Chinmaya Vishwa Vidyapeeth
Deemed to be University

OFFICE ORDER

Office of the Registrar

No: CVV/OO/18/2024 **Dated April 04, 2024**

Subject: Leave Policy for CVV

Ref: - Policy no: - CVV/HR/01/Leave Policy V1.0

In pursuance of the decision taken during the 22nd Board of Management meeting held on 11th December 2023 and consequent to the formation of the Policy Review Subcommittee as per Agenda Point 5.2, via office order CVV/OO/09/2024, the Leave Policy followed in CVV was reviewed, revised and recommended by the Subcommittee. The policy recommendation was submitted to the Hon. Vice-Chancellor and subsequent to the Sanction accorded, the Leave Policy for CVV shall be read as follows. This will be in supersession of the Leave Policies formalized on 07th March 2017 and further amended on 26th May 2018. The policy shall come into effect, from the date of release of this order.

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// By the Order of Vice Chancellor//

Prof. T Asokan
Dean – Academics & Registrar I/c

PS: The leave balances shall be updated in Zoho by 30-Apr-2024. Earned leave will be applicable as per the new policy from July 15, 2024.

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Leave Policy for Teaching & Non-Teaching Staff

1. Policy Statement

Chinmaya Vishwa Vidyapeeth (CVV) recognizes the importance of providing its faculty and non-teaching staff with various types of leave to address their personal, professional, and medical needs. This leave policy outlines the guidelines and provisions for different categories of leave, including Casual Leave, Duty Leave, Earned Leave, Half-Pay Leave, Maternity and Paternity Leave, Compensatory Leave, Extraordinary Leave, and more. It is important to note that all leave is subject to approval and must be applied for in advance, except in the case of unforeseen circumstances.

2. Scope

This leave policy is applicable to all full-time permanent and contract faculty and non-teaching staff members at Chinmaya Vishwa Vidyapeeth, with the exception of statutory officers such as the Vice Chancellor, Registrar, Dean(s), Principal, Controller of Examination, and Finance Officer, who are governed by the Statutory Officers Leave Policy. Visiting faculty, guest faculty, and ad-hoc appointees are not covered by this policy. It is important to note that the policy may be subject to updates, clarifications, amendments, or the issuance of additional guidelines by the university management as and when necessary.

Note: All the leave applications should be submitted through ZOHO, no other form of written/ verbal applications are accepted.

Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.

3. Leave Categories and Guidelines

3.1. Casual Leave (Faculty and Staff)

- Casual leave is intended to address casual and immediate requirements.
- Faculty and staff are entitled to 12 days of casual leave per calendar year (January to December). For those who join anytime during the calendar year, a proportionate number of casual leave shall be allotted on a pro rata basis. Casual leave can even be taken for half a day also.
- Casual leave should not exceed 3 days at a time.
- Weekends and holidays, when attached to casual leave, do not count toward the leave duration.
- Unutilised casual leaves expire on December 31st and are not carried over.

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- Casual leave shall not be appended to any other form of leave .
- In case of Faculty, before applying for Casual leave, the alternate class arrangements should be made in consultation with the Head of the School.
- No specific reason needs to be provided for casual leave.
- Casual leave requests must be approved in advance by the Head of the Department.
- **Authority for approval: Head of the Department/Head of the School**

3.2. Duty Leave (Faculty)

- Duty leave may be granted for legitimate academic or administrative reasons for a period not exceeding 20 days in a year. Exceptional approval to be obtained from the Vice Chancellor incase of more number of days required.
- Duty Leave can be used for the following:
    - Attending Conferences, congresses, symposia and seminars on behalf of the University.
    - Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University, and accepted by the Dean - Academics/ Principal.
    - Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University.
    - Participating in a delegation or working on a committee appointed by the Central Government, State Government, the University Grants Commission, other Universities or any other academic body.
- Before applying for Duty Leave, the alternate class arrangements should be made in consultation with the Head of the School.
- Duty Leave may be granted on full pay. However, if the employee receives a fellowship, honorarium, or any other financial assistance beyond the amount needed for normal expenses, duty leave may be sanctioned on reduced pay and allowances subjected to recommendation by Dean - Academics and the approval by the Vice Chancellor.
- The employee should submit the Duty Certificate/ the report of the activity while joining back after the Duty Leave.
- **Authority for approval: Dean - Academics/Principal followed by the recommendation of Head of the School/Department.**

3.3. Earned Leave (Staff)

- Earned leave is applicable only for the staff members on permanent rolls.
- Faculty is not entitled for Earned Leave, unless the vacation leave is surrendered.
- Staff members are entitled for 18 days of earned leave during the academic year.

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- Earned leave must be planned and notified to the immediate reporting officer in advance.
- Half of the available balance of the unutilised earned leave at the end of the academic year shall be carried forward to the next academic year up to a maximum of 120 days.
- Earned leave can be combined with other types of leave except casual leave.
- It can be encashed at the time of superannuation/ Retirement.*
- The employee should have served in CVV for at least 5 years to avail the encashment of Earned leave.
- **Authority for approval: Head of the Department**

*The retirement age at CVV is 65 years for both faculty and staff.

