



LEAVE POLICY-2.0

Amendment to the Leave Policy dated December 01, 2022

FOR FACULTY AND STAFF
with Effect from July 01, 2026

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Purpose

This policy outlines the leave rules applicable to all regular employees of Sushant University. It aims to grant employees leave for rest, recuperation, and fulfilment of family and social responsibilities while ensuring job security during their absence.

Policy Statement & Objective

This leave policy defines various types of leave available to employees, detailing eligibility, procedures, and conditions for availing leave.

Applicability

1. Effective from January 1, 2026, until further amendments.
2. Applicable to all regular employees (Probationary, Confirmed, and Contractual/Term) on an accrual basis.
3. Not applicable to part-time, visiting, adjunct, or daily wage employees.
4. This policy supersedes all previous leave policies.

Definition

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

Holiday: It is provision to stay away from work without prior approval of competent authority, unless specifically called through an office order.

1. Leave Types and Annual Credit

Type of Leave	No. of Days/Year	Eligibility
Casual Leave (CL)	10 days	From the date of joining on pro-rata basis
Medical Leave (MDL)	10 days	Accrued monthly on a pro-rata basis.
Earned Leave (ELT)	12 days (Teaching)	Accrued monthly on a pro-rata basis.
Earned Leave (ELNT)	18 days (Non-Teaching)	
Maternity Leave (MTL)	182 days	As per statutory guidelines and University policy.
Vacation Leave (VL)	10 days (Summer)	Faculty members as per the academic calendar.
	7 days (Winter)	Available for all faculty and staff.
Short Leave	12 Times (once in a month)	Short Leave (SL) is applicable based on the attendance period.

2. Additional Leave Guidelines:

- a) Apart from the above- mentioned leaves, faculty & staff members will observe Gazette Holiday as per the list declared by the Registrar Office in the beginning of the calendar year. The faculty and staff can also avail up to a maximum of two Restricted Holidays (RH) from the prescribed list of RH within one calendar year depending on their joining date & month. Those Faculty & Staff members who have joined prior to 30th June can avail only one RH during that particular calendar year.
- b) Leave will be credited on 1st day of every calendar month to the employees on Pro-Rata basis during probation and contractual period as per the eligibility of the leaves.
- c) Any Unutilized/Remaining CL & Restricted Holiday will be lapsed on 31st December.
- d) Any Unutilized/Remaining Medical and Earned Leave(s) will carry forward to the next year (subjected to the rules/conditions defined below).

3. General Guidelines for Availing Leave

- a) **Right of Leave:** Leave cannot be claimed as a matter of right. When the exigencies of services so demand, leave of any description may be refused or revoked by the leave sanctioning authority.
- b) **Prior Approval:** Leave should always be applied for and have to be sanctioned before it is taken except, in case of emergency and for satisfactory reasons.
- c) **Emergency Situations:** In case of exigency or emergency or in any circumstances that are beyond the employee's control the employee should use other means of communication (phone, SMS etc.) to contact the office of the University and give the necessary information to his/her functional head. A written application should be forwarded to the sanctioning authority immediately on reporting for duty.
- d) **Leave Application:** Employees must submit a leave application for more than three days in the prescribed format at least seven days in advance to their Functional Head. The application will then be forwarded to the management. Simultaneously, the employee must also apply for the leave through the ERP system.
- e) **Record-Keeping:** All leaves sanctioned by the management shall be forwarded to the HR Department for record-keeping. Additionally, a leave account for each staff member shall also be maintained (beside HR) by the respective Department/Faculty.
- f) **Unapproved Absence:** Any employee's absenting without prior sanction/information will be marked absent for the day and salary for the same will be deducted.
- g) **Commencement and Termination of Leave:** Leave ordinarily begins from the first day of absence and ends on the day preceding working day on which duty is resumed.
- h) The leave year shall run from 1st January in every year to the 31st December.
- i) On record of the Services, if an individual has availed Earned Leave/Casual Leave/Medical Leave in excess of the entitlement, the same shall be recovered at the time of settlement of the accounts.
- j) In the event of an individual resigning from the services of the university then, during the notice period only one Casual leave may be admissible with approval from the competent authority.

