



# **IEC UNIVERSITY** **LEAVE POLICY FOR NON-ACADEMIC STAFF**

Policy/Procedure	Subject: Leave Policy For Non-Academic staff
Distribution: University wide Community	Review Date: January 15,2010 Effective Date:
Approved By:	Prepared By: HR Department

## INDEX

## Page No.

1) Introduction of Leave Policy	3-6
2) Earned Leave	7-9
3) Casual Leave	10-12
4) Maternity Leave	13-16
5) Paternity Leave	17- 18
6) Half Pay Leave (Sick Leave)	19-20
7) Special Disability	21-22
8) Leave without Salary	23-24
9) Compensatory Leave	25
11) Appendices	27
1) Appendix A : Procedure for taking earned leave	28
2) Appendix B : Leave application Form for EL/CL/Comp.off/LWP	29
3) Appendix C : Procedure for making application for CL	30
4) Appendix D : Procedure for taking maternity leave	31
5) Appendix E : Maternity leave application form	32-33
6) Appendix F : Maternity Certificate	34
7) Appendix G : Procedure for taking paternity leave	35
8) Appendix H : Paternity Leave application form	36-37
9) Appendix I : Procedure for making an application HPL	38
10) Appendix J: Leave application form for Sick Leave/Special Disability Leave	39
11) Appendix N : Medical Certificate format for Sick Leave / Special disability leave	40
12) Appendix O : Procedure for taking Special Disability Leave	41

## **Introduction of Leave Policy**

- 1) Title
- 2) Purpose
- 3) Definition
- 4) Application of the policy
- 5) Right of leave
- 6) Authority empowered to sanction leave
- 7) Commencement & Termination of leave
- 8) General

## **Introduction of the Leave Policy**

### **1) Title:-**

Leave Policy for Non -Academic Staff.

### **2) Purpose:-**

The University is committed to Equality of Opportunity in employment for its entire non academic staff and to developing work practices and human resource policies that support work-life balance. Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. Accordingly, leave rules and norms have been categorized under various heads. The following Leave rules and norms give details about the different types of leave and how they can be availed Off.

### **3) Definitions:-**

(i) "Completed years of service" means continuous service of the specified duration under the University and includes periods spent on duty as well as on deputation.

(ii) "Holidays" means a holiday notified as such by the Institute. It includes the RH (Restricted Holiday) & GH (Gazetted Holiday).

(iv) "Leave Year" means the calendar year, i.e. the period commencing from January 1<sup>st</sup> to December 31<sup>st</sup> of the particular calendar year.

(v) "Controlling Authority"- HOD, Registrar & HR, Vice Chancellor

(a) HOD-HOD will be the Recommending Authority.

(b) HR Personnel- HR will be the Approving Authority.

(c) Registrar –Registrar will be the sanctioning authority, for the School Registrar the Registrar University / VC will be the sanctioning authority.

(vi) Unauthorized Absence:-

Absent without prior permission may be treated as unauthorized absence and this may leads to disciplinary action as per university rules.(Refer IEC University Disciplinary Policy)

(vii) Non Academic staff:-

Non academic staff is all the non teaching staff including the registrar.

#### **4) Application of the Policy:-**

This document applies to absence on the grounds of Earned Leave (EL), Casual Leave (CL), Maternity leave or Annual holiday entitlement etc. All members of non academic staff are required to attend the University in order to perform their normal duties and any others duty assigned by the Head of Department, Dean, Registrar etc. Unauthorized absence that prevents the performance of such duties, or that otherwise adversely affects the running of the Department or University, is unacceptable. It may be granted for a casual purpose or a planned activity, on medical grounds.

Leaves, which are permissible to the Non -Academic Staff, are as below:-

- (i) Earned Leave
- (ii) Casual Leave
- (iii) Maternity Leave
- (iv) Paternity Leave
- (v) Half Pay Leave
- (vi) Leave Without Pay
- (vii) Compensatory Off
- (viii) RH (Restricted Holiday) & GH (Gazetted Holiday)

#### **5) Right of Leave:-**

Leave cannot be claimed as a matter of right and, when the exigencies so demand, leave of and description may be refused or revoked by the authority empowered to sanction the leave.

