

Leave Policy (Revised April 2025)

1.0 Purpose

The primary objective of the leave policy is to provide information to RIM employees about the leaves available in order to guide and support them in availing the leaves in an appropriate manner.

2.0 Eligibility

All employees irrespective of their type of appointment (i.e., regular, on-probation, adjunct, Professor of practice, visiting and contractual) are encompassed under the Leave policy.

The Adjunct faculty and Professor of Practice (who come to the Institute only for 1 to 3 days in a week) are not eligible for any kind of leave. Visiting Faculty are also not eligible for any kind of leave. They may reschedule their day(s) of work in consultation with the Department Chairperson/Dean in case of any emergencies/non availability on scheduled working day(s).

2.1 Process Description

The leave calculations, generally begin with each calendar year, i.e., January 1 and ends on December 31. The new employees' leave eligibilities will be prorated until December 31, from their respective date of joining RIM.

Vacation Leave is aligned to the Academic year — July/August of the current academic year to June/July of the next year.

In addition to the types of leaves covered herein, the employee is entitled to the General Holidays as notified by the Institute. The list of Restricted Holidays (RH) will be as notified by the Institute. Each employee is eligible to two (2) holidays per annum out of the notified list of restricted holidays and RH will be prorated to one holiday if the employee has worked for less than 6 months in a year.

2.2 Hours of Work

- All employees are required to be at the Institute and work for a minimum of 7½ hours for five days a week (Monday to Friday) and 4 hours on Saturdays (minimum 41½ hours per week).
- Duty hours in the different departments and sections of the Institution are to be followed as notified from time to time.
- Shift based working hours are provided for the staff working in the Computer (IT) Lab, Library, Placement, Admission, Evaluation, Institute Security and any other department as may be notified by the Dean. The Heads of these Departments in consonance with the Dean, RIM can



chart out specific time slots for the staff in their department.

- The duty hours may be changed as per the requirement of the Institution from time to time and the employees shall attend duty accordingly.

2.3 Attendance

- The Institute works from Monday to Saturday of the week.
- The daily reporting time for Faculty is between 8.30 am to 10.15 am; the reporting for the Non-Teaching staff is generally on or before 9.30 am.
- The number of working hours is measured by a Biometric machine. A total of 41½ hours per week has to be logged in by all the employees. An employee should mandatorily log in 6½ hours on a full day or 3 hours on a half a day to be considered as present for the day for attendance purposes.
- A grace of 15 minutes in logging in the biometric is permissible for exigencies, with no penalty of any kind. Any misuse of this grace period provision will attract suitable disciplinary action as deemed fit by Dean, RIM.
- Log in after the grace period will be treated as absence and CL/EL/RH will be debited (half day/full day) from the leave account of the employee. If there is no leave at credit, it will be considered as leave without pay.
- All employees should mark their attendance by way of the biometric attendance system and also in the respective attendance register maintained in the Institute. If the employee fails to log in and/or log out, it will be considered as leave or absent for attendance purposes.
- Non-teaching staff can avail a benefit of logging in late or exiting early by one hour twice in a month for personal emergencies. Due approval from Dean/HOD of the department should be obtained for the same and intimated to the Manager-Administration.
- When an employee takes leave on a Saturday or is absent on a Saturday, it will be considered as a full day for leave debit purposes.
- Any employee found absent from his/her place work during the working hours without prior permission of the Department Chairs/HOD/Dean is liable to be treated as absent from duty.

2.4 Leave Sanctioning Authorities

- The Dean, RIM is the overall sanctioning authority.



- The leave application will be processed for approval through the respective Department Chairs & Academic Coordinator for teaching staff and through the respective HODs for non-teaching staff. The Manager-Administration will make the necessary noting related to the status of leave at credit of the employee and then forward the application to the Dean. The leaves should be applied through the ERP system of the Institute. The record of leaves taken and at credit will be maintained by the Administration department and necessary details will be forwarded every month to the Accounts department for salary finalization.
- The Department Chairs/HODs of all teaching and non-teaching staff departments should ensure that departmental activities are not hampered by such leaves and adequate measures for alternative arrangements are made for the smooth functioning of the department.

