



CRITERIA 6

6.3.1

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression (4 Marks)

IN THIS FILE –

- Leaves (Casual, Earned, Medical, V acation) samples



LEAVE POLICY

**Approved in the
16th Board of Management
Meeting & Ratified in 10th
Governing Body Meeting**

FOR FACULTY AND STAFF
With Effect From 01-12-2022



Purpose:

To communicate the leave rules and regulations applicable to all regular employees on the Pay Roll of Sushant University.

Policy Statement & Objective:

Introduction: "Leave" is a period when an employee is away from his / her job, while maintaining the status of the employment. Leaves are granted to the employees with good intention of providing rest, recuperation of health and for fulfilling family and social obligations. The leave policy sets out the various types of leaves that an employee may be eligible for and outlines the procedure for taking leave. 'Leave' is admissible from the first day of absence to the first day of presence.

Applicability:

1. This revised leave Policy shall commence from 01.12.2022 until such time it is amended.
2. These Leave rules, shall apply to all employees who are on regular service (i.e Probation, Confirmed or Contractual/term employment of the University on accrual basis unless separately specified.
3. It shall not be applicable to employees appointed on Part time, Visiting, Adjunct and daily basis.
4. This policy shall supersede all existing leave policies henceforth.

Definitions:

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

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

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1. Leave Types and Annual Credit:

Types of Leaves	No. of Leaves	Eligibility
Casual Leave (CL)	10 Days per calendar year.	From the date of joining on pro-rata basis
Medical Leave (MDL)	10 Days per calendar year.	
Earned Leave (EL)	12 Days per calendar year for Teaching Staff	From the date of joining on pro-rata basis
	20 Days per calendar year for Non- Teaching Staff.	
Maternity Leave (MTL)	182 Days from the date of its commencement.	As per Statuary Guidelines
Vacation Leave (VL)	10 days in Summer – All Teaching Staff	Vacation Leave will be on pro-rata basis.*
	7 days in Winter – All Faculty & Staff	

- 1.1 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 two RH whereas the Faculty & Staff members Joining after 30th June can avail only one RH during that particular calendar year.
- 1.2 Leaves 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.
- 1.3 Any Unutilized/Remaining CL & Restricted Holiday will be lapsed on 31st December.
- 1.4 Any Unutilized/Remaining Medical and Earned Leave(s) will carry forward to the next year (subjected to the rules/conditions defined below).
- 1.5 In Case Any Faculty and/or staff member is not having enough EL balance in their accounts due to any reason, they may be allowed vacation leave subject to the sanction of their advance EL by competent authority.

2. General Guideline and Procedure for availing leave/s

- 2.1 Right of Leave: 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.

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- 2.2 Leave should always be applied for and have to be sanctioned before it is taken except, in case of emergency and for satisfactory reasons.
- 2.3 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.
- 2.4 Employees should submit application for leave of more than 3 days, in the prescribed format, 7 days in advance to his/ her functional head which will further be sent to the management.
- 2.5 Simultaneously employee also need to apply leaves in the ERP.
- 2.6 All leaves sanctioned by the Management will be sent to the HR department for records.
- 2.7 The leave account shall also be maintained (besides HR) for each Staff in the Department/Faculty concerned.
- 2.8 In case a Staff is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory in all cases.
- 2.9 Any employee's absents without prior sanction/information will be marked Absent for the day and salary for the same will be deducted.
3. **Earning of Leave:** Except as otherwise provided in these Rules, leave shall be earned for period spent on duty only.
4. **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.
5. **Leave Rules**
The leave admissibility in respect of all the employees shall be governed by the rules Framed as under:

- A. Casual Leave (CL)
- B. Earned Leave (EL)
- C. Maternity Leave (ML)
- D. Medical Leave (MDL)
- E. Vacation Leave (VL)
- F. Compensatory Casual Leave (CCL)

- 5.1 The leave year shall run from 1st January in every year to the 31st December.
- 5.2 On severance 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.
- 5.3 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 competent authority

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A. CASUAL LEAVE (CL)

- i. Casual leave is catered to meet emergent/unforeseen requirements of an employee. However, an employee shall get it sanctioned in advance unless unavoidable. HODs/ Deans are the only authority to sanction leave over the telephone.
- ii. CL can be availed up to a number of CL earned or up to three days whichever is less.
- iii. Casual leave can be availed for even the half day. Two half days will be counted as one CL.

