



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

No. SMVDU/Adm/Estt./18/0701

Dated: 19-11-18

CIRCULAR

Sub: Leaves for Staff Members at SMVDU

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

A simple tabulation is, therefore, reproduced below for the information & compliance of all Staff 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].	Calendar Year w.e.f 1 st January to 31 st December.	All Staff: Dean/School/Section Head For Section Head: Registrar
2	Earned Leave	30	15 days EL credited on 1st Jan every year and 15 days EL credited on 1st July every year. 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: ≤ 7 - Registrar and > 7 - HVC
3	Maternity	135	Available to a Female Staff Member for first two children only. Staff 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: Registrar Approval: HVC
4	Paternity	15	Available to a Male Staff Member for 15 days during the confinement of their wives, for first two children only. Staff 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: Registrar Approval: HVC
5	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. It is mandatory to upload joining report upon rejoining duties after availing HPL, through ERP.</i>	Calendar Year w.e.f 1 st January to 31 st December.	Approval: ≤ 7 - Registrar and > 7 - HVC

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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 Staff 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 Staff Member may be allowed to apply for EL after ticking the relevant box in the ERP Dashboard and giving justification for the same

For Staff Members appointed on consolidated/adhoc/temporary basis, 01 Leave is credited after 11 days of working, subject to a maximum of 30 in year. Such Staff members, are exempted from the condition of applying for 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
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Copy to:

1. All Deans/Heads/Section Heads, for information and for circulation among all Staff 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.