3.0 Types of Leaves:

1. Casual Leave (CL)
2. Earned Leave (EL)
3. Vacation Leave
4. Sick Leave (SL)
5. Maternity Leave (ML)
6. Paternity Leave (PL)
7. Study Leave
8. Sabbatical Leave
9. Compensatory Off (Comp. off)
10. On-Official-Duty (OOD)
11. Leave without pay (LWP)

All leaves listed above are subject to prior approval of the Dean. Further, the leave listed cannot be claimed as a matter of right by the employee. The Head of the Institution reserves the right to reject or revoke the application for leave depending on the requirement of the Institution.

3.1 Casual Leave (CL)

- Quantum: Fifteen (15) casual leaves in a year, credited to the employee at the beginning of the Calendar year in advance
- Accumulation: Cannot be accumulated beyond the calendar year (January 1 to



December 31).

3.1.1 Guidelines for Casual Leave

- Employee can avail half-a-day or a full day as CL.
- Casual Leave can be utilized for a maximum of five (5) days at a stretch.
- Casual leave can be combined with sick leave.
- Casual leave cannot be combined with earned leave, vacation leave and leave without pay.
- Applicable to both teaching and Non-teaching employees - permanent or temporary/contractual.

3.1.2 Applicability

- Application for casual leave should be made at least 24 hours in advance.
- In cases of emergency where an employee is not aware in advance of his/her casual leave requirement, he/she must inform the Dept. Chair/HOD, on the day before his/her absence, either by email or phone or message, mentioning the inability to attend work on the specified days.
- Further, the work to be done by the concerned employee has to be adjusted with other employees in order to ensure that the work is completed on the specified day / time itself and the signature of the other employee obtained.
- The employee must submit the casual leave application in the prescribed format, immediately on return to work.

3.2 Earned Leave (EL)

Quantum : Ten (10) days per annum for staff eligible for vacation leave
: Thirty (30) days per annum for staff not eligible for vacation leave.

Accumulation: EL can be accumulated beyond the calendar year only for full time regular employees up to a maximum of 300 days. EL will not be credited and will lapse beyond the maximum of 300 days. Unutilized accumulated earned leave of the employee will lapse on resignation/superannuation/termination of service.

3.2.1 Eligibility



- Five (5) days of EL are credited and fifteen (15) days are credited to the leave accounts of the staff respectively on 1st January and 1st July of each year in advance.
- Employees' on probation are not eligible for EL during the first year of service.

3.2.2 Applicability

- Application for earned leave should be made at least 4 days in advance.
- Intervening weekends/holidays will be calculated as leave days.
- Half-a-day EL is not permitted.
- The Dept. Chair in consultation with the Head of the Institution will evaluate the request and may either approve or disapprove it.

3.3 Vacation Leave

Quantum: Vacation of Twenty-one (21) days per academic year only for full time teaching employees.

3.3.1 Guidelines

- Maximum of twenty-one days' vacation is available only for full time regular or contract teaching employees.
- The said faculty members are permitted to avail vacation in maximum of three slots of seven days each, i.e., after the completion of the semester/ trimester and its work.
- Intervening weekends/holidays will be calculated as leave days.
- Vacation leave cannot be accumulated beyond the academic year and will lapse if unutilized within the specified period.
- Vacation leave will be admissible for newly joined full time faculty only after the completion of one year of service.
- Faculty members who complete one year of service during the current academic year will be eligible for vacation leave of the current academic year as follows based on the month of completion of service: July to September - 21 days, October to March - 14 days and April to June - 7 days.
- Adjunct faculty/ Professor of Practice/ Visiting Faculty are not entitled to avail vacation leaves.

3.3.2 Applicability

- The Dean in consultation with the Academic Coordinator, Department Chairs, IQAC Head and the Registrar, decides the dates of vacation leave.



- The vacation leave could be either in one trench (21 days) or in one or more trenches (7 days each), as per the discretion of the Dean RIM.

