



## Dev Sanskriti Vishwavidyalaya - Leave Policy



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# Dev Sanskriti Vishwavidyalaya

## 1. Applicability

This policy is applicable to all staff members of DSVV excluding volunteers (*Samaydani*)

## 2. Introduction

DSVV staff members are eligible for fixed number of Casual, Medical and Special leaves, as defined by DSVV internal policy and statutory requirements.

## 3. Entitlement

S.No.	Leave Type	No. Of Days in Year	Leave Day Type	Validity	Validity Period
1	Casual Leave	12	Working Days	1 Year	1st January - 31st December
2	Medical Leave	15	Calendar Days	Can be carried forward, max cap 60	
3	Special Leave - Teaching	10	Calendar Days	Can be carried forward, max cap 60	
4	Special Leave – Non Teaching	20	Calendar Days	Can be carried forward, max cap 60	
5	Leave Without Pay (LWP)	90	Calendar Days	1 Year	1st January - 31st December
6	Maternity Leave	180	Calendar Days	Once in entire tenure	
7	Duty Leave	30	Calendar Days	1 Year	1st January - 31st December
8	Paternity Leave	15	Calendar Days	Once in entire tenure	
9	Quarantine Leave	14	Calendar Days	1 Year	1st January - 31st December
10	Education Leave	365	Calendar Days	Please check leave details section	

**Note: -**

### 1. Leave Day Type

- Working Days** – Only working days are counted as leave days and intervening weekends and holidays (which are not working days) are not counted as leave days.
- Calendar Days** – Holidays and weekends that fall within the leave period are also counted as leave days.

- All leave types have validity of one Year with validity period starting from 1<sup>st</sup> January and ending at 31<sup>st</sup> December, unless otherwise mentioned in the specific leave section.
- If a staff member is present for less than 25 percent of working days in a month (excluding Sundays and holidays) then the non-working days i.e. Sundays and holidays will not be counted while calculating salary paid days.
- Monthly leave cap for casual and special leaves :-
  - Casual – Min 0.5; Max 3
  - Special – Min 1; Max 5

Separate approval needed to avail casual / special leaves if additional leaves beyond monthly maximum cap are required in a month.



## 4. Casual Leave

### 4.1 Entitlement

1. Casual leave accumulated in a year cannot be carried forward to next year and will not be encashed. (i.e. will be lapsed at the end of an year)
2. If the staff member applies for casual leave, but does not avails it for some reason, he/she may choose to cancel the same.

### 4.2 Availing the Benefit

1. Staff members can apply for leaves any number of times during the year, subject to availability of balance.
2. Leave can be applied for minimum of one day to maximum of available casual leave balance.
3. Leaves can be applied after availing the same; however, it must be applied within three working days of reporting back from leave or before the payroll run – which happens at 1<sup>st</sup> of every month.
4. Casual leave can be combined with other kind of leaves applicable for staff members.

### 4.3 Special Scenarios

1. Probationers – can avail casual leave only if he/she has sufficient balance. Leaves are credited on prorated basis.
2. Staff members serving notice period – are not eligible for casual leave.
3. Staff member separated from DSVV – the entire leave balance will lapse from the day of separation.

### 4.4 Terms and Conditions

1. Casual leave cannot be encashed or exchanged in lieu of any other benefit.
2. During the leave period, the staff member cannot take up any part time or full time employment for remuneration or otherwise.
3. A leave which is rejected after it is availed, a periodic report is sent to Pro Vice Chancellor, and is liable for disciplinary action
4. In case staff member, does not report back on the leave end date, the excess leaves will be treated as leave without pay (LWP).
5. DSVV reserves the right to initiate exit process in case staff member does not report back after the leave end date and does not intimate the supervisor.

### 4.5 Procedure

1. Apply for Leave
  - a. Leaves can be applied from campus portal ( <https://erp.dsvv.ac.in/> )
2. Approval Workflow

- a. Applications from Non-Teaching staff members are approved by Registrar and for Teaching Staff are approved by Pro Vice Chancellor.
  - b. Applicant can track his leave workflow anytime from the portal.
3. Documents/proof to be submitted
  - a. No supporting document needs to be submitted for casual leave.
4. Leave cancellation
  - a. If leave request has not been approved, then for cancellation of same, no approvals are required.
  - b. If the leave has been approved, then cancellation can be done by Pro Vice Chancellor.
  - c. Once the leave request has been approved, cancellation of the leave will be permitted till 10 days from leave end date or leave approval date, whichever is later.
  - d. After approval of cancellation request, leave days deducted from balance (if any) are credited back.

