

This document covers Leaver Rules for Non-Teaching Staff

Leave Rules for Non-Teaching Staff

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**GSFC University,
FERTILIZER NAGAR, VADODARA**

Revision Details

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LEAVE RULES FOR NON TEACHING STAFF

1. DEFINITION:

- a. **'Non-Teaching Staff'** means, Provost, Registrar and Deputy Registrar, Chief Finance Officer, Director (Executive Development Centre), Director (Administration and Enabling Functions), EDC Staff , Student Counsellors, Library Staff, Laboratory Staff, Admission Staff, Accounts Staff, HR Staff, Facility Staff, Procurement staff, Marketing Staff, IT Staff, PA's, Examinations staff and the staff working for the provision of administrative and support services in the University and such other staff as may be specifically declared by the Governing Body of the University.
- b. **Person on Short Term Contract** means any personnel recruited for a period up to one (1) year.
- c. **Long Term Contract** means any personnel recruited for a period for more than one (1) year.
- d. **Staff on Deputation** means Officers and staff on deputation from GSFC Ltd or its affiliates or any other organization, for a specified period, which on that period ending, the employees must/have to go back to the parent company.
- e. **Leave Year**
Leave "Year" shall mean a Calendar year.

2. APPLICABILITY:

a. **These rules shall not apply to –**

- i. Persons in casual or daily-rated or part-time employment;

- ii. Officers and staff on deputation from GSFC Ltd or its affiliates, for a specified period, which on that period ending, the employees must/have to go back to the parent company. (Deputed employees from GSFC Ltd. shall be governed by Policy guidelines for secondment cum Deputation of GSFC Ltd.-Enclosed)

b. This policy shall apply to all GSFC University non-teaching staff.

- i. Provided that leave is not a matter of right of an employee and hence it can be denied by competent considering the needs and requirement of GSFCU, even without assigning any reason.

3. LEAVE ENTITLEMENT:

The following leaves shall be admissible to the Non-Teaching Staff of GSFC University:-

Leave	Leave quantum per calendar year	Sanctioning authority	Remarks
Casual Leave (CL)	6 days	As per Delegation Manual	1. Four (4) days of advance casual leave at the time of joining, Subject to adjustment. This is to be adjusted against CL during the year 2. CL will be same for staff on deputation also.
Earned Leave (EL)	28 days		
Maternity Leave	26 Weeks (182 days)		Only twice during employment with GSFCU

- a) **Calculation & Encashment:** All leaves (except Maternity leave) shall be credited on a Calendar year basis, in the account of the employee on two dates i.e. 01st January & 01st July of every year. 50% of the leaves shall be credited on 01st January & the remaining on 01st July. An employee who joins in between shall be credited with leaves on pro rata basis. Leave credit arriving at decimal point more than 0.5 shall be rounded off to next number.
- b) Only EL can be carried forward to next calendar year up to 90 days limit.
- c) Sundays, Public Holidays or Weekly Offs. falling during a period of availing the Earned Leave or Casual Leave will not be counted as part of EL/CL. Ordinarily, a maximum of 10 days of continuous leaves can be taken which may include intermittent Sundays, Holidays or Weekly Offs. Casual leave cannot be linked with any other leave.
- d) Absence from work without sanctioned leave for continuous 05 days shall be treated as misconduct and shall attract disciplinary action. Non response to management's communication after 60 days of absence / without sanctioned leave during a calendar year may deemed as termination after 60 days. The procedure for handling cases of abandonment of services and unauthorized absence is enclosed as ANNEXURE 1.
- e) EL can be accumulated for a maximum of 90 days and the encashment of Leaves shall also be up to a maximum of 90 days during any time only once during the employment with GSFCU. Encashment of EL shall be at 50% of the employee's consolidated salary. The employee shall be eligible for leave encashment only



after completing three years of service. Short term contractual employees are not eligible for leave encashment

- f) Paid Holidays shall be as per the holidays declared by GSFC University. A separate Circular of holidays shall be issued by GSFC University at the beginning of every calendar year.

4. ANNEXURE-1 - ABANDONMENT OF SERVICES AND UNAUTHORIZED ABSENCE

Procedure to be followed:

- a. In the event of an employee remaining absent in excess of the period of leave originally granted or subsequently extended or in cases wherein, the employee is on unauthorized absence for whatsoever reason and does not report for duty or inform along with substantial proofs like Medical evidences or any other evidences justifying such absence for 5 consecutive days from the date of his / her unauthorized absence, then such employees shall be considered to have abandoned and left the services of the Company.
- b. In such cases, since the employee would not be reporting for duties a notice intimating the employee about his act of misconduct and its consequences shall be served upon by the following procedure:
 - i. Notice to the employee through registered post, to the address as notified in the records of the company, for resuming the services immediately.
 - ii. If the employee doesn't respond within 15 days' time period from the issue of the aforesaid notice, either through registered post / or may also be published in local newspaper(s) as the case may be the employee will be issued second notice clearly stating that in case of failure to resume duties within three weeks of issue of this notice, it will be treated as abandonment of services, whereby he shall automatically lose lien on his / her post and his / her name will be struck off from the Company's records.
 - iii. After giving sufficient time of 03 weeks from the date of issue of

the aforesaid notice and 15 days over and above 03 weeks, Management will take action to terminate the services of such employee on account of losing lien to his post as a result of voluntary abandonment of service by communicating through registered post as well as publishing in local newspaper.

- c. At this stage, the employee will also have further opportunity wherein, he can still resume his duty in the company provided he duly accounts for his absence to the entire satisfaction of the Management within 60 consecutive days from the date of termination order.
- d. In case of unauthorized absence of less than 60 days and / or more than 60 days (Non Consecutive), the disciplinary action including minor penalty as deemed suitable shall be taken.