3.4 Sick Leave (SL)

Quantum : Ten (10) days per annum

Accumulation: Sick leave cannot be accumulated beyond the calendar year.

3.4.1 Guidelines

- Ten (10) days of sick leave in total for a year is available to all full time regular or contract employees – Teaching and Non-Teaching. It can be availed as a single slot or two/three slots of minimum three days per slot.
- Intervening weekends/holidays will be calculated as leave days.

3.4.2 Applicability

- Employees have to submit a medical certificate from a certified medical practitioner/Hospital/GEF hospitals as the case may be.
- When an employee takes leave on medical grounds, he/she must inform the Department Chair/HOD, on the first day of his / her absence, either by email or phone message, of the inability to attend to his /her work.
- The employee must apply the sick leave in the prescribed format.

3.5 Maternity Leave (ML)

Quantum:

- Total of Twenty-six (26) weeks twice in the service tenure as governed by 'The Maternity Benefit Act' & "Maternity Benefit (amendment) Bill", 2017. The leave can be taken up to eight weeks before the expected delivery dates and remaining weeks after the baby is born.
- In case of Miscarriage/Medical termination of pregnancy, women employees are eligible for six weeks leave from the date of such miscarriage/MTP.
- In case of illness arising out of pregnancy/Miscarriage/MTP/delivery or premature birth of the child, the employee will be entitled to one month leave in addition to leaves as given above.

Accumulation - Not applicable.



3.5.1 Eligibility

- Maternity leave is available only for full time regular female employees.
- For the purposes of Maternity/miscarriage/medical termination of pregnancy, intervening weekends/holidays will be calculated as leave days.
- In case a female employee needs to avail Maternity leave or leave for Medical termination of pregnancy or leave for miscarriage, the request for such leave needs to be forwarded to immediate supervisor along with supporting medical documents.
- Maternity leave can be availed for up to 2 children only. If an employee already has two children at the time of joining, she is not entitled to this leave.

3.5.2 Applicability:

- On approval of the leave, the leave details are to be updated along with necessary documents in the leave management system.
- If an employee resigns from employment during Maternity leave without resuming duty, the benefit shall be extended only up to the last day of employment with the Institute.
- During the maternity leave, women employees will be considered as active employees for performance management process and variable payouts if any.

3.6 Paternity Leave (PL)

- Quantum: 15 days (including holidays & intervening weekends)
- Accumulation – Not applicable.

3.6.1 Eligibility

- Male full time regular and contractual employees are entitled for Paternity leaves of 15 days (including holidays & intervening weekends) within six months of the birth of the child.
- Paternity leave can be availed for up to 2 children only. If an employee already has two children at the time of joining, he is not entitled to this leave.

3.6.2 Applicability

- Application for paternity leave should be made at least a week in advance.
- In cases of emergency where an employee is not aware in advance about his paternity leave



requirement, he must inform the Department Chair/HOD, on the day before of his absence, either by email or phone or message. mentioning the inability to attend work on the specified days.

- The work to be done by the concerned employee has to be adjusted with other employees in order to ensure that the work is completed on the specified day / time itself and the signature of the other employee obtained.
- The employee must submit the application for leave in the prescribed format, immediately on return to work.

3.7 Study Leave

- Study leave is only available to existing full time regular faculty who have been serving RIM for more than 5 years. The faculty can avail one-month study leave during the data collection/submission of the Ph.D thesis.
- Non-teaching staff pursuing their Masters' degree / Diploma / Certification, can also avail suitable concessions to attend classes / final exams up to a maximum of ten days. This request will be handled on a case-to-case basis.
- Study leave for Ph.D - Not applicable from 2020 onwards for the newly recruited faculty.