#### **6) Authority empowered to sanction Leave**

- (i) Applications for leave shall be addressed to the Registrar & HR by the HOD.
- (ii) Leave has to be sanctioned by the Registrar + HR or by a HOD to whom the power has been delegated by the Dean, Registrar but HR must be notified about the faculty member's leave.

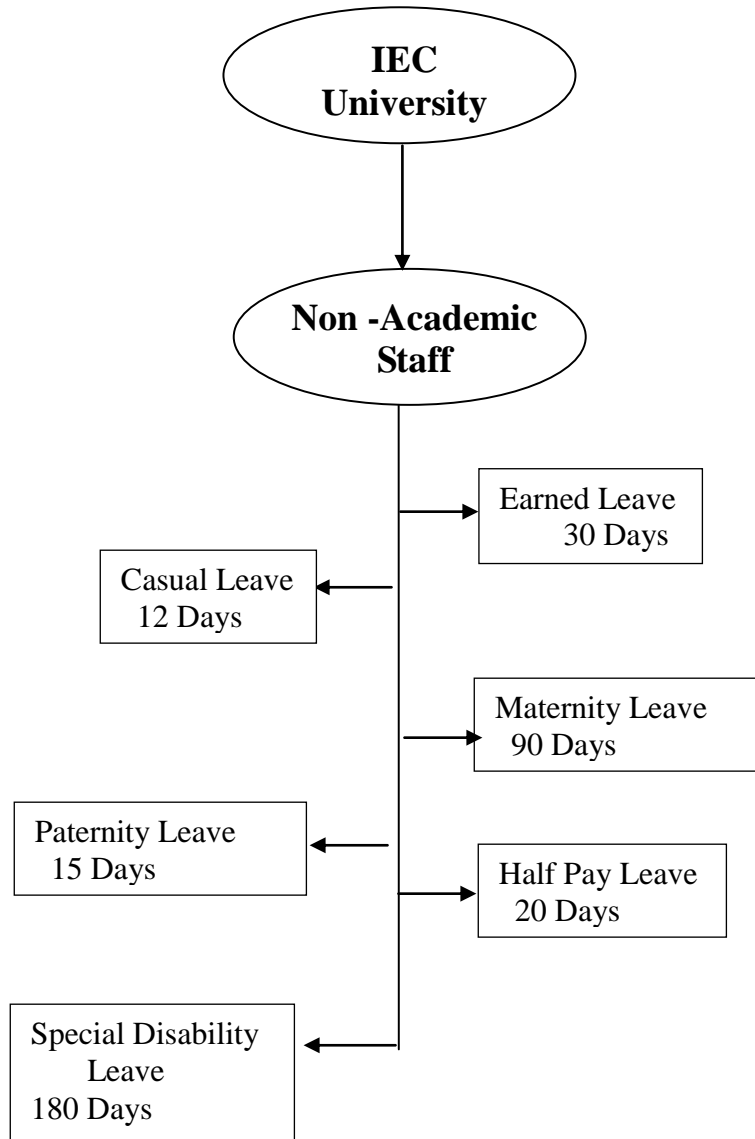
#### **7) Commencement and Termination of Leave**

- (i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.

#### **8) General**

- (i) Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons. They shall, however, inform the Controlling Authority at the earliest of the reasons for leave of absence.

### **Entitlement of Leaves**



## 1) Earned Leave

1.1 Introduction

1.2 Eligibility

1.3 No of Leaves Sanctioned

1.4 Accumulation of Leave & Carry Forward

1.5 Leave Encashment

1.6 Combination of Leave

1.7 Appendices

- Procedure for taking Leave
- Leave Application form for Earned Leave

## Earned Leave (E.L.)

### **1.1) Introduction**

Earned leave is leave that has been accrued by the length of employment service with the University.

### **1.2) Eligibility**

All the non-academic staff who has completed their six months in the University.

