



ISO 9001:2000

Centre for Research and Industrial Staff Performance, Bhopal.

LEAVE AVAILING PROCEDURE (Explanation for MIS)

1. Preamble:

These Leave rules are based on the Staff Service Rules – Clause 11 of CRISP.

2. Leave:

The leave applicable in CRISP are - Casual leave; Medical leave; Earned leave; Maternity leave & Compensatory off.

2. Definition of Head of the Departments (HODs):

Leave will be applied by the candidate, recommended by the immediate superior/ HoD and sanctioned as per three tier Authorized Authority, of the Department.

The flow chart for the recommendation and sanction of leave will be made and implemented in the MIS.

3. Sanctioning Authority – HOD

Sanctioning authority of any type of leave will be his/her Head of the Department, as designed in the MIS.

Leave, except medical, should be applied for and sanctioned before it is availed. The management at its discretion can refuse leave in case of the exigency of work.

4. Application rules :

- i. All employees should apply for the leave through MIS in the system.
- ii. Sanctioned leave will be forwarded to HR & Adm. Department through the system.
- iii. While applying for the leave it is necessary for the applicant to mention the name of the taking over person of duty in his/her absence.

4. Types of leave :

- a. Casual Leave
- b. Medical Leave
- c. Earned Leave
- d. Compensatory off
- e. Maternity Leave
- f. Leave without pay
- g. Study Leave

A. Casual Leave (CL) :-

- i. Every employee is entitled to avail 8 days of CL in a calendar year. This will also be credited in advance on the first day of the calendar year i.e. 1st January every year.
- ii. CL can be availed ½ day minimum to 3 days maximum.
- iii. In case an employee has exhausted his/her EL, and left with only CL and in the case of any eventuality of emergency, HOD can grant CL for more than 3 days at a stretch.
- iv. In such case as above (iii) the intervening holidays will not be counted as leave. If the employee has not applied in advance and no sanction was there before proceeding on leave the intervening holidays will be counted as leave.
- v. CL if not availed, will get lapsed at the end of the calendar year.
- vi. CL should be applied in advance however, if could not be done, it should be applied immediately after resumption of duty.
- vii. Prefix/Suffix and intervening holidays/off days will not counted with the CL availed.

B. Medical Leave (ML) :-

- i. ML of 7 days in a calendar year will be applicable to all employees.
- ii. ML can be availed minimum ½ day to the maximum no. of days available in his/her credit.
- iii. For more than 2 days of ML, fitness certificate from the medical practitioner will be produced along with medical leave, at the time of resumption of duty.
- iv. Only after submitting the fitness certificate to the HOD -> HRD, the leave will be forwarded to the HOD/sanctioning authority for sanction.
- v. In case of non-acceptance, employee will be eligible to apply for any other type of leave with the permission of HOD/Sanctioning Authority in writing.
- vi. ML can be applied after resuming duties.

- vii. ML can be carried forward and maximum no. of days can be 14.
- viii. 7 days of the current year and 7 days of the previous calendar year can be carried forward.
- ix. ML cannot be encashed.
- x. In case of requirement of more than the available days of ML, EL can be clubbed together for availing of the prolonged sickness of employee, with information to HOD & HRD with certificate from the medical practitioner.
- xi. ML and CL cannot be clubbed.
- xii. Intermediate holidays will be counted as ML in case of continuity of leave.

C. Earned Leave (EL) :-

- i. Leave of 20 days is earned by an employee during the calendar year i.e. 1st January to 31st December.
- ii. If an employee remained absent for a period, this duration will be deducted for the calculation of EL.
- iii. EL will be calculated at a stretch from the date of commencement to the last working day e.g. If 1st Feb. 2018 to 11th Feb. 2018 if a person has taken leave, then EL will be for 11 days.
- iv. Intermediating holidays/off days will be counted as EL.
- v. EL can be taken minimum for 1 day or it's multiple.
- vi. Any number of times EL, during the calendar year, can be availed.
- vii. EL can be combined with LWP & Maternity Leave.
- viii. If EL is not availed during the year same can be encashed on 3^{1st} December every year.
- ix. Any person going on EL for a period of more than 5 days will apply well in advance, get it sanctioned atleast one week prior to the date of proceeding on leave.

D. Compensatory off (C.Off) :-

- i. C. Off can be availed by employees of all grades.
- ii. C. Off can be availed within 30 days by all. Faculties can accumulate C. Off for 3 months for their daily extra working of minimum 2 hours or above, with prior permission from their HOD and HR.
- iii. C. Off can be clubbed with all kind of leave.
- iv. Maximum 8 hours at a stretch will be considered for 1 day C. off and that for minimum 4 hours will be considered for ½ day. In case of grade 'D' employees 1 hour will be considered for 1 hour compensatory off/ Overtime.

E. Maternity Leave :-

Women employees are eligible to get 90 days of maternity leave on full pay. 45 days of Maternity leave may also be granted in case of

miscarriage. However, the application for the same should be accompanied with a medical certificate from a Registered Medical Practitioner.

Maternity leave shall be allowed twice in total service.

F. Leave without Pay (LWP) :-

- i. Employee will be eligible to request for LWP only after exhausting of CL, ML and EL. This can be sanctioned only at the discretion of the Management.

G. Study Leave :-

Study leave will be as follows, as approved during the 10th BoG Meeting of CRISP Society held on 9th May 2001 :

1. The period of study leave will be maximum 5 months.
2. The course to be attended , should be relevant to the requirement of CRISP.
3. The employee should have completed at least three years of continues service in CRISP.
4. At a time not more than two employees will be permitted to avail this facility.
5. During study leave, the employee will be eligible to draw his/her regular salary and this period will be counted as 'on service'.



Prepared by:



Approved by:

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