

MIET - Leave Policy

Disclaimer : *Leave Policy must be read in its entirety in conjunction with updates, rectifications, clarifications, corrigendum, notices, etc. as and when issued by MIET. All staff members must ensure that they have updated information on this Policy. MIET gives no guarantee about the contents of this policy being error free and will not accept any liability thereof. In case of any disputes on any matter concerning the Policy, the decision of the competent authority of MIET shall be final and binding on all concerned.*

INTRODUCTION

- This Leave Policy will come into force with effect from 1st July, 2023. This policy shall be implemented in ERP - implemented at MIET and shall supersede all previous policies.
- This Policy shall apply to all the employees (Teaching/Research/Technical/Administrative) of Meerut Institute of Engineering and Technology (MIET) and associated organizations unless otherwise specified explicitly in the Appointment Letter or separate rules are applicable.

I. Leave is a provision to stay away from work, for genuine reasons, with prior approval of the appropriate competent authority.

II. DEFINITIONS

- a) Academic Period - "Academic Period" is the period during the semester when actual teaching is taking place. This period does not include the period of End Semester Examinations and End Semester Practical but includes the period of Sessionals and PUT examinations.
- b) Academic Year : July 1st to June 30th.
- c) Calendar Year : Jan 1st to Dec 31st.
- d) Institute Holiday : Holidays announced by the Institute at the beginning of Calendar Year
- e) Late Attendance : Late Attendance – Attendance which is marked after scheduled arrival time.
- f) Management : Management implies the Governing Body for MIET and Board of Directors for associated companies.
- g) Non-Academic Period : "Non-Academic Period" is the period when no actual teaching takes place. This period starts immediately after the end of actual teaching in a particular Semester and ends immediately before the start of actual teaching in a subsequent Semester.
- h) Non-Teaching Day : "Non-Teaching Day" is the day when no actual teaching takes place.
- i) Registrar (HRD) : Registrar along with his HR Team
- j) Teaching Day : "Teaching Day" is the day when actual teaching is taking place.
- k) Authority : A designated person who can take decision / issue orders. HOD of department / section, Dean and Director are the deemed authorities.

III. RIGHT TO LEAVE

- a) **Leave is a privilege and not a right.** Leave cannot be claimed by any employee as a matter of right.
- b) No leave can commence unless it has been sanctioned. Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without sanction makes the employee liable to disciplinary action besides penal deductions.
- c) When the exigencies of the Institute work so require, leave of any kind may be refused or revoked by the authority competent to sanction it or any other authority, senior to the concerned sanctioning authority. Under such a situation the employee may be called back to join the duty immediately or otherwise as deemed appropriate. (Except in serious health problem or other special circumstances at the discretion of sanctioning authority).
- d) Employees under suspension or resignation or termination, are not entitled to any leave during the suspensions / resignation / notice period.
- e) Temporary, Casual, Contractual and Part-time employees are not entitled to any leave. Absence from duty shall be treated as Leave on Loss of Pay.

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- f) An employee on leave is strictly prohibited to directly or indirectly engage either honorary or on remuneration in any other service or in any trade, business, consultation, vocation or occupation.
- g) No one is permitted to stay on leave / remain absent from workplace without informing higher concerned authorities, whatever be the reason. So, each one must inform their respective HODs about his / her each absence in writing prior to its availing (either by email / whatsapp message etc., preferably one day prior; while in case severe emergency ~ in the morning of same day) along with suitable substitution of all the concerned works (classes / admin works etc.).
- h) It's the duty of respective HOD to ensure that no class must remain un-engaged and do the needful for timely compliance of all the administrative works concerned.
- i) If anyone avails more than 2 leaves (whatever be the reason; wef commencement of the calendar month till the date of consideration), his / her information (with name) is to be given to Dean-Academics / Director immediately / or on weekly basis (in writing, during Academic Board Meeting). Further, explanation from all such faculty may be taken by all the respective HODs.
- j) Suitable disciplinary action will be against to those who are availing the leave without assigning the academic load / without informing the respective HOD in due course of time / availing the leaves without applying on ERP / without prior approval (whether PL or LWP).
- k) Only approved LWPs (if utmost required) will be considered in continuation of service period. Unapproved LWPs may be considered as break in the service.