### **1.3) No of Leaves Sanctioned**

Total earned leave granted to member of non academic staff is 22 Days in a year. Member of non academic staff may avail 10 days maximum leave in continuity (If it has been earned) but it may be deviate as per exigencies of the work.

### **1.4) Accumulation of Leave & Carry Forward**

- (i) EL can be accumulated up to 150 Days.
- (ii) The leave may be credited to a member of the non-academic staff at the close of the previous Year. It may be carried forward to the next year, subject to the condition that the leave carried forward plus the leave credited for the year do not exceed the maximum limit fixed by the University from time to time.

If it increases then:-

- a. Either the members of the Non-Academic staff may take leave. or
- b. Encashes his/her Leave (As per IEC University norms). or
- c. Otherwise Leave will be elapsed.

### **1.5) Leave Encashment**

- (i) Minimum 3 Year of continuous service is required for being eligible for leave encashment.
- (ii) Leave encashment is permissible, only if leave account has more than 50 days of leave.
- (iii) One can apply for leave encashment for the any number of days beyond 50 days available in his leave account, subject to a maximum period of 30 days at a time.

#### **a) Leave encashment during the service period**



- (i) The encashment of leave is permitted to the member of the member of non- Academic staff up to maximum of 30 days at a time(once in **two** years), rest of Leave shall be carried \ forward and that encashment during service period in IEC University may not exceed 150 days. This encashment will be reduced by the equal days if University administration decides to encash the balance leave at the time of leaving or retiring from the IEC University.
- (ii) The cash payment will be equal to leave salary. No city compensatory allowance and/or house rent allowance and dearness allowance shall be payable at the time of encashment of leave.

### **b) Leave encashment at the time of leaving the service by Resignation/Retirement**

- (i) The encashment of leave can be made up to the maximum of 150 days provided the leave is due.

**The cash payment for unutilized earned leave shall, be made in the manner indicated below:-**

cash payment = ( A x B ) / 30, where

A = Basic Pay admissible on the particular date ( excluding HRA, DA etc)  
B = Number of unutilized earned leave in the leave account (max 150 days)

### **1.6) Combination of Leave**

- (i) With the exception of ML & HPL (SL) other leaves can not be granted in combination with or in continuation of EL.
- (ii) Intervening Sundays and holidays, shall be counted as part of Earned Leave .

Example:-

- Saturday (If working) +Sunday + Monday = 03 days leave
- Friday+ Saturday + Sunday + Monday = 04 days leave

### **Appendices**

- Appendix A: Procedure for taking earned leave  
Appendix B: Leave application Form for earned leave

## **Casual Leave**

- 2.1) Introduction
- 2.2) Eligibility
- 2.3) No. of Leaves Sanctioned
- 2.4) Maximum No. of Leaves that can be availed
- 2.5) Combination of Leave
- 2.6) Appendices
  - Procedure for making an application
  - Leave application form for CL

## **Casual Leave (C.L.)**

### **2.1) Introduction**

The object of this leave is to enable the member of the Non-Academic staff to attend some urgent or unforeseen contingencies. Member of the non academic staff on casual leave is not treated as absent. Casual leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service and subject to a maximum of such number of days in the aggregate in calendar year, as per the University Rules & Regulations.

### **2.2) Eligibility**

CL may be availed only after completion of initial one month of service in the University.

### **2.3) Duration of Leaves Sanctioned**

The total no. of CL granted to the member of the Non-Academic staff shall not exceed 12 days in a particular Calendar year.

### **2.4) Maximum No. of Leaves that may be availed at one time**

3 Days in continuity.

### **2.5) Combination of Leave**

- (i) Saturdays, Sundays and holidays, whether intervening, prefixed or suffixed, shall not be counted as casual leave.
- (ii) Casual leave cannot be combined with any other kind of leave except with

compensatory leave.

**Example:-** CL with EL/ML

(iii) However, casual leave can either be prefixed or suffixed with vacation.

**Example:-**

a) In case of Prefix CL+ Saturday(If holiday/Off)+ Sunday

(iv) Half-day casual leave can be granted to a member of the non academic staff.

(v) Casual Leave cannot be accumulated & carried over to the next calendar year.