3.4. Half-Pay Leave and Commuted Leave (Staff & Faculty)

- Employees are entitled to 10 days of half-pay leave per year.
- Half-pay leave can be availed for personal or medical reasons.
- Employees can opt for one commuted leave by surrendering two days of half-pay leave, in case of any medical emergency.
- **Authority for approval: Head of the Department/Head of the School**

3.5. Maternity and Paternity Leave (Staff & Faculty)

- Only full time (Permanent) employees are eligible for a Maternity/Paternity leave
- The employee must be served in the university at least for 12 Months in order to avail the Maternity/Paternity leave.
- Female staff with less than two surviving children are entitled to maternity leave of up to 180 days. Leave can be availed before and after childbirth or adoption as per the Maternity Act.
- For the first childbirth, the employee is entitled to six months of maternity leave, while for the second child, the maternity leave duration is three months.
- Maternity leave is granted under the condition that upon return, there is a mandatory one-year lock-in period. Before availing the leave, employees must sign a one-year bond with the university starting from the date of their return.
- Employees on maternity leave will receive 50% of their monthly salary for the duration of their leave (180 days), The remaining 50% will be deferred and paid in installments along with their salary for the following six months.
- Paternity leave will be granted for a period of 10 days during the confinement of his wife for child birth i.e. up to 10 days before or up to 3 months from the date of delivery of the child, subject to the production of a certificate from the medical practitioner stating the exact date of delivery.

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- **Authority for approval: Registrar (For Staff), Dean - Academics/Principal (For Faculty) followed by the recommendation of Head of the Department/Head of the School.**

3.6. Compensatory Leave (Staff)*

- Compensatory Leave is granted with full pay for work done on Second and Fourth Saturdays, Sundays and University Holidays.
- It cannot be accumulated and must be taken within three months of the actual day worked.
- Conditions for availing Compensatory Leave and granting of the leave will be the sole discretion of the Head of the Department.
- Compensatory leave will be granted against the approval of the concerned Head of the Department (The electronic check in on any holiday will automatically prompt to the HoD for the approval through ZOHO, once approved, it can be availed within three months from the date worked.)
- **Authority for approval: Head of the Department/Head of the School**

* Employees above the rank of Section Officer Level 1 are ineligible for compensatory leave.

3.7. Extraordinary Leave (Faculty and Staff)

- Extraordinary Leave without pay may be granted at the discretion of the Vice Chancellor for exceptional circumstances.
- The process for approval involves the Head of the School/Head of the Department recommending to the Registrar (For Staff)/Dean-Academics/Principal (For Faculty). After proper evaluation and consideration of the situation's validity, the Registrar/Dean-Academics/Principal recommends it to the Vice Chancellor for final approval.
- Extraordinary leave cannot be availed by faculty between a semester. It should be applied in advance and can be availed only at the end of semester.
- **Authority for approval: Vice Chancellor followed by the recommendation from Registrar (For Staff), Dean - Academics/Principal (For Faculty).**

3.8. Vacation (Only for Faculty)

- Faculty members are entitled to 60 days of vacation according to the academic calendar.
- Faculty may be requested to work during the vacation based on requirements by the Head of the School. Unavailed vacation days can be converted to Earned Leave at a 2 (Vacation leave) :1 (Earned Leave) ratio and credited on July 15th of the next academic year. Approval from Dean - Academics is required for working during vacation period.

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- This 60-day vacation encompasses all faculty leaves, including Onam Holidays (excluding regular university holidays), Christmas Holidays (excluding regular university holidays), Annual Vacation, any ad hoc state holiday declared by the government, etc. This constitutes the total holiday allowance for faculty members in a year, exclusive of Casual Leave and Duty Leave.
- Faculty members must inform their vacation plans and work schedules to the Head of the School at least 10 days in advance.
- Employees who resign within one month of an announced vacation period are ineligible to receive the vacation entitlement.
- **Authority for approval: Dean - Academics/Principal (Followed by the Academic Calendar)**

4. Leave Eligibility for Faculty/Staff on Contract/Professional Fees

Faculty and staff on contract/professional fees will be eligible only for the Casual leave.

5. Approval and Application

All leave requests must be submitted in advance to the immediate reporting officer through ZOHO. The responsibility for approving leave rests with the Head of the School/Dean of Academics/Principal for faculty, and the Head of the Department/Registrar/Chief Administrative Officer for staff. The Vice Chancellor shall serve as the ultimate appellate authority for all matters pertaining to leave and related disputes, and the decision shall be considered conclusive.

6. Compliance and Amendments

All faculty and staff are expected to comply with this leave policy. Any amendments, clarifications, or additional guidelines will be communicated by the university management as necessary. This policy is distributed to all faculty and staff members and is available for reference at the HR Department. For further information or clarification, please contact the HR Department.

7. Version History

First Version - 07-03-2017

Addendum to First Version - 26-05-2018

Second Version - 20-03-2024

REGISTRAR
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