IV. LEAVE APPLICATION

- a) For purpose of Leave, Leave Year shall be reckoned from July 1st to June 30th (Academic Year).
- b) Leave shall be applied and granted in accordance with this "Leave Policy" alongwith any updation, rectification, clarification, corrigendum, notice, etc. issued by Institute from time to time.
- c) Leave or absence (of any type / any days) must be applied through ERP. This is mandatory even for Leave Without Pay
- d) Time Capping for Leave Application post availing: In case the Leave is applied after availing the same, there would be a capping time of two days to apply (after resuming the duty), failing which application on ERP/manual application will NOT be accepted. Respective HODs must dispose-off the leave application (through ERP system) within next 2 days.
- e) The leave application shall be submitted online well in advance and ought to be sanctioned by the appropriate authority before proceeding on leave, except in cases of unforeseen circumstances : Serious health grounds, accident or mis-happening. No leave will be sanctioned on telephone except in cases of exigencies.
- f) Before proceeding on any leave, an employee shall intimate to the Reporting Authority and Registrar (HRD) his/her address and contact number during the leave period. He/she shall also keep the Reporting Authority and Registrar (HRD) informed of any changes in the address during the Leave Period.
- g) In case the leave is to be extended, an employee is required to apply either through ERP or in writing for extension of any leave before it expires.

V. LEAVE CATEGORIES

a. PRIVILEGE LEAVE

1. In general, there are Casual Leaves and Medical Leaves (excluding hospitalization). Considering these, the leaves name as Privilege Leave has been used in MIET.
2. Privilege Leave is intended to provide for occasional absence.
3. Privilege leaves may be granted in each Calendar Year as **per the following :**

Type of Employee	Nos. of Leaves Credited to Privilege Leave Account per month	No. of Privilege Leaves in CalendarYear
Faculty (Including Director / Deans / HoDs) & Non- Teaching Employees (Registrar, Administrative, Secretarial, Laboratory, Workshop, Library, Finance, Commercial, Researcher, etc.)	2 days	24 days
Class Four Employees	1.5 days	18 days

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4. All Privilege Leaves, which any employee is entitled to, shall be credited to his/her Privilege Leave Account at the end of every completed month. The entitlement to use these leaves, is in the following month. Any employee is not entitled for any advance privilege leaves before the completion of the month. Advance PL of forthcoming months are not permitted.
5. Privilege Leaves shall be accumulated for Academic Year and taken over or brought forward to the next academic years up to a maximum of 120 days.
6. To avoid academic losses to the students, faculty shall be entitled to avail a maximum of 10 days Privilege Leave during the Academic Period (i.e. Teaching Days). Remaining 14 days Privilege Leaves can be availed during Non-Academic Period.
7. Leaves per Month - Capping: Only two leaves are allowed by ERP to be availed in a month. One on teaching day and the remaining one on either of the Saturdays available in that month. In case more leaves are required, special approval by the concerned higher approving authority is mandatory.
8. Privilege leave may either be prefixed or suffixed to weekly holidays (e.g. Sunday) / any other holidays.
9. In case Privilege Leave is not applied earlier, the employee is required to report his/her absence to the Immediate Reporting Authority. The Faculty should report the same to HOD and Departmental/Concerned Academic Coordinator(s) before the Reporting Time. In case of failure to do so, Two Numbers (2) PL shall get deducted against the PL Entitlement for the month and even disciplinary action can be initiated.
10. Short Leave of any duration is not permitted.
11. No half day leave shall be allowed except for late attendance as a penal action.

b. **MEDICAL LEAVE**

1. Employees may avail 6 days (full day) Medical leave in case of hospitalization in an Academic Year or proportionately with full pay. The medical leave can only be availed after completion of one successful year of his/her services in Institute.
2. Medical Leave shall be applied on ERP. All the relevant medical documents like Hospitalization, Discharge Certificates, Diagnostic Reports, Prescription, Medical certificate of Fitness etc. shall be uploaded on ERP by the employee after returning from Leave. In case difficulty in uploading, hard copies shall be provided to Registrar (HRD).
3. In case of doubts over Medical documents, the Management reserves the right to take second opinion from another medical practitioner. In such cases, the Management decision on ML shall be final and binding.
4. If on account of sickness, any employee is unable to resume his/her duties by the due date, he/ she shall inform the Registrar (HRD) by sending the medical certificate issued by a registered medical practitioner not later than two days after the Due Date of joining.
5. Submission of fictitious medical documents or certificates shall be viewed seriously. Strict disciplinary action will be taken against such employee.
6. Medical Leave shall NOT be carried forwarded to successive years.
7. No employee shall leave the station during the period of any Medical Leave without the prior permission of the Sanctioning Authority in writing.