**2.6)** CL application must reach to Controlling Authority at least **2 days** in advance, and the member of the non academic staff should check that leave is sanctioned before

he/she proceeds on leave. In case of emergency if member of the non academic staff proceeds on leave without prior approval then after joining the duty; member of non academic staff must submit the application within 24 hours of their return to duty.

## **2.7) Appendices**

- (i) Appendix C: Procedure for making application for CL
- (ii) Appendix B: Leave Application form for CL

## **Maternity Leave**

- 3.1) Introduction
- 3.2) Eligibility
- 3.3) No. of Leaves Sanctioned
- 3.4) Combination of Leave
- 3.5) Pay during Maternity Leave
- 3.6) Procedure for Availing the Maternity Leave
- 3.7) Notification before going on Maternity Leave
- 3.8) Some exceptions to this rule
- 3.9) Appendices
  - Procedure for taking maternity leave
  - Maternity leave application form
  - Maternity Certificate

### **Maternity Leave (M.L.)**

#### **3.1) Introduction**

The University recognizes the importance of supporting its members of the non academic staff in their personal obligations and in particular in their responsibilities as parents. As such the policy sets out the obligations for the member of the non academic staff who wish to exercise these entitlements. All women employed by the University who meet the relevant qualifying provisions, and who have expressed the intention to return to work following the birth are eligible for University Maternity Leave Provision. The Maternity leave shall not be debited from the leave account.

#### **3.2) Eligibility**

Maternity leave can be availed only twice during the service tenure of the member of the non academic staff. Only those members of the non academic staff who have less than two surviving children are eligible for University Maternity Leave Provision. In order to qualify for the University Maternity Leave Provision, at the 15th week before the expected week of childbirth member of the non academic staff should:

- (i) Hold a current contract of employment with the University; and

(ii) **Have at least 80 days working (actual working days excluding Sundays, Saturdays & Holidays) with the University**

(iii) Apply for leave with application, which should be duly supported with medical certificate from a certified Gynaechologist.

(iv) Intend to return to work following the birth of her baby.

### **3.3) No. of Leaves Sanctioned**

(i) Maternity Leave on **half** pay may be granted to a non academic woman staff member for a period not exceeding 60 days, subject to the condition that faculty member will start leave not before then six week of expected week of child birth.

(ii) Maternity leave for a period not exceeding 45 days in the entire service can also be granted on **half** pay in cases of miscarriage including abortion.

(iii) The above is subject to the needs of the service.

### **3.4) Combination of Leave**

ML may be combined with any other kind of leave except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported with a medical certificate.

### **3.5) Pay during Maternity Leave**

The leave salary will be **calculated based on** equal to pay drawn immediately before proceeding on leave.

Maternity leave counts as service for increments. (If applicable)

### **3.6) Procedure for taking the Maternity Leave**

To assist the University in discharging its responsibilities towards the health and safety of a pregnant member of non academic staff and her unborn child, written notification to the Controlling Authority must be made at an early stage in the pregnancy. This is to ensure that a risk assessment of your workplace can be carried out as soon as possible.

### **3.7) Notification before going on Maternity Leave**

This will mean that her department knows that she is entitled to time off for antenatal appointments and that particular health and safety rules are applied. It will also help the department to plan ahead and make arrangements for covering the period while the woman is on leave. To claim maternity leave and pay under the University Maternity Scheme, the member of the non academic staff should produce the documents to notify her department, no later than the fifteenth week before the expected week of childbirth of:

- (i) The fact she is pregnant;
- (ii) The expected week of childbirth;
- (iii) The date when she intends to take leave;
- (iv) Her intention to return to work after the birth of her baby.

### **3.8) There are some exceptions to this rule as follows:**

#### **(i) Absence due to childbirth before the intended due date**

If the baby is born before the date the member of the non academic staff has notified that she wishes to start leave (or before she has had the opportunity to notify any date) the maternity leave period starts automatically on the day of the birth. This apply even if the birth takes place before the 11th week of the birth originally expected. In this circumstance the woman should give her department notice (in writing) of the date of the birth if it has already taken place, and the date on which the baby was originally expected with Medical Certificate.

