. When the institution re-opens, the period of suspension of physical working/ WFH will be ignored and earning of leave will start afresh. Leave accumulated previous to the suspension of physical working will, however, remain except that which was availed during the WFH period.

17. Employees on regular WFH basis will be given following leave:

- a. CL - 12 days.
- b. Medical Leave - 12 days.
- c. EL will be limited to 12 days a year and when not availed will lapse.

18. Employees engaged on Fixed Term Contract/ Consultancy basis (including those who are re-employed after retirement/ teaching staff) who work full time will be entitled for leave as follows:

- a. CL - 12 days per annum. This will lapse if not availed.
- b. Medical Leave - 10 days per annum. This can be carried forward to next contract (if renewed seamlessly) to be availed but not encashed.
- c. EL – 18 days per annum. Depending on nature of work, HR in consultation with Principal, should specify EL in the contract. If no mention is made it shall be 18 days. It can be more

than 18 days if so agreed with the candidate but, in any case, it shall not be more than 30 days per annum. If un-availed this will lapse.

d. All leave calculations will be prorated to length of service.

Those who come on visiting basis – such as for a couple of hours a day and those do not work on all days of the week will not be eligible for this benefit – for example, a Campus Doctor who visits the Campus 4 times a week and 3 hours on each visit will not be covered by this policy.

19. Adoption Leave

- a. Adoption Leave of up to 90 days will be considered for a married woman employee who has fertility issues. This will be fully paid leave. A woman employee married for more than 10 years without any issue will be eligible. Adopting a child more than 5 years old and adopting children from relatives will not qualify for this leave.
- b. Only when an orphan of age up to 5 years is adopted will the leave request be considered. Grant of this leave will be after thorough investigation and checking of all supporting documents – and at the discretion of the Management. Only 02 adoptions is allowed in the career of an employee – each at an interval of not less than 01 year. If an employee adopts 2 children at the same time then also the leave will be 90 days.
- c. The woman employee and spouse may be met with and interviewed before grant of this leave. The employee must apply for this leave 30 days before he/ she adopts a child. Management can reject a leave request summarily without citing any reason.

20. Paternity Leave

A male employee will be entitled to paternity leave for a period of 10 days, on each childbirth or legal adoption. For up to 02 child births or adoptions this leave can be availed. Employees can avail paternity leave within 03 month from the child's birth date. Application for this leave should be made 30 days in advance. This will be fully paid leave.

21. Relocation Leave (RL)

An employee will be given RL up to 03 consecutive days (excluding holidays/weekly offs/other leave) and married employee will be given RL up to 05 consecutive days (excluding holidays/weekly offs/other leave) - when transferred from one Campus to another. Prefix and suffix of weekly offs is allowed when availing this leave. This leave is to give time to an employee to relocate and re-establish a new house.

22. Study leave

A staff member registered for Ph D under an Amrita guide can avail of Study Leave for six months towards the end of research for writing the thesis at half pay and no teaching load or at full pay with half teaching load. The leave will be granted on recommendation of the guide on condition that the staff would continue to work at Amrita for at least two more years.

23. Sabbatical leave

One month of Sabbatical leave will be earned for every year of service. Sabbatical leave can be utilised for earning an advanced degree, collaborative research leading to a research paper or other research projects. Leave will be at half pay.

24. Procedure - Application for Leave, Leave Record

- a. Employee shall apply for leave on My Amrita portal (E-Track)
- b. Employee must make alternate arrangements for work in his absence and must not avail the leave before it is sanctioned. The employee should be mentally prepared for any response – including the possibility of cancellation/ curtailment of sanctioned leave and being recalled from leave.
- c. If it is not possible to immediately apply online then the request must be made on phone or social media account and regularised at the earliest by making online application on E-Track portal (MyAmrita). Employee must apply on MyAmrita portal well in advance for availing all kinds of leave.
- d. Medical Leave application, however, will be made at the earliest – allowance for delay will be made based on seriousness of sickness. Intimation of serious sickness/ hospitalisation/ injuries due to accident etc can be conveyed by next of kin also. The employees must mandatorily share the contact details (mobile number) to their HOD/Principal/ HOS and Head of HR with their next of kin.
- e. When an employee plans to travel out of station during weekends or any leave – he/she will share his/her emergency contact details (and address) with HOD, Principal and HR Dept.
- f. Leave record will be maintained in the HRMS software and will be visible to the concerned employee on his MyAmrita dashboard.
- g. Absence without Leave/ Over staying leave – will be treated as misconduct and the employee will be subject to disciplinary action.
- h. In case of doubt and difference of opinion decision of the sanctioning authority will be final (sanctioning authority must consult Head of HR before making a drastic decision or interpretation).

25. Exceptions and Management Right

- a. The Management with the approval of VC may, at its discretion, sanction leave on full pay to an employee who has no leave to his credit at the time of sanction of leave, if it is satisfied that the employee would continue in the service of the AVV; and such leave shall be adjusted against the future accrual of leave to him/her in due course of time.
- b. The Management may, at its discretion, amend/ change/ modify/ alter/ allow relaxation/ limit or extend the applicability of any or all clauses or part thereof to any individual or group of employees at any time for any duration. These rules will be reviewed periodically and kept relevant to the needs of the time. Such changes will be approved by Dean Admin and the Vice Chancellor.

The above policy and procedure will take effect from 20th July 2022.



**Chapter 2 K S
Rajendra Kumar
Dean, Administration**