c. **VACATION LEAVE (VL)**

1. VL can only be availed by the Faculty ((including Director / Deans / HoDs) only after serving in MIET for one semester on pro-rata basis.
2. VL in total are 14 (Winter VL = 03 days; Summer VL = 11 – Kanwar Holiday of Shrawan Mahashivratri).
3. Winter vacation leaves can be availed during Semester break of Winter (after the end of Odd Sem classes but prior to the commencement of the Even Sem classes of ongoing session); while Summer Vacation can be availed during Semester break of Summer (after the end of Even Semester classes but prior to the commencement of the Odd Semester classes of forthcoming session).
4. Faculty member must ensure compliance of assigned / deemed works (majorly related to AKTU, Examination, Assessment, Evaluation, Accreditations etc.), failing which VL will be cancelled.
5. At any time, approximately one-third faculty of the department concerned can avail the VL. Its list / plan is to be finalized and communicated by respective HOD (at least two weeks prior to the leave period).
6. Vacation Leaves may be taken in two or more parts subject to that minimum 60-70% faculty of the department must remain in department (not avail VL at the same time).

d. **MATERNITY LEAVE**

1. Married Female Faculty will be entitled to three months (90 days) maternity Leave with full pay for both ante-natal and post-natal periods for pregnancy, provided she has already served the Institute for a period of five years immediately preceding the date of her Maternity Leave.
2. A part of Maternity Leave may be availed of in the ante-natal period. The application should be supported by a medical certificate from a Gynaecologist.
3. To avoid academic losses to the students, Female Faculty are advised to proceed for Maternity Leave because of Maternity reasons before the end of the current Semester or at the onset of maternity.
4. Medical Leave may be combined with Maternity Leave. Maternity Leave with pay can be granted twice only during the entire period of services to married Faculty.
5. Absence from work due to any emergency or any other illness arising out of pregnancy will not be considered as maternity leave, but as Medical Leave.
6. Resumption of duties after expiry of the leave granted may be considered on submission of "Fitness Certificate" issued by the attending registered medical practitioner.
7. Reimbursement of salary of Maternity Leave period will be admissible and disbursed after 3 months of re-joining of service in further nine equal divisions (E.g. : In case of 3 month's Maternity Leave availed, 1/3rd salary of month – in lieu of Maternity Leave - will be given after the re-joining and wef 4th month).

e. **DUTY LEAVE (DL)**

1. This type of leave (DL) can be granted for performing the own-affiliating university / government bodies' assignments in relation with examinations / evaluation / meetings of own affiliated university or government bodies, attending workshop / seminar / conference / delivering guest lecture / interaction with outside world (of reputed institutes) / attending PhD Course work exam / viva-exam etc.
2. It must be applied through proper channel and got approved from competent authority before availing, failing which the leaves shall be deducted from Privilege Leave, depending upon the availability.
3. The approval of DL is subject to compliance of all the works pertaining to the faculty (academic load including theory and lab classes, administrative work, works related to admin post / portfolio, any other work assigned by HOD / any other competent authority etc.). In case, faculty could not fulfil the assigned / deemed work in due course of time / during the DL period, the approval of DL shall stand cancelled.
4. While applying for duty leave, request / offer letter is to be enclosed. Proof of duty performed (Certificate issued by competent authority) in original is to be submitted on very re-joining of the duty in the institute.
5. State of wrong / forged / fabricated documentary evidences shall lead to Leave Without Pay and will be treated as case of gross indiscipline and hence suitable disciplinary action can be taken to avoid such cases.
6. A faculty availing DL should not sign on the prescribed attendance register. For compliance of assigned / deemed works, if any faculty is reporting to the institute during DL period, he / she should sign on Gate Entry Register (In/Out, all).
7. Maximum of 12 days (working) in a year (academic session, adding both odd and even semester) can be availed as Duty Leave. Holidays will be counted in DL if both – prefix and suffix days are of DL.
8. In case of other university works (as per point 1 of DL) concerned with grant of DL, maximum of 2-days leave can be granted, subject to compliance of point 7 of DL (Maximum of 12 days DL).
9. In case of exam related works / duties (of own affiliating university) only, if the submitted duty certificate (original only) is of one shift (faculty outing is less than 04:00 hours), then the considered DL will be of Half-day. In this case, gate-entry of intermediate OUT and IN (both) must be done in prescribed register (available at main Gate). Without submitting the original duty certificate or absence of gate-entries, full day DL will be applicable. Full day DL will also be applicable for outing of more than 4 hours and/or 2 or more shifts' duty.
10. DL exceeding to 12 days will be deducted from Vacation Leaves (2 DL = 1 VL). In case VL is not available, then exceeding DL will be deducted from PL (1 VL = 1 PL).
11. No compensatory off (CO) will be credited in lieu of these duty leaves (whether these leave days are working/non-working days or holidays).