#### **(ii) Absence for a pregnancy-related reason before the intended start date**

Member of the non academic staff who is absent from work due to illness will normally be able to take sick leave until she starts maternity leave on the date notified to her department. However, if the illness is related wholly or partly to her pregnancy, the maternity leave period will start automatically on the day of absence following the beginning of the fourth week before the expected week of childbirth.

#### **(iii) Dismissal or resignation before the intended start date**

If member of the non academic staff resigns or is dismissed before the date she has notified to start her leave, or before she has notified a date, she loses the right to maternity leave. However, if she is still be employed after the 15th week before the expected week of childbirth she may be eligible for ML if she meets the other qualifying criteria.(See.3.7)

#### **\* N. B.**

**ML is the statutory right but as your support in arranging cover for your normal Duties would be appreciated by the University.**

### **3.9) Appendices**

1. Appendix D: Procedure for taking maternity leave
2. Appendix E: Maternity leave application form
3. Appendix F: Maternity Certificate

## Paternity Leave

4.1) Introduction

4.2) Eligibility

4.3) No of Leaves Sanctioned

4.4) Appendices

- Procedure for making an application
- Paternity Leave application format

## **Paternity Leave (P.L.)**

### **4.1) Introduction**

Paternity leave may be granted to member of the non academic staff twice during the service tenure; subject to the condition that he does not have two or more surviving children.

### **4.2) Eligibility**

This leave may be sanctioned to those who have completed one year in the University. Paternity leave may be granted subject to the condition that the application for leave is supported by a birth certificate of the child duly signed by certified doctor.

### **4.3) No of Leaves Sanctioned**

Paternity leave up to 15 days may be granted to a member of the non academic staff **on half pay**; this leave must be availed within the first 3 months of the Child birth. (In the case of Complication the leave may be availed before the birth subject to the condition that Leave Application shall be submitted with the Medical Certificate). In whole the Leave may be sanctioned maximum to Fifteen Days. (Either before the Child birth or after the birth).

**4.4)** Member of the non academic staff must inform the HOD, HR four weeks before expected week of childbirth.

**4.5)** Paternity leave will not be debited to leave account.

**4.6)** No. of Paternity days leave may be deviated in accordance the exigencies of the service.

### **4.7) Appendices**

- Appendix G : Procedure for taking paternity leave
- Appendix H : Paternity Leave application form

\* **N. B.**

**PL is the statutory right but as your support in arranging cover for your normal duties would be appreciated by the University.**



## **Medical Leave on Half Pay**

5.1) Introduction

5.2) Eligibility

5.3) No of Leaves Sanctioned & Salary

5.4) Returning on Flexible Working Arrangements

5.5) Appendices

- Procedure for making an application
- Leave application form for Half Pay Leave

## **Medical Leave on Half Pay**

### **5.1) Introduction**

Subject to the provisions of this policy a member of the non academic staff is entitled to avail half pay leave. The HPL may be converted to full pay if supported with medical certificate subject to the condition that twice of such leave will be debited from his/her HPL Account.

#### **Example :-**

One staff member has taken 4 days Leave which is supported with Medical Certificate then 8 days HPL will be debited from his HPL Account.

### **5.2) Eligibility**

This leave may be sanctioned to those who have completed 6 months in the university.

### **5.3) Duration of Leaves Sanctioned & Salary**

A member of the non-academic staff is eligible to avail 20 days half pay leave during one calendar year. HPL may be combined with any other kind of leave except casual leave.

### **5.4) Returning on Flexible Working Arrangements**

If at the end of half pay leave (Sick Leave) the member of the non-academic staff wishes to return to work on different hours the employer may facilitate this wherever possible. A member of staff should make a formal request for Flexible working.

If it is agreed that the member of staff will return to work on a flexible basis, including changed or reduced hours, for an agreed temporary period this will not affect the member of the non academic staff right to return to her job under his/her original contract at the end of the agreed period.

