



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Sub Post Office-182320, J&K

No. SMVDU/Adm/Estt./18/8700

Dated: 19-11-2018

CIRCULAR

Sub: Leaves for Faculty Members at SMVDU

It has been observed that while availing different types of leaves like Vacation/Casual/Special Casual Leave/Duty/Earned/Mernity/Paternity/CCL Leave, their applicability/admissibility and their application in the ERP module is not being adhered to/is not clear to many Faculty Members, and they are facing problems while applying for the same.

A simple tabulation is, therefore, reproduced below for the information & compliance of all faculty members concerned.

S.No	Type of Leave	Total Credited	Reason for availing	Period of consideration	Forwarding / Approving Authority
1	Casual Leave	8	General Purpose. Not more than 4 CL's can be availed at a time in single slot [Monday to Friday, excluding Saturday, Sunday, Holiday].	Academic Year w.e.f 1 st July to 30 th June, are not carried forward.	All FMs: HoD For HoD: Dean For Deans / Asso. Dean: HVC
2	Special Casual Leave	10	(a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and (b) To inspect academic institutions attached to a statutory board, etc. It is mandatory to upload joining report upon rejoining duties after availing Spl.CL through ERP.	Same as above	Approval: ≤ 5 - Registrar and > 5 - HVC
3	Duty Leave	30	a) Attending Conferences b) Attending Workshops / Congress / Seminar c) Attending FDP /STC d) Refresher Course e) Orientation Course f) Symposia g) Invited Lectures h) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body, (i) Working in another Indian or foreign university, any other agency, institution or an organization, when so deputed by the university and (j) For performing any other duty for the university. It is mandatory to upload joining report along with participation certificate [if available] upon rejoining duties after availing DL through ERP.	Same as above	Approval: ≤ 5 - Registrar and > 5 - HVC
4	Earned Leave	12 in a year+5 + 1/3 rd of working days during vacation	06 days EL credited on 1st July every year and 06 days EL credited on 1st Jan every year. 05 ELs are credited at the end of the Calendar Year [Jan-Dec] for curtailment in Vacation by two weeks. Also EL equal to 1/3 rd of the period, if any during which faculty is required to perform duty during vacation is credited provided a formal order to this effect is issued [assigning official duty]. It is mandatory to upload joining report upon rejoining duties after availing EL through ERP.	Calendar Year w.e.f 1 st January to 31 st December. [to be applied at least 07 days in advance]	Approval: ≤ 5 - Registrar and > 5 - HVC
5	Vacation leave	42 [30 summer + 12 winter]	To be availed during summer/winter break after seeking prior approval of the Competent Authority.	Calendar Year w.e.f 1 st January to 31 st December.	Approval: ≤ 5 - Registrar and > 5 - HVC

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S.No	Type of Leave	Total Credited	Reason for availing	Period of consideration	Forwarding / Approving Authority
6	Maternity	180	Available to a Female Faculty Member for first two children only. Faculty member must upload essentiality/discharge certificate clearly mentioning the date of delivery. It is mandatory to upload joining report upon rejoining duties after availing Mat. Leave, through ERP.	NA	Forwarding: HoD & Registrar Approval: HVC
7	Paternity	15	Available to a Male Faculty Member for 15 days during the confinement of their wives, for first two children only. Faculty Member must upload essentiality/discharge certificate of his spouse clearly mentioning the date of delivery. It is mandatory to upload joining report upon rejoining duties after availing Pat. Leave, through ERP.	NA	Forwarding: HoD & Registrar Approval: HVC
8	Child Care Leave	Max: 2 yrs in the lifetime of a female faculty member	Available to a female faculty member for first two children only, below the age of 18 years. Leave application must be accompanied with birth certificate of the child for whose care leave is taken. It is mandatory to upload joining report upon rejoining duties after availing Child Care Leave, through ERP.	[to be applied at least 15 days in advance]	Forwarding: HoD & Registrar Approval: HVC
9	Half Pay Leave	20 HPL after completed year of service, commuted to 10 days of Leave on full pay	For Medical Reasons. For ≤ 3 Leaves, no Medical certificate is required. <i>On the basis of medical certificate from a registered medical practitioner and submission of a fitness certificate also from the same medical practitioner at the time of joining, in case HPL applied for is > 3.</i> It is mandatory to upload joining report upon rejoining duties after availing HPL, through ERP.	Calendar Year w.e.f 1 st January to 31 st December.	Approval: ≤ 5 - Registrar and > 5 - HVC

It may be noted that EL must be applied at least 07 days in advance. However, in case of medical emergency, death in the family, a Faculty Member may be allowed to apply for EL after ticking the relevant box in the ERP Dashboard and giving justification for the same. If all casual leaves have been exhausted, then in case of personal emergency [to be defined in the space provided], a Faculty Member may be allowed to apply for EL after ticking the relevant box in the ERP Dashboard and giving justification for the same

For Contractual Faculty Members, 01 Leave is credited after 11 days of working, subject to a maximum of 30 in year. Such faculty members, are exempted from the condition of applying for such Leave, 07 days in advance.

For availing Compensatory Off for working in lieu of a Holiday, Weekly Off, etc., approval of the Competent Authority is required, which is then notified by the concerned School/Section Head. The employee availing Comp. Off shall upload the notification in the space provided on the ERP Dashboard, while applying for Compensatory Off. It may be noted that marking biometric attendance if working on a Holiday, Weekly Off, etc. is mandatory, for which Comp Off may be availed.


Registrar

Copy to:

1. All Deans/Heads/I/c. Heads, for information and for circulation among all faculty members.
2. I/c. Website for uploading on the University Website.
3. M/s. ES3India, for needful changes in the ERP software.
4. PS to VC, for the information of Hon'ble Vice-Chancellor.
5. Office Order/ Circular file.