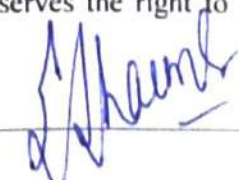
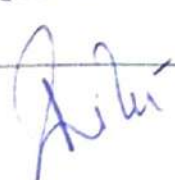
4. Leave Entitlement by Category

A. Casual Leave (CL)

- a) Casual leave is catered to meet emergent/unforeseen requirement of an employee. However, an employee shall get it sanctioned in advance unless unavoidable. HODs/ Deans are the only authority to sanction the casual leave.
- b) CL can be availed up to a number of CL earned or up to three days whichever is less.
- c) Casual leave cannot be carried forward or combined with other leave category.
- d) If taken in an emergency, it must be recorded in the ERP within three days.
- e) CL can be availed for even the half day. Two half days will be counted as one CL.
- f) The restricted holidays, 02 per year, will be a part of Casual leave only.

B. Medical Leave (MDL)

- a) A medical certificate from a registered practitioner under the Medical Council of India is required for absences of three (3) or more consecutive days on medical grounds. However, the University reserves the right to



have the employee medically examined by a doctor from its approved panel, and the employee may be required to produce a medical certificate from the panel doctor as deemed necessary by the authorities.

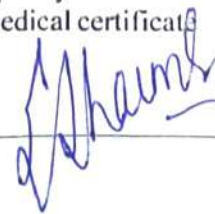
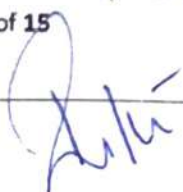
- b) MDL (Medical Leave) can be availed up to the number of MDL days earned or up to sixty days, whichever is less, in case of a serious medical emergency and with prior approval from the management.
- c) Employees can carry forward MDL up to a maximum of 120 days. Any MDL exceeding this limit will not be carried forward.
- d) MDL may be clubbed with Earned Leave (EL) in case of emergencies, subject to prior approval from the management.
- e) Leave must be applied through the **University ERP/Leave Management System** in advance where possible or within **48 hours of return**, in case of emergencies.
- f) MDL cannot be combined with **Vacation Leave (VL)** unless expressly permitted.
- g) Any misuse or falsification of medical documents may lead to **disciplinary action**, including leave cancellation, salary deduction, or other administrative action.
- h) Employees become eligible for **Medical Leave (MDL)** upon successfully completing their probation/contractual period.

C. Earned Leave (ELT & ELNT)

- a) EL is accrued throughout the year based on the employee's length of service.
- b) EL must be requested at least 15 days in advance. Any request made less than 15 days before the intended leave period may not be processed.
- c) The maximum number of consecutive days for EL is 30 days in a single stretch. After utilizing 30 days of EL, employees are required to wait one full year before applying for the next EL.
- d) Employees can carry forward EL up to a maximum of 120 days. Any EL exceeding this limit will not be carried forward.
- e) Earned Leave (EL) is generally not permitted during teaching periods for faculty members. However, in exceptional or emergency situations, leave may be granted subject to the validation of the emergency by the relevant authorities and subsequent approval.
- f) The maximum encashment of Earned Leave (EL) is capped at 45 days and is calculated based on the Basic + Dearness Allowance (DA) salary.
- g) Employees become eligible for Earned Leave (EL) upon successfully completing their probation/contractual period.
- h) EL can be combined with Vacation Leave (VL) as per the University's leave policies and prior approval of competent authority.

D. Maternity Leave (MTL)

- a) Female employees are entitled to **26 weeks of maternity leave** upon confirmation of service, which includes **8 weeks of leave before delivery** and **18 weeks after delivery**. To be eligible, the employee must have completed **at least 1 year of regular service**.
- b) Benefits shall be calculated on the basis of Basic Salary plus Dearness Allowance (DA) and shall not be monetized, converted into cash, or combined with any other salary component.
- c) MTL can only be availed once in a three-year period and twice during total service.
- d) Maternity leave may be extended without pay for a maximum of six months, subject to management approval.
- e) Payment of maternity benefits will be released upon completion of the required documentation as prescribed by the University's policy.
- f) To avail of maternity benefits, employees must provide a medical certificate



confirming pregnancy and the expected date of delivery. This documentation should be submitted to the HR department at least 60 days prior to the commencement of maternity leave.

- g) Employees are required to notify the HR department of their intended return date at least 2 weeks before the end of their maternity leave.
- h) The University will provide necessary support to facilitate a smooth transition back to work.
- i) The University ensures that no employee will face discrimination or penalties for availing of maternity benefits.
- j) After availing maternity benefits, the employee is required to serve a minimum of one year at the university.
- k) During maternity leave, no other type of leave will be credited as per the schedule.

E. Vacation Leave (VL)

- a) Teaching staff are entitled to **10 days of Summer Vacation** after completing **one year of regular service**.
- b) **Pro rata leave** will not be granted during the initial year of service.
- c) All employees are entitled to **7 days of Winter Vacation** each year.
- d) Vacation leave must be taken in one **continuous stretch** and cannot be **carried forward** to subsequent years.