B. MEDICAL LEAVE (MDL)

- i. Employees shall be eligible for 10 days medical leave and the said leave could be availed because of illness duly supported by Medical Certificate from a registered medical practitioner having registration with the Medical Council of India.
- ii. Every application for MDL for two or more days must be accompanied by a medical certificate from an authorized medical practitioner registered with the Medical Council of India. However, the authorities of the University shall be at liberty to subject an employee seeking medical leave to have him/her medically examined by the doctor on panel of the University and produce the medical certificate thereon.
- iii. MDL will be credited to the employees on prorate basis on 1st of every month. Medical leave shall not be encashable.
- iv. Only 50% MDL may be carried forwarded to next year.

C. EARNED LEAVE (EL)

- i. Earned leave means the leave earned by an employee for the services rendered during the calendar year.
- ii. The request for EL shall be made well in advance (preferably 1 month); and requests made less than 7 days in advance may not be entertained.
- iii. However, if an employee has no other leave to his/her credit the competent authority may relax this condition on case-to-case basis & depending upon the merit of the case.
- iv. The reporting head shall recommend EL.
- v. EL shall not be admissible during the teaching classes of the academic session except in case of exigency.
- vi. The total accumulation of Earned Leave for the purpose of leave encashment shall be restricted to 45 days only during entire service, or the management may revise as time to time.

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Winter Vacation (WVL): 7 Days WVL to All employees as notified by the Registrar in Annual Calendar.

F. Compensatory Casual Leave (CCL)

All employees are entitled to compensatory leaves; grant of compensatory leave (CCL) will be subject to the following regulations:

- i. CCL may be granted to all teaching and non-teaching staff, on entering the service, in lieu of working on a Holiday/Week-off as approved by the reporting officer. CCL will be credited to the employees on monthly Basis. CCL cannot be availed in without prior approval.
- ii. The leave to the credit of the employee at the close of the previous year shall be carried forward to the next year.

An employee wishing to avail of CCL must submit his application at least one week in advance to the sanctioning authority as per the procedure laid down in **Service Rule Book**. The sanctioning authority may refuse to grant the leave from the requested date if he/she feels that it is not in the interest of the University. Instead, the leave may be granted from an earlier or a subsequent date.

Closing Statement:

To know more about the leave policy please refer to the Service Rule Book.

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- vii. 50% of EL may be carried forward to next year with maximum ceiling of 120 Leaves. e.g. if a Non-Teaching Staff has 20 EL remaining at the end of the 1st calendar year then only 10 will be carried forward to the 2nd year. Subsequently in the Beginning of 2nd Year S/he will have 10 EL but in case you take 2 EL during the entire year, then in the month of December you will have 28 EL balance in your account, But 20 EL (10 from previous year and half of the 20 i.e. 10 from current year) will be carried forward to the 3rd Year.

D. MATERNITY LEAVE (ML)

Only female employees are eligible to maternity leave. Grant of Maternity leave (ML) is subject to the following regulations:

- i. ML may be granted to a female employee of the staff on full pay for a period up to 182 days from the date of its commencement. ML will not be applicable for on probation or contractual/ temporary/visiting or ad-hoc appointees.
- ii. ML can only be availed of once in a period of three years and only twice During the entire period of the employee's service at SU or elsewhere
- iii. ML can be applied 15 days prior to expected date of delivery in case of so desired by the employee due to medical reasons. ML shall not be debited to the leave account.
- iv. During the period of ML she will be paid leave salary equal to the pay drawn immediately before proceeding on leave only after resuming duty and serving a declaration that employee will tender services for the next 1 year at the very least after resuming her duty.
- v. ML can be extended beyond the prescribed limit of 182 days, as leave without pay if a female employee is not in a position to resume duties for various compelling reasons. However, such leave without pay shall not be given for more than a period of six months. The sanction of leave without pay beyond the ML will be on a specific written request made to the Vice Chancellor and is dependent upon the discretion of the Vice Chancellor keeping in view his assessment of the circumstances on case-to-case basis.

E. Vacation Leave (VL)

Summer Vacation Leave (SVL): SVL can be availed by Teaching Staff during summer non-peak academic period as per the Academic Calendar for a maximum period of 10 Days. SVL can only be availed on Rostered Basis during this period. SVL may also be granted to the Non-Teaching Staff depending upon the requirements of respective School/Department (In that case their Earned Leaves will be deducted accordingly.)

However, for non-teaching staff the Reporting Head may grant such leaves during the non-peak period.