## 5. Medical Leave

### 5.1 Entitlement

1. Medical leave accumulated in a year can be carried forward to next year with a maximum cap of 60 days; any surplus leaves beyond 60 days will be lapsed.
2. Medical leave must be availed only for staff member's own medical reasons.

### 5.2 Availing the Benefit

1. The leaves can be prefixed or suffixed with other leave types/weekends/statutory holidays.
2. Staff members can apply for leaves multiple times in a year, subject to availability of balance.
3. Leave may be applied for minimum of one day and maximum of available medical leave balance.
4. The leave days in a request cannot span across two different calendar years.
5. Leaves can be applied after availing the same, and must be applied within three working days of reporting back from leave.
6. If staff member applies for sick leave and does not avail the same due to any reason, he/she can cancel the same.

### 5.3 Special Scenarios

1. Probationers – can avail medical leaves if he/she is having sufficient balance. Leaves are credited in prorated basis.
2. Staff member serving notice period – can avail medical leave if they have sufficient balance.
3. Staff member separated from DSVV – the entire leave balance will lapse without any encashment.



## 5.4 Terms and Conditions

1. There is no provision for a staff member to apply for advance Medical leaves.
2. Medical leave cannot be encashed or exchanged in lieu of any other benefit.
3. During the leave period, staff member cannot take up any part time or full time employment for remuneration or otherwise.
6. A leave which is rejected after it is availed, a periodic report is send to Pro Vice Chancellor and is liable for disciplinary action
7. In case staff member, does not report back on the leave end date, the excess leave will be treated as Leave without Pay (LWP).
8. DSVV reserves the rights to initiate exit process in case staff member does not report back after the leave end date and does not intimate the supervisor.

## 5.5 Procedure

1. Apply for Leave
  - a. Leaves can be applied from campus portal ( <https://erp.dsvv.ac.in/> )
2. Approval Workflow
  - a. Applications from Non-Teaching staff members are approved by Registrar and for Teaching Staff are approved by Pro Vice Chancellor.
  - b. Applicant can track his leave workflow anytime from the portal.
3. Documents/proof to be submitted
  - a. Medical certificate from authorized medical practitioner should be submitted substantiating the reason for absence.
4. Leave cancellation
  - a. If leave request has not been approved, then on cancellation of same, no approvals are required.
  - b. If the leave has been approved, then cancellation can be done by Pro Vice Chancellor.
  - c. Once the leave request has been approved, cancellation of the leave will be permitted till 10 days from leave end date or leave approval date, whichever is later.
  - d. After approval of cancellation request, leaves days deducted from balance (if any) are credited back.

## 6. Special Leave

### 6.1 Entitlement

1. Special leave accumulated in a year can be carried forward to next year with a maximum cap of 60 leaves over a period of time. Any surplus leave beyond 60 will get lapsed.



## 6.2 Availing the Benefit

1. Can be availed to conduct examination of university/public service commission/board of examination of other similar bodies/institutions etc.
2. It can also be availed to inspect academic institutions attached to a statutory board etc.
3. It can also be availed when no other kind of leave is admissible.
4. Staff members can apply for leaves any number of times during the year, subject to availability of balance.
5. Leaves can be applied after availing the same; however it must be applied within three working days of reporting back from leave.
6. Special leave can be combined with other kind of leaves applicable for staff members.

## 6.3 Special Scenarios

1. Probationers – cannot avail special leaves for the initial 6 months.
2. Staff member serving notice period – can avail special leave if they have sufficient balance.
3. Staff member separated from DSVV – the entire leave balance will lapse without any encashment.

## 6.4 Terms and Conditions

1. Special leave cannot be encashed or exchanged in lieu of any other benefit.
2. During the leave period, staff member cannot take up any part time or full time employment for remuneration or otherwise.
3. A leave which is rejected after it is availed, a periodic report is send to Office of Pro Vice Chancellor and is liable for disciplinary action
4. In case staff member, does not report back on the leave end date, the excess leave will be treated as an unauthorized leave and will be deducted from his/her remaining medical/special/casual leave balance to the extent possible.
5. DSVV reserves the rights to initiate exit process in case staff member does not report back after the leave end date and does not intimate the supervisor.