F. Compensatory Casual Leave (CCL)

- a) Granted for working on holidays or weekends, subject to approval.
- b) Must be used within the same year.

G. Short Leave (SL)

- a) A short leave will be applicable for up to 2 hours in a day, either in the morning or the evening. It cannot be split into separate periods, whether it's 1 hour or 2 hours.
- b) Only one short leave per month is permissible.

5. Leave Calculation Year

- The leave calculation year runs from January 1st to December 31st.

6. Additional Guidelines

- **Leave During Notice Period:** Only one CL is allowed during the notice period, subject to approval.
- **Leave Without Pay:** Unauthorized absences or failure to notify the management will result in Leave Without Pay (LWP).
- **Excess Leave on Termination:** Any leave taken in excess of entitlement will be deducted from the final settlement.
- Only Earned Leave (EL) is cashable. All other types of leave are non-cashable and will lapse in case of resignation, termination, or leaving the job under any circumstances.
- During long leave (more than 20 days), no other type of leave will be credited as per the regular schedule.
- No station leave is allowed without prior approval of competent authority.

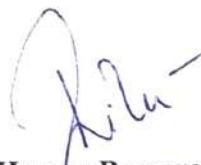


7. Policy Review

This policy will be periodically reviewed and updated as needed to comply with applicable laws and evolving university needs.

8. Reference

Refer to the Service Rule Book for more details.



Human Resource



Registrar

LEAVE SANCTIONING AUTHORITY

Sr. No	Kind of Leave	Category of Employee	No of Days	Recommend ing Authority	Final Approving Authority
1	EL/CL/MDL/CC L/RH/LWP/Any other leave	Registrar/ Pro VC	Any Leave	Vice Chancellor	
2		COE/ Finance Officer/Dean/ Academic Director	Any Leave	Pro Vice Chancellor	Vice Chancellor
3		HOD/Associate Dean/Principal	Any Leave	Dean	
4		Professor/Associate Professor/Assistant Professor/Teaching Assistant/Tutor/ any other teaching staff	Any Leave	HOD/Principal	Dean/Associate Dean
5		Non Academic Director/Dy. Director/Non Academic HoD	Upto 3 days	Registrar	
			Above 3 days	Registrar	Vice Chancellor
6		Sr. Manager/Manager/Dy. Manager/Assistant Manager/Warden	Upto 3 days	HOD	
			Above 3 days	HOD	Registrar
7		Academic Coordinator/Office Executive/Office Assistant/Attendant/Pe on and other office staff	Upto 3 days	HOD	Dean/Associate Dean/Principal
			Above 3 days	Associate Dean/ Dean/Principal	Registrar
8		Sr. Counsellor/Counsellor/L QTE/Telle Caller/Front office and etc.	Upto 3 days	Director Admissions	
			Above 3 days	Director Admissions	Registrar

Delegation of Authority: The Leave Sanctioning Authority may further delegate the powers to sanction particular kinds of leave to the Registrar, Dean, Director, Principal, or other subordinate officers, as deemed appropriate.

Note: The management reserves the right to make changes to the leave policy as necessary from time to time.

MATERNITY LEAVE APPLICATION FORM

(University Maternity Leave Application Form)

To access maternity, leave and pay, you must notify the University at least 06 weeks before the expected week of childbirth.

PART 1: Employee Details

Field	Details
Full Name:	
Address:	
Email address:	
Contact Number:	
Employee Code:	
Department:	
School:	
Date of Joining:	
Designation:	

PART 2: Maternity Leave Details

Field	Details
Expected date of childbirth:	
Maternity reports provided:	☐ Enclosed ☐ To Follow
Duration of maternity leave:	From: _____ To: _____
Do you wish to have your Occupational Maternity Pay, if eligible, spread equally over the leave period?	☐ Yes ☐ No

PART 3: Return to Work Details

Field	Details
Date of Joining after the expiry of Maternity Leave:	
I intend to return to work after maternity leave:	☐ Yes ☐ No

PART 4: Declaration

I wish to apply for maternity leave with pay appropriate in accordance with the University Maternity Leave Policy.

- I declare that it is my intention to continue in the service of the University for at least one year after my return to duty.
- If I fail to return to work, I agree to deposit my three months' salary with the University.
- If I wish to change my return to work date, I agree to give at least 30 days' notice of the change.
- I have no objection to the salary being disbursed within the period of maternity leave as per the university policy (which is calculated on the basic salary).