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Leave Ledger (* Mandatory Fields)

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Previous Leave Balance

* Employee Number SU0827

Employee Name Ria Kapoor

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Leave Type	Last Credit Period	Credit Date	Balance Modified On	Next Credit Period	Total Leave Balance	Leaves Credited	Leaves Pending	Leaves Taken	Leaves Encashable	Leaves Encashed EG/LC Deduction	Extra Deduction	Leave Balance
CASUAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	4.00	1.00	0.00	1.5	0.00	0.00	0.00	2.50
MATERNITY LEAVE	202501-202512	01-Jan-2025	30-Jan-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
MEDICAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	27.18	1.00	0.00	0.0	0.00	0.00	0.00	27.18
SPECIAL LEAVE	202501-202512	22-Jan-2025	30-Jan-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
RESTRICTED HOLIDAY	202501-202506	01-Jan-2025	18-Mar-2025	202507-202512	1.00	1.00	0.00	1.0	0.00	0.00	0.00	0.00
LWP	202501-202512	01-Jan-2025	30-Jan-2025	202601-202612	365.00	365.00	0.00	0.0	0.00	0.00	0.00	365.00
VL	202501-202506	01-Jan-2025	30-Jan-2025	202507-202512	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
CCL	202501-202512	01-Jan-2025	15-Apr-2025	202601-202612	7.00	0.00	0.00	0.0	0.00	0.00	0.00	7.00
EARNED LEAVE TEACHING	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	13.50	1.00	0.00	0.0	0.00	0.00	0.00	13.50

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* Employee Number

SU0936

Employee Name

Shanu Agarwal

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Leave Type	Last Credit Period	Credit Date	Balance Modified On	Next Credit Period	Total Leave Balance	Leaves Credited	Leaves Pending	Leaves Taken	Leaves Encashable	Leaves Encashed EG/LC Deduction	Extra Deduction	Leave Balance
CASUAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	3.00	1.00	0.00	1.5	0.00	0.00	0.00	1.50
MATERNITY LEAVE	202501-202512	01-Jan-2025	30-Jan-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
MEDICAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	9.69	1.00	0.00	2.0	0.00	0.00	0.00	7.69
SPECIAL LEAVE	202501-202512	22-Jan-2025	30-Jan-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
RESTRICTED HOLIDAY	202501-202506	01-Jan-2025	12-Mar-2025	202507-202512	1.00	1.00	0.00	1.0	0.00	0.00	0.00	0.00
LWP	202501-202512	01-Jan-2025	30-Jan-2025	202601-202612	365.00	365.00	0.00	0.0	0.00	0.00	0.00	365.00
VL	202501-202506	01-Jan-2025	30-Jan-2025	202507-202512	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
CCL	202501-202512	01-Jan-2025	15-Apr-2025	202601-202612	1.25	0.00	0.00	0.0	0.00	0.00	0.00	1.25
EARNED LEAVE TEACHING	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	12.25	1.00	0.00	0.0	0.00	0.00	0.00	12.25

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* Employee Number SU0973

Employee Name Shiva Sharma

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Leave Type	Last Credit Period	Credit Date	Balance Modified On	Next Credit Period	Total Leave Balance	Leaves Credited	Leaves Pending	Leaves Taken	Leaves Encashable	Leaves Encashed	EG/ILC Deduction	Extra Deduction	Leave Balance
CASUAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	3.00	1.00	1.00	0.0	0.00	0.00	0.00	0.00	2.00
MEDICAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	10.00	1.00	0.00	0.0	0.00	0.00	0.00	0.00	10.00
SPECIAL LEAVE	202501-202512	22-Jan-2025	30-Jan-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00
RESTRICTED HOLIDAY	202501-202506	01-Jan-2025	30-Mar-2025	202507-202512	1.00	1.00	1.00	0.0	0.00	0.00	0.00	0.00	0.00
LWP	202501-202512	01-Jan-2025	30-Jan-2025	202601-202612	365.00	365.00	0.00	0.0	0.00	0.00	0.00	0.00	365.00
VL	202501-202506	01-Jan-2025	30-Jan-2025	202507-202512	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00
CCL	202501-202512	01-Jan-2025	15-Apr-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00
EARNED LEAVE NON TEACHING	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	15.88	1.67	0.00	0.0	0.00	0.00	0.00	0.00	15.88