## 6.5 Procedure

1. Apply for Leave
  - a. Leaves can be applied from campus portal ( <https://erp.dsvv.ac.in/> )
2. Approval Workflow
  - a. Applications from Non-Teaching staff members are approved by Registrar and for Teaching Staff are approved by Pro Vice Chancellor.
  - b. Applicant can track his leave workflow anytime from the portal.
3. Documents/proof to be submitted
  - a. Documents may be required on case to case basis.
4. Leave cancellation





- a. If leave request has not been approved, then on cancellation of same, no approvals are required.
- b. If the leave has been approved, then cancellation can be done by Office of Pro Vice Chancellor
- c. Once the leave request has been approved, cancellation of the leave will be permitted till 30 days from leave end date or leave approval date, whichever is later.
- d. After approval of cancellation request, leaves days deducted from balance (if any) are credited back.

## 7. Leave without Pay (LWP)

DSVV staff members are eligible for paid leaves for fixed number of days as defined by DSVV internal policy and statutory requirements. However, there may be personal reasons e.g. prolonged illness of staff member, child care, higher education etc. where in staff members need additional timeout from work.

LWP serves following purposes: -

- a. Extended support to staff members during personal emergencies.
- b. To encourage staff members to focus on continuous learning throughout their tenure in DSVV by providing timeout from work for further education.

### 7.1 Entitlement

1. LWP accumulated in a year cannot be carried forward to next year and will not be encashed. (i.e. will be lapsed at the end of a year)
2. If the staff member applies for LWP, but does not avails it for some reason, he/she may choose to cancel the same.

### 7.2 Availing the Benefit

1. Staff members can avail LWP for: -
  - a. Educational Purposes – only to pursue course relevant to further career options in DSVV.
  - b. Medical reasons.
  - c. Child board exams – can only be availed in the year of child board exams.
  - d. Caring for major illness of child/spouse/parent/parent-in-law
  - e. Child care: -
    - i. Only applicable to women staff members or male staff members who are single parents.
    - ii. Can be availed for up to two children including legally adapted children and provided the child is less than six years of age at the time of submitting the request.



- iii. LWP for child care may or may not be availed in continuation with maternity leave.
2. Staff members can apply for LWP multiple times during his/her tenure in DSVV unless specifically limited in this policy based on reasons for LWP.
3. All LWP requests are subject to approval from respective Head of Department (HOD) and Pro Vice Chancellor.
4. The employee is not eligible for any component of compensation and benefits for the duration of LWP
5. Health insurance scheme benefits for self and dependents continue for the period for which the employee is already covered, i.e. the period for which premium is already paid.
6. All contributions towards retrials e.g. provident fund etc., are suspended for the duration of LWP.
7. LWP period will be counted as continuous service for the purpose of Gratuity calculation. However: -
  - a. If staff member does not return from LWP or resigns while on LWP then the LWP period will not be counted as continuous service for the purpose of Gratuity calculation. In such scenarios, the last date of work, i.e. prior to proceeding for LWP, shall be treated as the cutoff date for the purpose of counting continuous service.
  - b. In case of LWP for medical reason, the period of LWP will be counted as period of continuous service for the purpose of Gratuity, even if staff member does not return from LWP or resigns while on LWP.
8. Staff member can only avail LWP twice in his entire tenure in DSVV.

## 7.3 Special Scenarios

1. Probationers – cannot avail leave without pay.
2. Staff members serving notice period – are not eligible for leave without pay.

## 7.4 Terms and Conditions

1. It is mandatory for staff member to apply for LWP and the same should be approved before he or she proceeds for LWP.
2. LWP cannot be encashed or exchanged in lieu of any other benefit.
3. During the leave period, the staff member cannot take up any part time or full-time employment for remuneration or otherwise.
4. In case staff member, does not report back on the leave end date, the excess leave will be treated as leave without pay (LWP).
5. DSVV reserves the rights to initiate exit process in case staff member does not report back after the leave end date and does not intimate the supervisor.

