

**IIMT COLLEGE OF SCIENCE & TECHNOLOGY  
GREATER NOIDA**



**HUMAN RESOURCE  
POLICY**

## HR POLICY

*(For teaching and non-teaching staff)*

**IMPLEMENTATION DATE: 1<sup>ST</sup> AUGUST, 2020**

**COLLEGE TIMINGS: 9:00 AM – 05:00 PM with 10 minutes grace time**

### **PURPOSE OF LEAVE:**

Leaves granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company.

### **LEAVE YEAR AND APPLICABILITY RULES:**

- ❑ Sanctioning of leave is at Directors discretion based on exigencies of requirement or seriousness of the case.
- ❑ Leave year is from 1st August to 31st July (Academic Year).
- ❑ The different types of leaves given under the policy are:

Casual Leave (CL) - 12

Medical Leave (ML) - 05

Short Leave - 12 (1 in each month for 1 hour duration)

Summer Leave (SL) - Teaching Staff- 06 working days, Non-Teaching Staff- 04 working days

Winter Leave (WL) - Teaching Staff- 06 working days (including Saturday), Non-Teaching Staff & Contractual based faculty- 03 working Days

Leave without Pay (LWP) - will not be encouraged, however, if it is a pattern disciplinary action would be initiated.

Paid Leave guidelines - 4/Semester (for teaching staff only)

## Maternity Leave & Paternity Leave - (for teaching staff only)

The Leave policy is applicable for all permanent staff of the institution.

- Any Female / Male faculty serving more than 2 years is entitled for Maternity / Paternity Leaves as per the norms of the institute.
  - For Female – 1 month (Paid)
  - For Male- 5 Working days (Paid)
- Employees who are appointed during the course in between the academic year shall be entitled to the above leaves on pro-rate basis.
- Sanctioning authorities to sign with date and a copy needs to be sent to HR.
- Application should be properly filled online. Any application not filled properly shall be rejected.
- Application for leave toward the end of month should be submitted in advance or by next working day. However, in case of an emergency, it can be submitted by 1<sup>st</sup> of succeeding month, otherwise it would be counted in next month.

## CASUAL LEAVE

### ELIGIBILITY:

All permanent staff and Trainees/ Probationers

### ENTITLEMENT:

1. Casual Leave in a year This will be given as per service period (12 for permanent employees & as per contract for contractual based employees per month ,who is full day working & minimum 6 month contractual period )
2. Employee will be eligible after completion of 1 month from the joining date.
3. A minimum of half CL can be availed.
4. National Holidays / Festival / Declared off / weekly off days can be prefixed and / or suffixed to CL. In case of either prefix or suffix applied on leave, only CL will be deducted. But in case applied leave falls in between prefix and suffix then all the days including prefix and suffix will be treated as CL. It will be deducted from CL if balance or else they will be LWP.  
  
(For instance if an employee is taking a leave on working Saturday and Monday his 3 days CL / LWP will be marked.)
5. Balanced CL / ML remaining unutilized will lapse on 31<sup>st</sup> July of every session.

6. When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective HOD on the same day through phone or mail etc.
7. Approved leave application through ERP should reach the HR department within 2 working days of re-joining, employee have to apply leave online timely
8. CL can be availed maximum up to 3 days in a month in academic days, during non-academic days faculty can avail as per their leave balance.
9. For employees who have not completed one year, leave will be credited to them on monthly pro-rata basis.

### **MEDICAL LEAVE (ML)**

#### **ENTITLEMENT:**

1. 5 days Medical Leave (ML) in an academic year.
2. A minimum of half ML can be availed
3. Employee will be eligible after completion of 1 month from the joining date.
4. If ML extends beyond 3 days, it has to be accompanied with a fitness certificate from a Doctor.
5. In case adequate numbers of ML are not available with an employee, then CL can be clubbed with it. If no leave balance is available, then it will be treated as LWP.
6. Intervening National Holidays / Festival / Declared off / weekly off of any kind will be counted as part of the leave.

#### **CLUBBING OF LEAVES/ABSENCE:**

1. In case no leaves are balance three working days in a week are mandatory to avail weekly off. Also it should not be in practice.
2. Any special application approved by Competent Authority should be submitted by next working day of each month HR office for further processing through ERP.
3. Leave should not be clubbed without prior approval.