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* Employee Number

SU0695

Employee Name

Richa Dwivedi

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Leave Type	Last Credit Period	Credit Date	Balance Modified On	Next Credit Period	Total Leave Balance	Leaves Credited	Leaves Pending	Leaves Taken	Leaves Encashable	Leaves Encashed	EG/ILC Deduction	Extra Deduction	Leave Balance
CASUAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	4.00	1.00	1.50	0.0	0.00	0.00	0.00	0.00	2.50
MATERNITY LEAVE	202501-202512	01-Jan-2025	05-Mar-2025	202601-202612	182.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	182.00
MEDICAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	27.82	1.00	5.00	0.0	0.00	0.00	0.00	0.00	22.82
SPECIAL LEAVE	202501-202512	22-Jan-2025	30-Jan-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00
RESTRICTED HOLIDAY	202501-202506	01-Jan-2025	12-Mar-2025	202507-202512	1.00	1.00	1.00	0.0	0.00	0.00	0.00	0.00	0.00
LWP	202501-202512	01-Jan-2025	30-Jan-2025	202601-202612	365.00	365.00	0.00	0.0	0.00	0.00	0.00	0.00	365.00
VL	202501-202506	01-Jan-2025	30-Jan-2025	202507-202512	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00	0.00
CCL	202501-202512	01-Jan-2025	15-Apr-2025	202601-202612	2.25	0.00	2.00	0.0	0.00	0.00	0.00	0.00	0.25
EARNED LEAVE TEACHING	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	8.25	1.00	4.00	0.0	0.00	0.00	0.00	0.00	4.25

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Previous Leave Balance

* Employee Number SU0958

Employee Name Ankur Kumar

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Leave Type	Last Credit Period	Credit Date	Balance Modified On	Next Credit Period	Total Leave Balance	Leaves Credited	Leaves Pending	Leaves Taken	Leaves Encashable	Leaves Encashed EG/LC Deduction	Extra Deduction	Leave Balance
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MEDICAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	4.00	1.00	0.00	2.0	0.00	0.00	0.00	2.00
SPECIAL LEAVE	202501-202512	22-Jan-2025	30-Jan-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
RESTRICTED HOLIDAY	202501-202506	01-Jan-2025	30-Jan-2025	202507-202512	1.00	1.00	0.00	1.0	0.00	0.00	0.00	0.00
LWP	202501-202512	01-Jan-2025	30-Jan-2025	202601-202612	365.00	365.00	0.00	0.0	0.00	0.00	0.00	365.00
VL	202501-202506	01-Jan-2025	30-Jan-2025	202507-202512	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
CCL	202501-202512	01-Jan-2025	15-Apr-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
EARNED LEAVE NON TEACHING	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	7.36	1.67	0.00	0.0	0.00	0.00	0.00	7.36

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* Employee Number AU0213

Employee Name Lalit Singh

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Leave Type	Last Credit Period	Credit Date	Balance Modified On	Next Credit Period	Total Leave Balance	Leaves Credited	Leaves Pending	Leaves Taken	Leaves Encashable	Leaves Encashed EG/LC Deduction	Extra Deduction	Leave Balance
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MEDICAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	22.14	1.00	0.00	0.0	0.00	0.00	0.00	22.14
SPECIAL LEAVE	202501-202512	22-Jan-2025	30-Jan-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
RESTRICTED HOLIDAY	202501-202506	01-Jan-2025	30-Jan-2025	202507-202512	1.00	1.00	0.00	0.0	0.00	0.00	0.00	1.00
LWP	202501-202512	01-Jan-2025	30-Jan-2025	202601-202612	365.00	365.00	0.00	0.0	0.00	0.00	0.00	365.00
VL	202501-202506	01-Jan-2025	30-Jan-2025	202507-202512	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
CCL	202501-202512	01-Jan-2025	15-Apr-2025	202601-202612	1.00	0.00	0.00	0.0	0.00	0.00	0.00	1.00
EARNED LEAVE NON TEACHING	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	118.20	1.67	0.00	0.0	0.00	0.00	0.00	118.20