3.8 Sabbatical leave

- Sabbatical Leave is available to all full time regular faculty who have completed 10 years of regular full time service for working abroad/pursuing professional interest irrespective of city or country for a period not exceeding one year.
- The employee will not be entitled to draw any salary, allowances etc. during this period.
- It may be availed only twice during the entire period of service. The second slot can be availed only on completion of at least five years of service after the return from the first sabbatical leave.
- Details of the work to be undertaken by the faculty during sabbatical must be communicated to the Head of institute in advance at the time of application of leave.
- In order to get Sabbatical leave, the faculty concerned has to give an undertaking to the management that his/her experience during sabbatical abroad will be utilized for improving the academic environment of Institute and within one year of his/her return, the faculty has to submit a comprehensive report about what he/she has done to improve the academic environment at RIM.
- Post sabbatical leave, once the faculty resumes duty at RIM, the faculty is entitled to all the



employee benefits same as before availing the sabbatical.

3.9 Compensatory Off (CO)

Compensatory leave benefit is for those who work beyond the specified hours of the Institute or on Institutional holidays.

- Accumulation: Compensatory leaves have to be availed within 30 days, thereafter the employee shall forgo the benefit.

3.9.1 Guidelines

- An employee can be granted half a day leave, if he / she works for more than two hours beyond the normal working hours of the Institute in a day, i.e., $7\frac{1}{2}$ hours + ≥ 2 hours or 4 hours + ≥ 2 hours.
- An employee can be granted one-day leave for the work done during a holiday.

3.10 On Official Duty (OOD): On duty leave will be granted to all employees when they are away from their regular duties at the Institute but are engaged in duly approved institute related activities outside the Institute's premises. These activities may include the following but are not limited to:

- a) Admission related activities: outreach activities, educational fairs, events etc.
- b) Placement related activities: internship fairs, placement meets, off campus coordination, industry interaction, Alumni meet coordination etc.
- c) Academic related activities: conferences, workshops, seminars, summits, training programs etc. as a participant or resource person.
- d) Travel related to research projects, consultancy assignments and industry interactions/meetings.
- e) Representing the Institute in various forums/events/ceremonies.
- f) Participation of Faculty members in reputed academic Institutions as a member of Board of Studies/Board of Examination, as an external examiner/evaluator, delivering Guest lectures etc. or in the Board of Directors/Committees/Councils of a corporate.
- g) Interaction/meetings with regulatory authorities (AICTE, ESI, PF, IT, GoK etc.), accreditation agencies, architects, BBMP, IT support services etc.
- h) Any other activity approved by the Dean, RIM.

The employee has to apply in advance in the prescribed format by attaching the relevant documents such as invite/acceptance letter etc. and submit it to the HOD/Chairperson for due approval. The OOD is permissible for specified hours or days depending on the activity. The employee has to



submit to the Institute on his/her return, a copy of the participation certificate for conference, workshops, training programs etc. attended. The maximum permissible number of OODs for academic assignments (activities c & f) is 12 days in a year.

3.11 Leave without pay (LWP)

An employee can be granted Leave without pay when no other category of leave is admissible.

4.0 Overstaying after leave

An employee who remains absent after the expiry of his/her originally granted leave is not entitled to salary for the period of such absence. Absence from duty after the expiry of leave will render the employee liable for disciplinary action for misconduct except where the employee established to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control.

5.0 Employment during leave

An employee who is on leave shall not take service or accept any work / profession of employment in any capacity either honorary or otherwise, without obtaining permission in writing from the Dean. Any violation of this rule will be construed as a voluntary termination of employment by the employee and also attract disciplinary action.

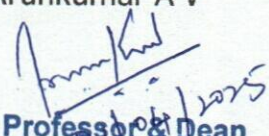
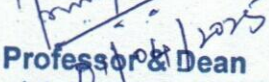
6.0 Prefixing and suffixing of holidays

The leave under these rules may be either prefixed or suffixed or both by holidays, but the intervening Sundays or holidays shall be included in such leave.

7.0 Exception Requests

Exception requests to this policy need to be approved by the Dean, RIM.

8.0 In the event of any ambiguity regarding interpretation and contents of this policy, the decision of the Directors / GEF shall be final and binding. Amendments in the policy made as and when required by the Institute, will be communicated to all concerned from time to time.

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| Approved and issued by | Name | : Dr. Arunkumar A V |
| | Signature | :  |
| | Date | :  |

Professor & Dean

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