- f. **ON DUTY LEAVE / OFFICE DUTY (OD)**
1. Office Duty : Off Campus Duty or Official services / duties performed at places other than at Institute campus / workplace on behalf of the institute. For example, duty related to work assignments of university / government departments / AICTE / admission related duty etc.
 2. Supporting document for Office Duty: Prior written approval of such leave (before proceeding on leave), getting forwarded through respective section head / HOD is utmost desirable. In any case, the request from the employee should be submitted within TWO days (2) of return from Office Duty and accompanied with document deputing the employee for official duties and should be duly approved by the Forwarding Authority and Recommending Authority.
 3. In case an employee is deputed on Office Duty during office timings, he/she is required to mark the attendance before proceeding for Office Duty and also on reaching back.
 4. Employee going on Official Duty during the institutional hours, either in-station or out-station is also expected to apply on ERP and do the gate-entry in prescribed register.
 5. It must be applied and got approved from competent authority before availing.
 6. In lieu of this, no compensatory off (CO) will be granted for all working days. However, grant of CO in lieu of his/her working on duty on non-working days of institute will be decided by competent authority on its merit. If approved, then CO will be credited.
- g. **STUDY LEAVE**
1. Study Leave: Includes leaves to Faculty/Researcher for Career Enhancement through Higher Studies (including TEQIP), Academic/Skillssets Upgradation, Trainings, Research and Development, Industrial Consultancy, etc.
 2. Study leave may be granted to Confirmed Full Time Faculty subject to : Completion of five years of continuous service and not retiring within next five years. The duration of the Study Leave and the other terms/conditions shall be subject to mutual discussion. The concerned Faculty shall be required to furnish a bond for Rs.5.00 lakhs on non-judiciary stamp paper of Rs.100/- that he /she will serve the Institute at least for a period of 5 years after returning from the Study Leave.
 3. Study Leave cannot be claimed as a right by any Faculty either on the basis of length of service or because other of similar or inferior status have been granted such leave. It will be granted as the Institute feels the need for an employee with a special type of training.
 4. Study Leave may be granted to those who can add value from their Studies/Training and to use it in the interest of the Institute.
 5. Request for study Leave should be initiated by employee through department Head.
 6. Study Leave will normally be given only for the purpose of a specific study program / Training in any university or Institution, details of which must be given in application.
 7. Study Leave may be granted for maximum 2– 3 years.
 8. Study Leave may be granted without pay.
- h. **LEAVE ON LOSS OF PAY (LWP)**
1. Leave on Loss of Pay : Includes Semester Off or Long Leave for one month or more.
 2. Leave on Loss of Pay needs to be planned in such a way that the start date should be immediately after the last teaching day of a Semester as per Academic Calendar and the last date of such leave should fall on a day one week before the start of a Semester.
 3. Leave on Loss of Pay should be applied one month in advance.
 4. Under extra ordinary circumstances “Leave on Loss of Pay” in an Academic Year may be granted at the sole discretion of the Management and the nature of the exigency shall be clearly recorded.
 5. Employees proceeding for Leave on Loss of Pay shall have to take “No Dues Clearance” from all concerned departments. The “No Dues Clearance” form shall be initiated by the Registrar (HRD).
 6. The Management reserves a right to revisit the terms and conditions of employees returning from Leave on Loss of Pay.
 7. Leave on Loss of Pay, if not sanctioned by the Management, such period of absence will not be counted as service for any purpose.