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* Employee Number SU0904

Employee Name Koshalpreet Kaur

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Leave Type	Last Credit Period	Credit Date	Balance Modified On	Next Credit Period	Total Leave Balance	Leaves Credited	Leaves Pending	Leaves Taken	Leaves Encashable	Leaves Encashed EG/LC Deduction	Extra Deduction	Leave Balance
CASUAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	4.00	1.00	0.00	0.0	0.00	0.00	0.00	4.00
MATERNITY LEAVE	202501-202512	01-Jan-2025	30-Jan-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
MEDICAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	21.09	1.00	0.00	2.0	0.00	0.00	0.00	19.09
SPECIAL LEAVE	202501-202512	22-Jan-2025	30-Jan-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
RESTRICTED HOLIDAY	202501-202506	01-Jan-2025	30-Jan-2025	202507-202512	1.00	1.00	0.00	0.0	0.00	0.00	0.00	1.00
LWP	202501-202512	01-Jan-2025	30-Jan-2025	202601-202612	365.00	365.00	0.00	0.0	0.00	0.00	0.00	365.00
VL	202501-202506	01-Jan-2025	30-Jan-2025	202507-202512	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
CCL	202501-202512	01-Jan-2025	15-Apr-2025	202601-202612	5.50	0.00	0.00	2.0	0.00	0.00	0.00	3.50
EARNED LEAVE TEACHING	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	23.00	1.00	0.00	0.0	0.00	0.00	0.00	23.00

Save

Reset



No Broadcast Messages

You currently have no broadcast messages to read.

Self Service

HRMS

Payroll S



Leave Ledger (* Mandatory Fields)

Checkout the new version

* Employee Number AU0660

Employee Name Saurav Chhabra

Hide Search

Search

Reset

Data Upload

Previous Leave Balance

Leave Type	Last Credit Period	Credit Date	Balance Modified On	Next Credit Period	Total Leave Balance	Leaves Credited	Leaves Pending	Leaves Taken	Leaves Encashable	Leaves Encashed EG/LC Deduction	Extra Deduction	Leave Balance
CASUAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	3.75	1.00	0.00	0.0	0.00	0.00	0.00	3.75
MEDICAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	52.44	1.00	0.00	0.0	0.00	0.00	0.00	52.44
SPECIAL LEAVE	202501-202512	22-Jan-2025	30-Jan-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
RESTRICTED HOLIDAY	202501-202506	01-Jan-2025	01-Apr-2025	202507-202512	1.00	1.00	0.00	1.0	0.00	0.00	0.00	0.00
LWP	202501-202512	01-Jan-2025	30-Jan-2025	202601-202612	365.00	365.00	0.00	0.0	0.00	0.00	0.00	365.00
VL	202501-202506	01-Jan-2025	30-Jan-2025	202507-202512	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
CCL	202501-202512	01-Jan-2025	15-Apr-2025	202601-202612	17.00	0.00	0.00	1.0	0.00	0.00	0.00	16.00
EARNED LEAVE TEACHING	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	80.25	1.00	0.00	0.0	0.00	0.00	0.00	80.25

Save

Reset

1 of 1



Leave Ledger (* Mandatory Fields)

Create Search Delete

Checkout the new version

Data Upload Previous Leave Balance

0 of 0

* Employee Number SU0991

Employee Name Vijay Anand Dubey

Hide Search

Search

Reset

Leave Type	Last Credit Period	Credit Date	Balance Modified On	Next Credit Period	Total Leave Balance	Leaves Credited	Leaves Pending	Leaves Taken	Leaves Encashable	Leaves Encashed EG/LC Deduction	Extra Deduction	Leave Balance
CASUAL LEAVE	202504-202504	01-Apr-2025	01-Apr-2025	202505-202505	4.00	1.00	0.00	3.0	0.00	0.00	0.00	1.00
MEDICAL LEAVE	202504-202504	01-Apr-2025	10-Apr-2025	202505-202505	23.91	1.00	1.00	9.0	0.00	0.00	0.00	13.91
SPECIAL LEAVE	202501-202512	22-Jan-2025	30-Jan-2025	202601-202612	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
RESTRICTED HOLIDAY	202501-202506	01-Jan-2025	11-Mar-2025	202507-202512	1.00	1.00	0.00	1.0	0.00	0.00	0.00	0.00
LWP	202501-202512	01-Jan-2025	30-Jan-2025	202601-202612	365.00	365.00	0.00	0.0	0.00	0.00	0.00	365.00
VL	202501-202506	01-Jan-2025	30-Jan-2025	202507-202512	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.00
CCL	202501-202512	01-Jan-2025	15-Apr-2025	202601-202612	6.00	0.00	0.00	6.0	0.00	0.00	0.00	0.00
EARNED LEAVE TEACHING	202504-202504	01-Apr-2025	25-Apr-2025	202505-202505	14.50	1.00	0.00	0.0	0.00	0.00	0.00	14.50

Save

Reset