6. A staff member whose spouse is also a staff member at DSVV should ensure that there are no duplicate leave applications for LWP for “Board Exams” or “Major illness of child/parent in law” for the same individual.
7. If staff member resigns while on LWP or does not report back to DSVV after exhausting LWP, then last working day prior to proceeding on LWP would be treated as date of separation for all purposes.
8. The staff member must exhaust the following leaves before availing for LWP: -
  - a. Educational purposes – remaining casual Leave
  - b. One’s own illness – remaining medical Leave + remaining casual leaves
  - c. Child care – remaining casual Leave
  - d. Child’s board exam – remaining casual Leave
  - e. Major illness of child/spouse/parent/parent-in-law – remaining casual Leave

## 7.5 Procedure

1. Apply for Leave
  - a. Leaves can be applied from campus portal ( <https://erp.dsvv.ac.in/> )
2. Approval Workflow
  - a. Applications from Non-Teaching staff members are approved by Registrar and for Teaching Staff are approved by Pro Vice Chancellor.
  - b. Applicant can track his leave workflow anytime from the portal.
3. Documents/proof to be submitted
  - a. Educational Purpose – Admission letter, fee receipt or acceptance letter.
  - b. Medical Reasons – Certificate from authorized medical practitioner and medical reports.
  - c. Child Care – Birth certificate of child. In case of adopted child, adoption certificate should be submitted.
  - d. Board exam of child – Admit card of child or any other proof intimating the academic year and date of exam.
  - e. Major illness of one’s child/spouse/parent-in-law – certificate from authorized medical practitioner and medical reports.
4. Leave cancellation
  - a. If leave request has not been approved, then on cancellation of same, no approvals are required.
  - b. If the leave has been approved, then cancellation can be done by Pro Vice Chancellor.
  - c. Once the leave request has been approved, cancellation of the leave will be permitted till 10 days from leave end date or leave approval date, whichever is later.
  - d. After approval of cancellation request, leave days deducted from balance (if any) are credited back.
5. Reduction in LWP period: -



- a. If staff member wishes to report back earlier than approved end date of LWP, then the staff member should intimate the Head of Department (HOD) and Office of Pro Vice Chancellor at least one month before the proposed date of reporting.
  - b. The access leaves should be adjusted back in records before the payroll run.
6. Extension in LWP period: -
  - a. If staff member who is already on LWP wants to extend the LWP for same reason, then it may be considered on case-to-case basis, provided it should not exceed the maximum limit permitted during the tenure.
  - b. If staff member wants to avail LWP for a different reason than what he or she had already taken, then the staff member should report back to work and needs to fill a new request for LWP, provided the total number of LWP days does not exceed the maximum limit permitted during the tenure.

## 8. Maternity Leave

### 8.1 Entitlement

1. Maternity leaves can be taken by women staff members only once in their entire tenure in DSVV

### 8.2 Availing the Benefit

1. Applicable only to Women Staff Members under following circumstances:-
  - a. For safe delivery and nurturing of their new born child, in case of child birth.
  - b. For medical treatment, physical and emotional recuperation during the pregnancy or in the event of a miscarriage or medical termination of pregnancy.
  - c. For medical treatment and recuperation in case they undergo a tubectomy operation.
2. Maternity leave can be combined with other kind of leaves applicable for staff members.

### 8.3 Special Scenarios

1. Probationers – cannot avail maternity leaves.
2. Staff members serving notice period – cannot avail maternity leaves.

### 8.4 Terms and Conditions

1. Maternity leaves cannot be encashed or exchanged in lieu of any other benefit.
2. During the leave period the staff member cannot take up any part time or full time employment for remuneration or otherwise.
3. A leave which is rejected after it is availed, a periodic report is send to Pro Vice Chancellor, and is liable for disciplinary action

4. In case staff member does not report back on the leave end date, the excess leave will be treated as leave without pay (LWP).
5. DSVV reserves the rights to initiate exit process in case staff member does not report back after the leave end date and does not intimate the supervisor.
6. Can be availed twice in the entire tenure in DSVV