PART 5: Employee Declaration

Field	Details
Name: *	
Signature: *	
Date: *	




PART 6: Recommended by (HOD/Associate Dean/Dean/Director)

Field	Details
Name: *	
Designation: *	
Signature: *	
Date: *	

PART 7: Approved by (Registrar/Pro Vice Chancellor/Vice Chancellor)

Field	Details
Name: *	
Designation: *	
Signature: *	
Date: *	

Supporting Documents

Please attach the following documents:

- Medical certificate confirming the expected date of delivery.
- Any other relevant documents (if applicable).

Declaration

I hereby declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that providing false information may result in disciplinary action.

Signature of the applicant

For Office Use only:			
Entitlement:	Full Pay:	_____ weeks	
	Half Pay:	_____ weeks	
Maternity leave dates:	From:		To:
Return to work date:			
Date letter sent:			
Date payroll informed:			
Signature:			
Date:			



Sushant University Gurugram

(University Staff Leave Application Form)

Department Name: _____

School Name: _____

Application Date: _____

1. Personal Information:

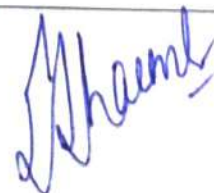
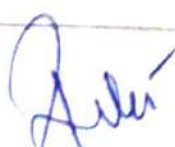
Name:	
Employee ID:	
Position:	
Contact Number:	
Email Address:	
Communication Address within the Leave	

2. Type of Leave Requested

MDL/EL/MTL/LWP	
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3. Leave Details

Start Date of Leave:	
End Date of Leave:	
Total Number of Days Requested:	
Reason for Leave:	(Please provide a brief explanation)

4. Supporting Documentation. (Please attach any relevant documents)

Attached	
Not Attached	

5. Recommending Authority

Name:	
Signature:	
School/Department:	
Date:	

6. Final Approving Authority

Name:	
Signature:	
School/Department:	
Date:	

7. HR Department Use Only

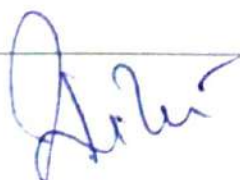
Received by:	
Date Received:	
Approved:	
Comments:	

8. Instructions for Submission

Please submit this completed form to your immediate supervisor for approval. Once signed, forward it to the HR department for processing.

Notes

- Ensure you familiarize yourself with the university's leave policies before submitting the application.
- Applications should be submitted at least 15 days in advance of the leave date when possible.
- This form is applicable for leave of more than 3 days. After approval, please mark your leave on TCS ion and submit a physical copy to the HR department.



Sushant University On Duty Leave (ODL) Policy

1. Objective

To support faculty and staff participation in academic, research, professional development, and administrative responsibilities outside the University, the On Duty Leave (ODL) is granted without affecting leave balances or salary.

2. Applicability

This policy is applicable to all **regular teaching faculty** and **non-teaching staff** (where relevant) of Sushant University who are engaged in duties that enhance institutional objectives.

3. Permissible Activities for ODL

ODL may be granted for the following purposes:

- Attending or presenting papers at **seminars, conferences, symposia, workshops**, or academic meetings.
- **Invited lectures** or talks at recognized academic institutions or professional bodies.
- Participation in **curriculum development committees** (e.g., UGC, AICTE, NAAC, NIRF).
- Participation in **Ph.D. viva voce examinations, doctoral thesis evaluations**, or expert committees.
- Conducting or participating in **University/College inspections** or accreditation visits (e.g., NAAC, NBA).
- **Training programs, faculty development programs (FDPs), or orientation/refresher courses** approved by the University/UGC.
- **External examination duties** (paper setting, evaluation, invigilation) at other recognized institutions.
- Participation in **University-sponsored or assigned outreach activities**, MoU-related work, or government-assigned duties.
- Other official assignments such as:
 - a) **Admission-related duties** during working days.
 - b) **Meetings with officials in government or private organizations** as part of University work.
 - c) **Any other activity specifically approved by the Vice Chancellor** as being in the official interest of the University.
 - d) **Student Placement or Internship Coordination** outside campus.

4. Entitlement and Duration

- Faculty members may be granted **On Duty Leave up to 05 days per semester**. If any faculty availing 10 days of ODL in single calendar year. He/she shall be entitled to avail ODL after the gap of one year.
- ODL for more than 3 consecutive working days requires **prior written approval** of the Vice Chancellor.
- ODL will not be counted against Casual Leave, Earned Leave, or any other leave balance.

