



Policy Title	Rev#1	Policy#HRD / SU-1002
LEAVE POLICY	Revision Date: April - 2022	Applicable Date: April 21, 2022

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1- Scope

The basic premise of this policy is to allow the regular employees of Superior University and its constituents units / colleges to avail time off work for their family commitments, avail rest period(s) to recover from Sickness / Vacation /Recreational Activities /Education / Conference / Professional Study.

2- Objective

Superior University is committed to facilitate the work life balance of its employees along with their professional and academic development. This policy evidences that it allows employees to apply for paid time-off from work to ensure that their commitments regarding family, research, study etc. are fulfilled in a comfortable and amicable manner.

3- Policy

3.1 For the purposes of this policy, the leave year of Superior University coincides with the Financial Year i.e. from 1st July of ongoing year till 30 June of the following year.

Leave can not be claimed as matter of right, however, keeping in view the circumstances and subject to sanction of authorized officer, the following types of official leaves can be availed.

3.1 Types of Leaves

3.1.1 Casual Leaves (CL)

- 3.1.1.1 All permanent/confirmed and full time employees are entitled to avail CL of ten (10) working days during an academic year as mentioned in clause 3.1. The entitlement of CL is added to an employee account on successful completion of his/her probation period on prorata basis.
- 3.1.1.1 All contractual employees with minimum contract duration of three months are also eligible to avail Casual Leave on prorata basis. Employees are not entitled to CL during probation period.



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3.1.1.2 There would be no accumulation and/or encashment of CL and all CL would stand lapsed at the end of each academic year. Maximum CL that can be availed at one time is three (3).

3.1.2 Sick Leaves (SL) / Quarantine Leave:

3.1.2.1.1 All permanent/confirmed and full-time employees are entitled to avail 08 SL during the time of illness and to recover from it. The entitlement of SL is added to an employee account on successful completion of his/her probation period on prorated basis.

3.1.2.1.2 In case of hospitalization (single/multiple times) and extreme illness, the employee can claim an additional six (6) days of SL with approval of Director HR / Deputy Director HR upon the provision of a registered medical practitioner's recommendation letter/certificate/prescription. Any leave period extending beyond fourteen (14) days shall be unpaid.

3.1.2.1.3 In extreme cases where an employee cannot attend office due to hospitalization/ incapacitation, the employee may be granted a SL (with half pay) not exceeding three (03) months, subject to recommendation by a registered medical practitioner, and approved by concerned HOD/Dean.

3.1.2.1.4 SL of more than three (3) continuous days will be granted on the recommendation of concerned HOD/Dean/Supervisor upon the provision of a registered medical practitioner's recommendation letter/certificate/prescription. The employee would be required to present a medical certificate from a registered medical practitioner, for absence exceeding two days.

3.1.2.1.5 If an employee is unable to attend the office on account of illness, s/he or she shall inform his/her respective department by phone, fax or any other means at the start of work day of his/her absence, failing which the employee would be considered absent without leave. Such absence means the salary of the employee shall be deducted and explanation would be required.

3.1.2.1.6 If SL (paid) exceeds an employee's entitlement, the excess leave can be adjusted on account of AL and CL as per the leave balance.

3.1.2.1.7 There would be no accumulation of SL and shall lapse at the end of the Year.



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- 3.1.2.1.8 An employee must apply for an extension in SL at least 24 hours prior to his/her scheduled return, failing which the employee would be considered absent without leave.
- 3.1.2.1.9 SL are not encashed at the time of final settlement.
- 3.1.2.1.10 SL is a privilege and cannot be claimed as a matter of right. Employees found falsifying any information or using SL for the purposes other than illness or injury will be liable to strict disciplinary action.
- 3.1.2.1.11 In case of epidemic, the employee suffering from the disease shall be entitled to 14 days “Quarantine Leave” with pay.

3.1.3 Annual Leaves (AL)

- 3.1.3.1 All permanent and full time confirmed employees are entitled to avail annual leave as and when required after the approval of HOD/Dean/Supervisor.
- 3.1.3.2 All faculty members are encouraged to avail the period of annual leaves during the time the student activities are off i.e. after end-term exams and before the commencement of next semester.
- 3.1.3.3 All fulltime employees are also eligible to avail annual leaves after their confirmation and completion of probation period. Employees are not entitled to AL during probation period.
- 3.1.3.4 AL is credited on completion of One Year of Service. AL not availed shall be carried forward to the proceeding year to the Maximum accumulation of Twenty Eight (28) working days in an Calendar Year i.e. 1 July of ongoing year till 30 June of the following year.
- 3.1.3.5 It is the responsibility of Dean/HOD/Supervisor to ensure that the AL given to an employee does not conflict and hinder the departmental activities.
- 3.1.3.6 Annual Leaves of all HODs/Dean will be sanctioned/approved by the Rector.
- 3.1.3.7 If Annual Leaves are not availed, the same shall lapse and there shall not be any encashment of Annual Leaves.



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3.1.4 Maternity Leave (ML)

- 3.1.4.1 All regular full time female employees who have successfully completed one (1) year of continuous employment with Superior University are eligible to avail paid Maternity Leave.
- 3.1.4.2 An employee is entitled to the total of 90 Days (Thirteen) consecutive weeks (maximum) and twice during the period of service as paid maternity leave.
- 3.1.4.3 Any time above and beyond 90 Days (Thirteen Weeks) shall be granted after the provision of documented recommendation of the doctor/prescription and shall be unpaid.
- 3.1.4.5 ML would be granted for a maximum of six (6) weeks prior to the expected date of delivery date and seven (7) weeks following the birth of child. If an employee wishes to avail maternity leave before the above-mentioned time, she shall provide the doctor’s recommendation.
- 3.1.4.6 Maternity Leave can not be encashed at the time of separation from the university.
- 3.1.4.7 Employees wishing to avail ML are required to submit an application duly signed by HOD/Dean/Supervisor at least one month prior to confinement accompanied with necessary medical advice to the Human Resource Department for further processing.