## 8.5 Procedure

1. Apply for Leave
  - a. Leaves can be applied from campus portal ( <https://erp.dsvv.ac.in/> )
2. Approval Workflow
  - a. Applications from Non Teaching staff members are approved by Registrar and for Teaching Staff are approved by Pro Vice Chancellor.
  - b. Applicant can track his leave workflow anytime from the portal.
3. Documents/proof to be submitted (any one document is required)
  - a. Medical certificate from a medical practitioner confirming pregnancy and expected due date of delivery.
  - b. Birth certificate of child
  - c. Discharge card from hospital after delivery of child.
  - d. A medical certificate from a authorized medical practitioner for :-
    - i. Miscarriage or medical termination of pregnancy.
    - ii. Tubectomy operation illness arising from any of above.
4. Leave cancellation
  - a. If leave request has not been approved, then on cancellation of same, no approvals are required.
  - b. If the leave has been approved then cancellation can be done by Pro Vice Chancellor.
  - c. Once the leave request has been approved, cancellation of the leave will be permitted till 10 days from leave end date or leave approval date, whichever is later.
  - d. After approval of cancellation request, leave days deducted from balance (if any) are credited back.

## 9. Duty Leave

### 9.1 Entitlement

1. Duty leave accumulated in a year cannot be carried forward to next year and will not be encashed. (i.e. will be lapsed at the end of an year)
2. If the staff member applies for Duty leave, but does not avails it for some reason, he/she may choose to cancel the same.

## 9.2 Availing the Benefit

1. Duty leave can be granted for:-
  - a. Attending conferences, congresses, symposia and seminars on behalf of university or with permission of university.
  - b. Delivering lectures in institutions and universities at the invitation of such institutions or universities received by university and accepted by Vice Chancellor / pro Vice Chancellor.
  - c. Working in another Indian or foreign university, any other agency, institution or organization when so deputed by the university.
  - d. Participation in a delegation or working on a committee appointed by Government of India, state government, University Grants Commission, sister university or any other academic body and for performing any other duty for the university.
  - e. For attending meetings in the UGC, DST etc, where staff member is invited to share expertise with academic bodies, government or NGO.
2. Staff members can apply for leaves any number of times during the year, subject to availability of balance.
3. Leave can be applied for minimum of one day to maximum of available Duty leave balance.
4. Leaves can be applied after availing the same; however it must be applied within three working days of reporting back from leave or before the payroll run – which happens at 1<sup>st</sup> of every month.
5. Duty leave can be combined with other kind of leaves applicable for staff members.

## 9.3 Special Scenarios

1. Probationers – can avail Duty leave only if he/she has sufficient balance. Leaves are credited on prorated basis.
2. Staff members serving notice period – are not eligible for Duty leave.
3. Staff member separated from DSVV – the entire leave balance will lapse from the day of separation.

## 9.4 Terms and Conditions

1. The leave may be granted on full pay, provided, if the staff member receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
2. Duty leave cannot be encashed or exchanged in lieu of any other benefit.
3. During the leave period the staff member cannot take up any part time or full time employment for remuneration or otherwise.
4. A leave which is rejected after it is availed, a periodic report is sent to Pro Vice Chancellor, and is liable for disciplinary action.
5. In case staff member does not report back on the leave end date, the excess leave will be treated as leave without pay (LWP).

6. DSVV reserves the rights to initiate exit process in case staff member does not report back after the leave end date and does not intimate the supervisor.

## 9.5 Procedure

1. Apply for Leave
  - a. Leaves can be applied from campus portal ( <https://erp.dsvv.ac.in/> )
2. Approval Workflow
  - a. Applications from Non Teaching staff members are approved by Registrar and for Teaching Staff are approved by Pro Vice Chancellor.
  - b. Once leave is approved, copy of same is send back to the application and respective Head of Department (HOD) as notification.
3. Documents/proof to be submitted
  - a. May be needed on case to case basis.
4. Leave cancellation
  - a. If leave request has not been approved, then on cancellation of same, no approvals are required.
  - b. If the leave has been approved then cancellation can be done by Pro Vice Chancellor.
  - c. Once the leave request has been approved, cancellation of the leave will be permitted till 10 days from leave end date or leave approval date, whichever is later.
  - d. After approval of cancellation request, leave days deducted from balance (if any) are credited back.

