



NKE Society's
SIR M VISVESVARAYA INSTITUTE
OF MANAGEMENT STUDIES & RESEARCH
Approved by AICTE and affiliated to University of Mumbai

Revised HR Policy w. e. f. 1st December, 2019 for Sir M. Visvesvaraya Institute of Management Studies & Research

Leave Benefits at SVIMS:

Category	Eligibility		
	CL	SL	EL/PL
Teaching	12	10	30
Non-Teaching	12	10	30
Probation	6	5	Nil

Numbers indicate days

Special provision of leaves-

Maternity Leave is for female employees:

- For a woman employee to be eligible under this Act, she should be in the current establishment to be eligible for 26 weeks of paid leave.
- The pregnant employee can bifurcate the leave as post and pre-delivery. 8 weeks of leave can be opted before the delivery and remaining post-childbirth.
- However, for women expecting their 3rd child, the maternity leave allotted is only 12 weeks.

Leave during Probation:

- Leaves during probation shall be calculated on pro-rata basis. However, no leave can be taken in the first month of joining.
- The EL/PL will be credited on the account immediately after the successful completion of probation period.



Procedure for taking Leave

It is notified for the information of all Teaching and Non-Teaching Staff at NKES Group of Institution that the following procedure has to be followed in respect of grant of Leave.

“LEAVE APPLIED SHOULD NOT BE CONSTRUED AS IF LEAVE IS GRANTED”

1. All leaves are granted as per the work assigned and its urgency in the organization at that time. Nothing can limit the free discretion of the management to refuse, revoke or curtail leave, subject to the emergency of work.
2. All eligible Teaching & Non-teaching employees are entitled to Privilege leave (earned leave), Casual leave, Sick Leave, Compensatory off in a academic year as follows:
- 3) It is expected that all kinds of leaves should have a prior approval in writing from the appropriate authorities.
- 4) It is the responsibility of the employee to get his leave sanctioned before availing them.

Privilege Leave / Earned Leave / Annual Leave

- ✓ The Employee will be entitled to avail EL/ Privilege leave in the subsequent year only after completion of one-year continuous service.
- ✓ Privilege leave should not be taken more than 3 times in a year.
- ✓ Any Workmen/Employee desirous of availing privilege leave should apply for leave, at least 15 days before the leave is to begin to his Departmental Head or to the sanctioning authority in the prescribed leave form.
- ✓ The employee concerned should get his leave checked/Verified regarding leave due by the H.R. Department so that this will be easier for the Department Head for sanctioning of the leave.
- ✓ If a workman/Employee on leave desires his leave to be extended, he shall make an application in writing to the leave granting authority specifically mentioning therein the reason for the same allowing sufficient time for the reply to reach him before the day on which he was to start from the place to resume duty. The application must be supported by satisfactory evidence.
- ✓ The Employee must resume his duty on the expiry of his sanctioned leave.
- ✓ At the time of resignation / retirement / termination the balance EL/PL will lapse if not availed.

Casual Leave:

- ✓ All regular employee shall be entitled to 12 days casual leave in each academic year. Such leave cannot be carried forward to the next academic year and it will automatically lapse at the close of the academic year.
- ✓ An employee may apply to the Head of department.
- ✓ However, the casual leave can be considered to cover up a period of illness or event of unforeseen reasons/factors beyond his control or due to circumstances created by certain natural calamities.



- ✓ Casual leave cannot be availed for half day.

Sick Leaves:

- ✓ All regular employee shall be entitled to 10 days sick leave in each year. Such leave can be carried forward to the next year.
- ✓ An employee may apply for sick leave to the Head of department.
- ✓ Sick Leave (SL) for more than 3 days shall be submitted along with fitness certificate of any recognize doctor.
- ✓ The leave application along with fitness certificate shall be submitted within 2 days after joining in duty. Maximum 10 unused SL can be forwarded to the next academic year.
(Maximum sick leave that can be accumulated must not be more than 30 days.)
- ✓ Only Sick Leave (SL) can be taken with Casual Leave (CL) or Earn Leave (EL) at extreme Emergency.
- ✓ A prefix or suffix will be added to the sick leave if taken during the sandwich holidays.
- ✓ In case a working day falls between two announced leaves, an employee will be entitled for sick leave (SL) only, however a medical certificate will be required for the same otherwise it will subject to management decision.

National and Festival holidays:

- ✓ The teaching employees must follow the prescribed advisory as per the board / University.
- ✓ National Holidays are the non-instructional days for the employees in the organization and it is compulsory for all to show their contribution towards national days.

Attendance:

Regular attendance is essential to the organization's efficient functioning and is a necessary condition of employment. When employees are absent, academic schedules and other planned commitments fall behind.

Late coming:

1. Employees are expected to report to work as scheduled and on time. Late coming three times in a month up to the maximum of 10 minutes can be considered for maximum of 3 times in a month. This norm is only a guideline and does not entitle an employee to have a right to come late.
2. Teaching /Faculty will work for 42 hours a week & non-teaching employees it is compulsory to work 45 hours a week. The helpers, peons, etc will work for 48 hours a week.
3. NKES considers productivity as the major factor responsible for running a sustainable organization. Considering it as an important factor driving an organization, an employee must emphasize on completing his total hours of duty assigned.



4. If employee is getting late for some genuine reason beyond permissible grace period, he can be allowed his duty with written permission from the HOD, can be subject to the CL deduction.
5. A teaching employee who is found punctual for the whole month with proper face recognition can be considered during the appraisal.
6. Employees coming late to the campus over and above the permissible limits, the deduction in their casual leave can be done.
7. It is expected that all kinds of leaves should have a prior approval in writing from the appropriate authorities.
8. It is the responsibility of the employee to get his leave sanctioned before availing them.

All the employees are requested to co-operate in maintaining the punctuality in attendance.

- Note : a. Once an employee has exhausted all his CL & SL, the leave stands to be deducted from his E/PL. Remembering that EL/PL can only be availed 3 times in a year
- b. Management at NKES do not appreciate LOP i.e. Loss of Pay. This may be seriously viewed during annual evaluation.

