

## HR Policy of the ICFAI University :

- 1. Applicability and scope:** The modified leave rules are applicable to all the employees on rolls.
- 2. Effective Date:** The modified leave rules will be applicable with effect from January 01, 2013.
- 3. Leave entitlement:**

- a) During the period of probation, the employees are entitled to only Casual Leave @ 1 day for every month of completed service.
- b) On successful completion of the period of probation, employees are entitled to leaves as indicated below:

Category of Leave	Entitlement (Per Annum)
Casual Leaves	12 Days
Encashable Earned Leaves (EEL)	15 Days
Non-Encashable Earned Leaves (NEEL)	15 Days
Sick Leaves	10 Days on full pay or 20 Days on half pay

- 4. Date of crediting of the leaves:** Leaves will be credited on a calendar year basis (January 01 to December 31) as detailed below:

- a) **Casual Leave** will be credited @ 1 day per month of completed service.
- b) **Earned leave:** Earned Leaves (EELs & NEELs) will be credited to the account of employees @ 7 ½ days each of completed service on the 1st day of July and 1st day of January every year.
- c) **Sick Leave:** Sick Leave will be credited to the account of employees @ 5 days on full pay or 10 days at half pay of completed service on the 1st day of July and 1st day of January every year.

- 5. Except Encashable Earned Leave balances, no other leave balances are encashable.**

- 6. Accumulation of Leave:**

- a) Unavailed casual leaves as on December 31, will not be carried forward to the next calendar year.
- b) The unavailed Non-Encashable Earned Leaves and Encashable Earned Leaves taken together can be accumulated up to 180 days.
- c) The unavailed sick leaves can be accumulated up to 60 days.

- 7. Conditions for availing leaves :**

Every employee availing of leave(s) has to obtain the sanction of the competent authority by applying in the prescribed form.

Every employee desirous of availing of earned leave shall apply for it at least 10 days in advance.

- No employee shall be granted/sanctioned earned leave at one time for more than 120 days.
- EL can be availed of in not more than three spells in a calendar period.
- Intervening holidays occurring during the EL spell will be treated as on leave and will accordingly be reduced from the leave balance of the employee.
- Prefix or suffix holidays shall not be counted for the purpose of calculating number of days on EL.
- Unless warranted by extra-ordinary circumstances, no employee shall be granted more than seven days of casual leave during one spell. the employees will not be permitted to be absent on casual leave for more than 10 days together with holidays.
- Casual leave cannot be combined with any other kind of leave.
- Casual leave can be availed for half a day also.
- Every employee shall be entitled Sick leave(s) on medical grounds accompanied with a medical certification issued by the doctor.
- Fifteen days or more than 15 days of the month in which an employee joined shall be treated as a full month for the purpose of calculation of the leave credit.

- The credit of leaves shall be reduced proportionately for every 15 days of absence due to extraordinary leave, consultancy leave, and Loss of Pay availed of in any particular half-year.

### Maternity Leave:

- i) A female employee who has actually worked in the establishment for a period not less than 80 days in the twelve months immediately preceding the date of the expected delivery (i.e. 13 weeks prior to the delivery and 13 weeks after delivery).
- ii) A female employee who has actually worked in the establishment for a period not less than 80 days in the twelve months immediately preceding the date of the expected delivery and has more than two surviving children may be granted maternity leave for a maximum period of 12 weeks or 3 months of which not more than 6 weeks shall precede the date of her expected delivery (i.e. 6 weeks prior to the delivery and 6 weeks after delivery).
- iii) Maternity leave not exceeding 45 days may also be granted to a female employee who is on time pay scale (irrespective of number of surviving children) during the entire period of service in case of miscarriage including abortion or production of medical certificate provided she has actually worked in the establishment for a period not less than 80 days in the twelve months preceding the date of the unfortunate incident.
- iv) Maternity leave to be available to mothers adopting a child below the age of 3 months as well as the 'Commissioning Mother'\*\* for a maximum period of 12 weeks or 3 months. Provided the employee has not availed maternity leave benefit under clause i), ii), iii) of the above mentioned modified rules.

\*\*Commissioning mother has been defined as biological mother who uses her egg to create an embryo planted in any other women

- v) Maternity leave may be combined with leave of any kind except CL.

### Holidays:

Holiday Leave provides employees with authorized paid absence from work for the purpose of observing designated holidays. All employees may be granted holidays with wages on three national holidays viz, Republic Day, Independence day, and Gandhi jayanthi and other festivals of general and local importance. The total number of Holidays, including the three days indicated above, to be observed during the calendar year shall be decided and notified by the Management. Employees who cannot be spared on these holidays shall be granted a compensatory holiday with wages on an alternative day or given an additional day's wages in lieu whichever the employee may prefer. The specific dates on which the holidays will be observed shall be published every year.

### Medical Reimbursement:

Only confirmed employees who are on Corporate Pay are covered under the scheme for extension of Medical reimbursement benefits, the same is included in monthly pay proportionately at the rate of one Basic per annum.

### Leave Travel Allowance (LTA):

Only confirmed employees who are on Corporate Pay are covered under the scheme for extension of LTA benefits, the same is included in monthly pay proportionately at the rate of one Basic for two years.



**Social Security:**

**Contributory Provident Fund (CPF)**

As per the provisions of the Employees Provident Funds and Miscellaneous Provisions Act, 1952 the statutory minimum contributions are as follows:

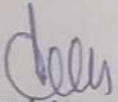
“Employee’s contribution towards Provident Fund is @12% on Basic Pay and DA, subject to maximum of Rs.15000/-. For employees whose Basic and DA exceeds this limit, the deduction towards contribution will be limited to Rs.1800/- per month (i.e., 12% of Rs.15000/-)”

**E.S.I**

Applicability of the Employee State Insurance Act, wherever enforced by the Government Authority, employees drawing Gross salary upto Rs.21,000/-per month shall be covered under E.S.I Scheme as per Rules & Regulations.

**Gratuity**

All employees who are on the time pay scale of the organization and have been in continuous service for five years and above shall be eligible for Gratuity as per the provisions of The Payment of Gratuity Act, 1972.



Registrar

The ICFAI University, Dehradun