### **SHORT LEAVE**

#### **ENTITLEMENT:**

Short leave of 1 hour, once in each month

### **GATE PASS (for all except admin. Staff)**

A gate pass for 1 hour once in each month (should not be clubbed with lunch time or short leave).

### **WINTER LEAVE (WL)**

#### **ELIGIBILITY:**

Minimum 3 months of service.

#### **ENTITLEMENT:**

1. **Faculty:** 08 days of leave from Sunday to Sunday in one slot for full time faculty.
2. **Staff:** 03 working days in one slot.
3. No half day is admissible for winter leave.
4. It will not be clubbed with any other leave.
5. It has to be consumed within the approved winter slot by the Director.
6. Under any natural delay (i.e. Natural Calamity, train delay, etc.) one or half a day CL (Max.) may be clubbed at the end of the leave.

### **SUMMER LEAVE**

#### **ELIGIBILITY:**

Min 6 months of service to avail summer leave benefits

Min 10 months to avail all the leaves entitled.

#### **ENTITLEMENT:**

1. 06 days for Teaching Staff who have completed 10 months or more within the organization.
2. Summer leave needs to be availed before the commencement of academic session that too in lean period only.
3. For others who have completed 6 months but less than 10 months can avail only on pro-data basis
4. 04 days working days for non- teaching staff
5. It will not be clubbed with any other leave
6. It has to be availed within the approved summer leave slot approved by Director, For the Directors, Deans and HODs the period is flexible, yet has to be availed till 15<sup>th</sup> July.

7. Under any natural delay (i.e. Natural Calamity, train delay, etc.) one or half a day CL (Max.) may be clubbed at the end of the leave.

8. For those who are a part of admission team, their leave period will be decided by the Competent Authority.

(Note: Even if there is flexibility to take Winter & Summer leaves during Examination, prior approval by Director will be needed)

#### **VOLUNTARY EXIT FROM THE ORGANIZATION**

The Teaching Staff after completing their syllabus and academic duties (either on 30<sup>th</sup> April or 30<sup>th</sup> Nov) may put up resignation and their 3 months notice period would be waived off. They would be relieved immediately with all dues cleared. In such cases, he/she is not even required to give any notice before the leaving of job (as per appointment letter clause no- 4) & his/her full salary will be paid till the duration of job.)

#### **PAID LEAVE/DUTY LEAVE**

1. It will be given to faculties for conducting external practical exams assigned by University (Maximum up to 04 days) in one semester.
2. For Evaluation as a special case, CL/SL can be clubbed with Summer / Winter Break
3. Those Faculties who have to attend Convocation for her/his Ph.D. degree will be entitled for paid leave.

#### **DRESS CODE:**

##### ***Female Employees:***

1. Sari compulsory on Wednesday and Thursday.
2. In special circumstances, their respective Director may give exemption, on the application, and the application must be submitted to H.R department.
3. For rest of the days Salwar Suit are allowed.

##### ***Male Employees:***

1. Formal Shirts & Trousers along with Tie (Deepawali to Holi). From Holi to Deepawali Tie is not compulsory).
2. For Saturday Jeans, Collared T-Shirts/Shirt (Only in Non-Academic days).

Faculty should also wear Identity Cards. Faculties, not following the above dress code, will invite disciplinary action including LWP.

**Note:**

1. Any other special cases will only be considered with the approval of Director.
2. If there is any occasion in the campus then all should follow proper dress code

**COMPENSATORY LEAVE:**

All the regular employees of the college will be entitled for this leave if they worked for college in any off day. (Sunday or declared off by college) for minimum half day.

This leave will be valid till next month only.

**LONG TERM LEAVES:**

If any regular employee of the college wants to avail a long term leave (15 days to 2 months) during non academic period, they may apply minimum 15 days in advance for the same for approval.

These leaves shall be treated as LWP, may be clubbed with summer break or CL/ML with the permission of competent authorities.

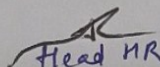
To avail these leaves minimum 2 years of regular service is required.

**Miscellaneous Cases:** Any other types of leaves (which is not stated in HR Policy) shall be reviewed by a committee constituted by the management.

**NOTE:**

Teaching staff shall mean those who imparts education to students in College and rest will be considered as Non-Teaching Staff.

  
H R Manager

  
Head HR.