3.1.5 Paternity Leave (PL)

- 3.1.5.1 All permanent and full time confirmed male employees are entitled to avail paternity leave as and when required after the approval of HOD/Dean/Supervisor.
- 3.1.5.2 An employee (male) is entitled to the total of Maximum 7-10 Paternity leaves as per the approval of HOD/Dean.



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3.1.6 Duty Leave:

- 3.1.6.1 All permanent, full-time and part-time employees are entitled to go on Conferences/Exhibitions/Workshops/Jury participation / external examination etc. and this shall be classed as their official duty. However, the eligibility is after the completion of probation period and for a maximum of ten (10) days in an academic year.
- 3.1.6.2 Request for attending Conference/Exhibition/Workshop etc. must be submitted to HRD, accompanied by official notification by the Broad/University/Institution/Body verifying the appearance/participation etc. along with the approval of concerned Dean/HOD/Supervisor.
- 3.1.6.3 It is the responsibility of the concerned employee and his/her Dean/HOD/Supervisor to ensure that the classes and operations of the faculty/department do not suffer during the official duty period of the employee concerned.
- 3.1.6.4 An employee who has worked on a gazetted/public holiday would qualify to claim a leave in lieu of worked day which shall be within the same Calendar year.

3.1.7 Sabbatical Leave (SABL)

- 3.1.7.1 Sabbatical Leave is a period of leave granted to faculty members only for undertaking/involving in activities such as research or projects.
- 3.1.7.2 SABL can also be obtained for the participation in community development projects, to develop a skill to help improve job performance, to pursue other interests which can have benefits in the life-long development of the individual.
- 3.1.7.3 SABL is not a vacation or career break leave and neither is encashed. It is to improve motivation & contributes to Superior University's key objectives of being an employer of excellence and to further its reputation in academic world.
- 3.1.7.4 SABL period is up to a maximum of six (6) months and only the Superior University Rector has the discretionary authority to approve it after the recommendation of concerned Dean/HOD, and remarks of HR Department.
- 3.1.7.5 Faculty members who have completed 05 years of service at the Superior University are eligible to avail SABL. Only one (1) instance of SABL is allowed in an academic year at the accumulation of 05 years of service.



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3.1.7.6 Sabbatical leave may be taken on full pay for first three (3) months & half pay for the next three (3) months for a total of six (6) months duration. In case of three (3) months duration, full pay for first six (6) weeks & half pay for next six (6) weeks can be granted.

3.1.8 Hajj / Umrah Leaves

3.1.8.1 Employees desirous of performing Hajj shall be entitled to (40) days paid Hajj leaves. (Hajj leaves are apart from Sick, Casual and Annual Leaves). To avail the facility of Hajj leaves, an employee's service with Superior University shall be more than 1 year (12 months).

3.1.8.2 Employees desirous of performing Umrah shall be entitled to take Umrah Leaves from his /her Annual Leave Balance.

3.1.9 Short Leaves

3.1.9.1 Maximum 02 Short leaves can be availed by an employee during a month.

3.1.10 Compensatory Leave (CPL)

3.1.10.1 All permanent/ confirmed/full time employees are entitled to avail CPL.

3.1.10.2 An employee who has worked on a Gazetted/Public Holiday / Officially Off Day shall qualify to claim a CPL.

3.1.10.3 An employee can avail his / her CPL within one year (financial year) from the date of its accrual, failing which CPL shall be void and shall not be carried forward.

3.1.10.4 Employees must submit a CPL request duly approved by HOD / Dean with HR Department.

3.3.11 Qualification Enhancement Leave (QEL)

Superior University encourages its employees to enhance their academic/professional qualifications i.e. Ph.D./MS/Post Doc etc. Superior University fully supports its employees during that period employees are accommodated/engaged upon their return.

3.3.11.1 QEL without Pay

3.3.11.1.1 QEL without Pay is for a maximum of three (3) years. An employee with service of more than two (2) years is entitled for QEL without pay.



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- 3.3.11.1.2 A maximum of five (5) employees across the university at a time can avail QEL without pay.
- 3.3.11.1.3 An employee willing to avail QEL without pay has to submit an application to HRD, duly recommended by his/her Dean/HoD, along with the proof of admission/scholarship and any other necessary documentation required to make a strong case.
- 3.3.11.1.4 HRD is to process this application in conjunction with this policy for the approval of the Rector. The Rector has the sole discretion to reject the cases of QEL without pay, without assigning any reason(s).
- 3.3.11.1.5 After attaining the approval of the Rector, HRD is to send an electronic departmental announcement stating the leave period.
- 3.3.11.1.6 It is the responsibility of the employee to provide all the documentation required to process the case of QEL without pay.
- 3.3.11.1.7 If not satisfied with the case, HRD and Rector can ask for any supporting documents required to grant the approval.
- 3.3.11.1.8 It is the sole responsibility of the employee and his/her concerned HoD/Dean to submit periodic progress report (bi-annual) during the time of QEL.
- 3.3.11.1.9 If an employee need extension in QEL without pay, that extension can be granted, for a maximum of (1) one year, based on the progress and after the recommendation of concerned HoD/Dean and approval of TSU Rector.