5. Procedure for Availing ODL

1. The faculty/staff member shall submit an **ODL request** through the ERP or prescribed form at least **7 days in advance** (except in emergencies), enclosing the **invitation/nomination letter or supporting documents**.
2. The request must be **recommended by the Head of Department/Dean** and then forwarded to the **Registrar/HR** for processing.

3. Final approval lies with:

- a) **Dean/Registrar** for up to 3 days,
- b) **Vice Chancellor** for more than 3 days or international ODL.

6. Conditions

- The applicant must ensure that **alternative arrangements for academic duties** (classes, invigilation) are made during the period of ODL.
- In case of **funded travel**, details of funding source must be declared.
- A **brief report or certificate of participation** must be submitted to the University within **7 working days** of return.

7. Restrictions

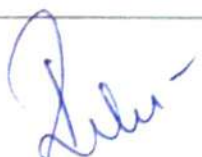
- ODL will not be granted for **purely personal purposes** or **commercial/profit-generating activities**.
- **ODL cannot be combined with vacation/EL** unless approved in advance.

8. Record and Monitoring

- HR will maintain **digital and physical records** of ODL availed for audit purposes.
- Misuse or non-compliance may lead to withdrawal of ODL privileges or disciplinary action.

9. Amendments

This policy may be amended from time to time in alignment with **UGC guidelines**.



SUSHANT UNIVERSITY, GURUGRAM

[On Duty (OD) Application Form]

Section A: Applicant Details

Name of the Employee: _____

Employee ID: _____ Designation: _____

Department/School: _____

Contact Number: _____ Date of application: _____

Section B: Leave Details

Purpose of On Duty: _____

Name of Event/Meeting/Assignment: _____

Location (with Address): _____

OD Required: _____ From: _____ To: _____

Is this during teaching hours? _____ Alternate Arrangement Made (if any): _____

Section C: Supporting Documents

(Attach copies of any of the following, if applicable)

1. Invitation Letter / Circular / Approval Note: _____

2. Agenda of Meeting / Conference: _____

3. Travel Tickets / Itinerary (if applicable): _____

Section D: Approvals

Signature with remarks

Head of the Department: _____

Dean: _____

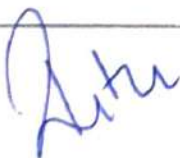
Vice Chancellor / Registrar: _____

Declaration by the Employee:

I hereby declare that the information provided above is true and correct to the best of my knowledge.
I understand that On Duty Leave is granted for official purposes only, and misuse may lead to disciplinary action.

Signature of Employee:

Date:



Punching and Working Hours Policy

1. Working Hours

- The official working hours at Sushant University are **8 hours per working day**, excluding lunch and break time.
- The standard working window is from **8:30 AM to 5:30 PM**, with flexibility in the punching-in time as per Clause 2 below.

2. Punching Timing (Flexible Window)

- Employees must punch in **between 8:30 AM and 9:30 AM**.
- Accordingly, the working hours shall be completed based on the punch-in time (e.g., if you punch in at 9:00 AM, you must work until 6:00 PM to complete 8 hours).
- The system will auto-calculate work hours through the ERP/attendance system.

3. Late Arrival Deduction

If an employee punches in **after 9:30 AM** without prior approval.

S. No.	Delay Duration	Delay Duration
1	For 60 Minutes	0.25 day salary deduction
2	Between 60 minutes to 180 minutes	0.50 day salary deduction
3	After 180 minutes	1 full day leave deduction (LWP if no leave balance or no prior approval)

- Repeated late arrivals** without justification may attract disciplinary action.
- Exceptions due to emergencies may be considered if communicated and approved by the Reporting Officer in advance.

4. Short Leave

- Employees are entitled to **1 short leave of up to 2 hours in a month** for personal or urgent matters.
- This must be pre-approved by the Reporting Officer.
- If more than 1 short leave is availed in a month, appropriate deductions as per late arrival policy will apply.

5. General Guidelines

- Punching is mandatory** through biometric or online ERP systems at both **entry and exit**.
- Any **failure to punch** will be considered **absence**, unless the employee provides valid justification and receives HR approval.
- Adjustments due to official work outside campus (meetings, seminars, etc.) must be informed in writing in advance to HR and the respective HOD.

6. Monitoring and Compliance

- Attendance and punctuality will be monitored monthly.
- Repeated violations of this policy may affect performance reviews, leave approvals, and may lead to disciplinary proceedings.

Note: All attendance recorded on the ERP and gate entry is correct. It is the responsibility of each employee to ensure accurate attendance; it is not the responsibility of HR or the department. Therefore, you are advised to check your attendance regularly.