### **5.5) Appendices**

- Appendix I: Procedure for making an application
- Appendix J: Leave application form for Sick Leave
- Appendix K: Medical Certificate format for Sick Leave / Special disability leave

## **Special Disability Leave**

6.1) Introduction

6.2) Eligibility

6.3) Duration of Leaves Sanctioned & Salary

6.4) Applying for Disability Leave

6.5) Appendices

- Medical Certificate Form
- Leave Application form for Special disability leave
- Procedure for taking Special Disability Leave

## **Special Disability Leave (SDL)**

### **6.1) Introduction**

Special disability leave of absence is an approved absence from a position when a member of the Non academic staff is unable to work in the position due to the staff member's own medical condition.

### **6.2) Eligibility**

This leave may be sanctioned to those who have completed one year in the University.

### **6.3) Duration of Leaves Sanctioned**

Special Disability leave shall in no case exceed **90** days and may be suffixed with other kind of leave due to the member of the non academic staff. SDL may be combined with any other kind of leave except casual leave.

### **6.4) Applying for Disability Leave**

A member of the non academic staff may apply for disability benefits if other leave is not left in the staff member's leave account. Such leave shall not be extended except on the recommendation of a Committee consisting of the following:

- (i) Head of the Department/Office concerned,
- (ii) Occupational Health Practitioner,
- (iii) HR Head
- (iv) Registrar
- (v) **Vice Chancellor or his nominee**

**6.5)** While sanctioning special disability leave, the Vice-Chancellor shall specify the Proportion of pay that the member of the non academic staff shall be entitled to draw during the period of special disability leave, subject to the condition that appropriate medical certificate supporting the claim of the applicant that after expiry of the leave applicant likely to be fit to return his/her duty.

### **6.6) Appendices**

- Appendix L: Leave Application form for Special disability leave
- Appendix M: Medical Certificate Form
- Appendix N : Procedure for taking Special Disability Leave

## **Leave Without Salary**

7.1) Introduction

7.2) Reviewing a Request for Leave without Salary

7.3) Appointments at Other Institutions

## **Leave Without Salary**

### **7.1) Introduction**

A leave without salary is any period of leave that is completely without salary paid by or through disability benefits program. Leaves of absence without salary should be requested on the standard leave request form for review and approval by the department Head and Registrar + HR.

### **7.2) Reviewing a Request for Leave without Salary**

In making the decision to approve or deny a leave without salary request, consideration will be given to a member of the non academic staff contributions to the University, previous leaves without salary, and any other relevant circumstances. More than four days LWP during the probation period may be considered as service break.

### **7.3) Appointments at Other Institutions**

Member of the non academic staff on leave without salary may not take a regular administrative position at another University / Organization.

### **N.B.**

a) Intervening Sundays and holidays, shall be counted as part of Leave Without Pay .

#### Example-:

- Saturday (If working) +Sunday + Monday = 03 days leave
- Friday+ Saturday + Sunday + Monday = 04 days leave

## **Compensatory Leave**

### **8.1) Introduction**

In case a member of the non academic staff is required to work on Saturday (if holiday) and Sunday or any declared holiday, they are eligible for a compensatory leave. A member of the non academic staff will be eligible for compensatory leave only if he/she had worked more than 6 hours on the Saturday, Sunday or holiday.

**8.2)** Compensatory leave will be provided at the discretion of the HOD.

**8.3)** Application shall be approved by the HOD first & then forward to Registrar + HR.

**8.4)** The compensatory leave must be taken within 8 weeks from the day of detention failing which leaves will be deemed as lapsed.