## 10. Paternity Leaves

### 10.1 Entitlement

1. Paternity leaves can be taken by male staff members only once in their entire tenure in DSVV

### 10.2 Availing the Benefit

- Applicable only to male Staff Members under following circumstances:-
  - For medical treatment and recuperation in case they undergo a vasectomy operation.
- Paternity leaves can be combined with other kind of leaves applicable for staff members.

### 10.3 Special Scenarios

1. Probationers – cannot avail paternity leaves.
2. Staff members serving notice period – cannot avail maternity leaves.

## 10.4 Terms and Conditions

1. Paternity leaves cannot be encashed or exchanged in lieu of any other benefit.
2. During the leave period the staff member cannot take up any part time or full time employment for remuneration or otherwise.
3. A leave which is rejected after it is availed, a periodic report is send to Pro Vice Chancellor, and is liable for disciplinary action
4. In case staff member does not report back on the leave end date, the excess leave will be treated as leave without pay (LWP).
5. DSVV reserves the rights to initiate exit process in case staff member does not report back after the leave end date and does not intimate the supervisor.
6. Can be availed twice in the entire tenure in DSVV

## 10.5 Procedure

1. Apply for Leave
  - a. Leaves can be applied from campus portal ( <https://erp.dsvv.ac.in/> )
2. Approval Workflow
  - a. Applications from Non Teaching staff members are approved by Registrar and for Teaching Staff are approved by Pro Vice Chancellor.
  - b. Applicant can track his leave workflow anytime from the portal.
3. Documents/proof to be submitted (any one document is required)
  - a. Medical certificate from a medical practitioner confirming pregnancy and expected due date of delivery.
  - b. Birth certificate of child
  - c. Discharge card from hospital after delivery of child.
  - d. A medical certificate from a authorized medical practitioner for :-
    - i. Vasectomy operation illness.
4. Leave cancellation
  - a. If leave request has not been approved, then on cancellation of same, no approvals are required.
  - b. If the leave has been approved then cancellation can be done by Pro Vice Chancellor.
  - c. Once the leave request has been approved, cancellation of the leave will be permitted till 10 days from leave end date or leave approval date, whichever is later.
  - d. After approval of cancellation request, leave days deducted from balance (if any) are credited back.



## 11. Quarantine Leaves

### 11.1 Entitlement

1. Quarantine leaves should be taken as per government mandate for COVID-19 pandemic only.
2. Home quarantine for anyone coming for more than 7 days.
3. All guests will be exempted from home quarantine if they arrive with RT-PCR/TrueNAT/CBNAAT/Antigen test with negative report not more than 96hrs before arrival.
4. All passengers travelling to Uttarakhand need to register (Mandatory) on state website: <http://smartcitydehradun.uk.gov.in>

### 11.2 Availing the Benefit

1. Staff members travelling back to DSVV needs to be home quarantine as per state government advisory.

### 11.3 Special Scenarios

1. Probationers – Eligible for Quarantine leaves
2. Staff members serving notice period – Eligible for quarantine leaves

### 11.4 Terms and Conditions

1. Quarantine leaves are equivalent to leave without pay.
2. During the leave period the staff member cannot take up any part time or full time employment for remuneration or otherwise.
3. A leave which is rejected after it is availed, a periodic report is send to Pro Vice Chancellor, and is liable for disciplinary action
4. In case staff member does not report back on the leave end date, the excess leave will be treated as leave without pay (LWP).
5. DSVV reserves the rights to initiate exit process in case staff member does not report back after the leave end date and does not intimate the supervisor.
6. Can be availed twice in the entire tenure in DSVV

### 11.5 Procedure

1. Apply for Leave
  - a. Leaves can be applied from campus portal ( <https://erp.dsvv.ac.in/> )
2. Approval Workflow
  - a. Applications from Non Teaching staff members are approved by Registrar and for Teaching Staff are approved by Pro Vice Chancellor.
  - b. Applicant can track his leave workflow anytime from the portal.
3. Documents/proof to be submitted (any one document is required)
  - a. Smart city registration confirmation form.
4. Leave cancellation

- If leave request has not been approved, then on cancellation of same, no approvals are required.
- If the leave has been approved then cancellation can be done by Pro Vice Chancellor.
- Once the leave request has been approved, cancellation of the leave will be permitted till 10 days from leave end date or leave approval date, whichever is later.
- After approval of cancellation request, leave days deducted from balance (if any) are credited back

## 12. Education Leave

### 12.1 Entitlement

Teaching staff, who had completed two years of continuous service in DSVV are eligible for one year of paid education leaves.