i. **COMPENSATORY OFF (CO)**

1. Compensatory Off : Leave in lieu of services performed on Institute Holiday and which have not been compensated in monetary or non-monetary terms. CO is not applicable for the duties performed on holidays whose remuneration is being paid.
2. Supporting document for Compensatory Off: The request from the employee should be submitted within TWO days (2) of the services performed and accompanied with document deputing the employee for official work on Institute Holiday and should be duly approved by the Forwarding and Recommending Authority.
3. Employee can avail Compensatory Off within 90 days from the date of such duty (duty date - in lieu of which CO is given), preferably on Non-Teaching Day.
4. The Sanctioning Authority reserves the right to reject any request for Compensatory Off based on merit.
5. Employee claiming for Compensatory Off should apply in ERP. If not possible, Compensatory Off should be applied manually.

VI. **APPROVAL MATRIX**

Leave Category	Applicant	Forwarding Authority	Recommending Authority	Sanctioning Authority
Privilege Leave	Fourth Class Staff	Immediate Reporting Authority	Head of Department	Concerned Deans / Principal / Director
	Non-Teaching Staff	Immediate Reporting Authority	Head of Department	Concerned Deans / Principal / Director
	Faculty		Head of Department	Dean (Academics)
	Head of Department		Dean (Academics)	Director
	Deans/ Registrar/ Finance Head/ Principal		Director	Management
	Director			Management
Medical Leave	All	Head of Department	Director	Management
Maternity Leave	All	Head of Department	Director	Management
Study Leave	Faculty	Dean (Academics)	Director	Management
Leave on Loss of Pay	All	Head of Department	Director	Management
Compensatory Off	Non-Teaching Staff	Immediate Reporting Authority	Head of Department	Concerned Deans / Principal / Director
	Faculty		Head of Department	Dean (Academics)
Office Duty	Non-Teaching Staff	Immediate Reporting Authority	Head of Department	Concerned Deans / Principal / Director
	Faculty		Head of Department	Dean (Academics)
	Head of Department		Dean (Academics)	Director
	Deans/ Registrar/ Finance Head/ Principal		Director	Management
Duty Leaves	Faculty	HOD	Dean-Academics	Director
	HOD	Dean-Academics	Principal / Director	Director
	Director			Management

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VII. NO WORK NO PAY

In all cases of absence from duty without leave or permission or where an employee fails to discharge his duties, the principle of 'No Work No Pay' shall apply.

VIII. GENERAL RULES AND GUIDELINES

- a) A record of all sanctioned leave shall be maintained in the Registrar (HRD).
- b) To avoid delays in processing of Monthly Salaries, Salary Days calculation shall be done on the basis of status of applications and sanctions available on ERP on last day of the month. Any changes in salary on account of modifications in current month's leave records shall be accounted for in subsequent month.
- c) All the concerned authorities must clear the status of leave (approval etc.) through ERP portal within 2 working days (of applying the applying). All pendency (at a level of Dean-Academics / Director) must be cleared till 20th and 25th day of the month and then, clearing of leave approval should be on daily basis (till the end of the month).
- d) Repetitive offenders of Leave Policy can have adverse effect on the appraisal of the employee and can also entail disciplinary action.
- e) Absence from duty after expiry of leave or Continued absence of more than six day without intimation of any kind, will constitute a break-in-service and also entail other disciplinary action including termination of services besides penal deduction. Repeated irregularity may render an employee liable to disciplinary action including termination of services besides penal deduction.
- f) Impact of Leave Policy on transfer of employee from one Department to Other shall be accounted on pro rata basis.
- g) During college working timing on all working days, each faculty member must have their active presence at work-place / places deemed to be appropriate (in-stead of hostel premises / faculty quarters) so that all the assigned / applicable work can be accomplished smoothly.
- h) If anyone is entering into the hostel / faculty residence during mid-time (e.g. for lunch etc.), he/she must do his / her gate-entry in prescribed register by his / her own (without instructing the supervisor / security guard etc.) for both i.e. IN (mid-time) and OUT (mid-time) in clear and readable hand-writing. Doing record entry is the duty of the faculty residing in the hostel / faculty quarters.


(Dr. Brijesh Singh)
Director

Copy for information and necessary compliance to :

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean-Students' Welfare, Associate-Dean-First Year
3. All the HODs, IQAC, Chief Proctor, Chief Warden
4. Registrar, ERP, Transport, Account, Library