## 13. Annexure

### 13.1 Checklist for employees proceeding for Maternity leave

Checklist items	Tick if completed	Remarks
<b>A. During pregnancy, while at work</b>		
Keep your HOD informed about your impending maternity leave plan. It is recommended that the information is communicated on early stage, not later than end of first trimester, so that HOD can plan for future transition		
Kindly inform the Admin / Fire or evacuation team about your situation through our HOD or as advised by HR. This will help associates who are expecting are given special care during a fire drill or emergency evacuation.		
Keep all stakeholders (HOD, Pro VC office, ERP Cell etc) informed on your leave plans once you have decided on the same. This will facilitate better planning and transition later.		



<b>B. Prior to proceeding on Maternity Leave</b>		
Ensure you apply for leave in system and submit supporting document to HR		
Take a note of important contact numbers / email id's before proceeding for leave		
<b>C. While on Maternity leave</b>		
During maternity leave you will have access to ERP. Stay connected with your DSVV friends and keep visiting ERP portal frequently to be aware of latest happenings		
If at any point of time you need more information or have any queries, you can write to your HOD or HR		
In the event of the change in your current residence address or change in personal contact number, kindly inform and intimate the changes to your HR and HOD to enable office correspondence, if required		
If you would like to extend your maternity leave to leave without pay for child care, please contact your HOD and HR for the same. They will be able to assist you with the process. It is advisable to connect with them at least 10 days before your leave end date.		
While on LWP, you will have limited access to ERP portal. For any additional help reach out to HR or HOD		
<b>D. On return form Maternity leaves</b>		
You will be required to go through a re-orientation programme which will ensure a seamless integration with organization. Kindly get in touch		



with HR team to get details for the same		
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## 13.2 Clearances for Leave without pay

It is mandatory for a staff member to get a clearance from various teams before he or she proceeds for leave without pay. This is to ensure that no outstanding dues or assets are recoverable from the staff member.

Clearance required from

1. Admin team
2. Infrastructure team
3. Finance team
4. Library

**Note** – Approval of LWP is subject to completion of the clearance process. In case a staff member proceeds on LWP without completing the clearance, LWP will be considered as unauthorized absence, on account of which the staff member is liable to face disciplinary action.

## 13.3 Compensation and benefits during LWP

### 1. Compensation

Staff member is not eligible for any component of compensation and benefits for the duration of LWP.

### 2. Health insurance scheme

- a. HIS for self and beneficiaries who are covered (as of LWP start date) will continue to be covered for the entire duration of LWP. The applicable premium for LWP period will be deducted after employee reports back to work and payroll processing starts. In case staff member fails to report back to work the applicable premium will be recovered through their full and final settlement.
- b. In case employee resigns during LWP or on completion of LWP, prior to reporting back, HIS coverage will continue till the date of resignation. Outstanding premium if any will be recovered during their full and final settlement.

### 3. Retrials

- a. All contribution towards retrials such as provident fund and superannuation are suspended for the duration of LWP
- b. Continuity of service for gratuity calculation
  - i. The LW period will be counted as continuous service for the purpose of gratuity calculation



- ii. If a staff member does not return from LWP or resigns while on LWP then the LWP period will not be counted as continuous service for the purpose of gratuity calculation. In such cases the last date of work, i.e. prior to proceeding on LWP shall be treated as cutoff date for the purpose of counting continuous service.
- iii. In case of LWP for medical reason, the period of LWP will be counted as period of continuous service for the purpose of gratuity even if the staff member does not return from LWP or resigns while on LWP. In such cases the LWP end date or date of resignation, whichever is earlier, will be treated as cutoff date for the purpose of calculating continuous service.

## 13.4 LWP clearance Checklist

- 1. Administration
  - a. DSVV provided Mobile with SIM card
  - b. Drawer keys
- 2. Infrastructure
  - a. Laptop
  - b. CD / Software any other media
  - c. Internet ID deactivation
- 3. Library
  - a. Books, journals or any media