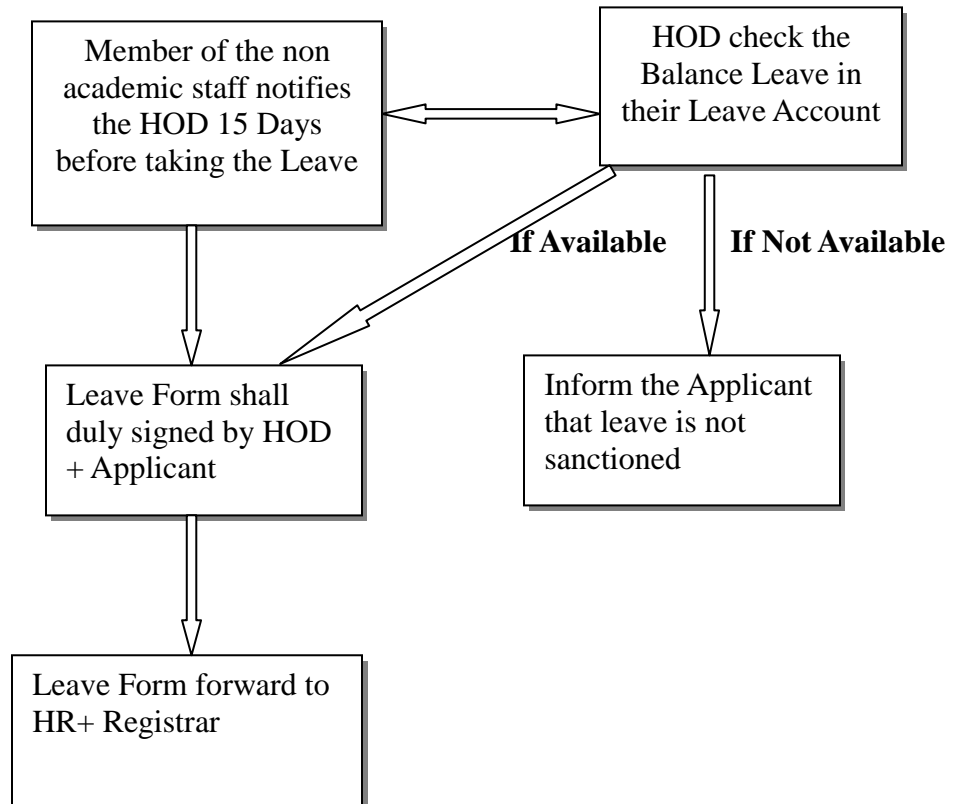
**8.5)** There is no provision of encashment against Compensatory Leave.

## **Appendices**

1. Appendix A : Procedure for taking earned leave
2. Appendix B : Leave application Form for Earned Leave/Casual Leave/
3. Appendix C : Procedure for making application for CL
4. Appendix D : Procedure for taking maternity leave
5. Appendix E : Maternity leave application form
6. Appendix F : Maternity Certificate
7. Appendix G : Procedure for taking paternity leave
8. Appendix H : Paternity Leave application form
9. Appendix I : Procedure for making an application
10. Appendix J : Procedure for making an application
11. Appendix K : Leave application form for Sick Leave/Special Disability Leave
12. Appendix L : Medical Certificate format for Sick Leave / Special disability leave
13. Appendix M : Procedure for taking Special Disability Leave

**“Appendix A”**

**Procedure for making Applications for Earned Leave**



**N.B. :-**

If member of the non academic staff takes leaves without prior approval then Disciplinary Action may be taken.





**“Appendix B”**

**IEC UNIVERSITY**  
**(School of Business Studies / School of Engineering & Technology)**  
**Leave Application form for EL/CL / Comp. Leave/LWP**

**For Applicant Use Only**

Date of Application.....

Name of Applicant..... Employee Code.....

Designation with Department.....

Type of Leave-

- a) Casual Leave       b) Earned Leave       c) Compensatory Leave
- d) LWP (Leave without Pay)

Duration of Leave (Inclusive dates of Leave) for \_\_\_\_\_ (No. of days)

From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM                      DD                      YY                      MM                      DD                      YY

Contact Address during Leave.....

Contact No......

Duty noted by Name(If any one):..... Signature.....  
(Name of the employee who will handle the duty during your absence)

.....  
Signature of the Applicant with date

Recommend / Not Recommend

Sanctioned/ Not Sanctioned

Signature of HOD/ Coordinator with date

Signature of the Registrar with date

**For HR Use Only**

**Leave due** a) Casual Leave ..... b) Earned Leave.....c) Compensatory Off.....  
d) LWP (Leave without Pay).....

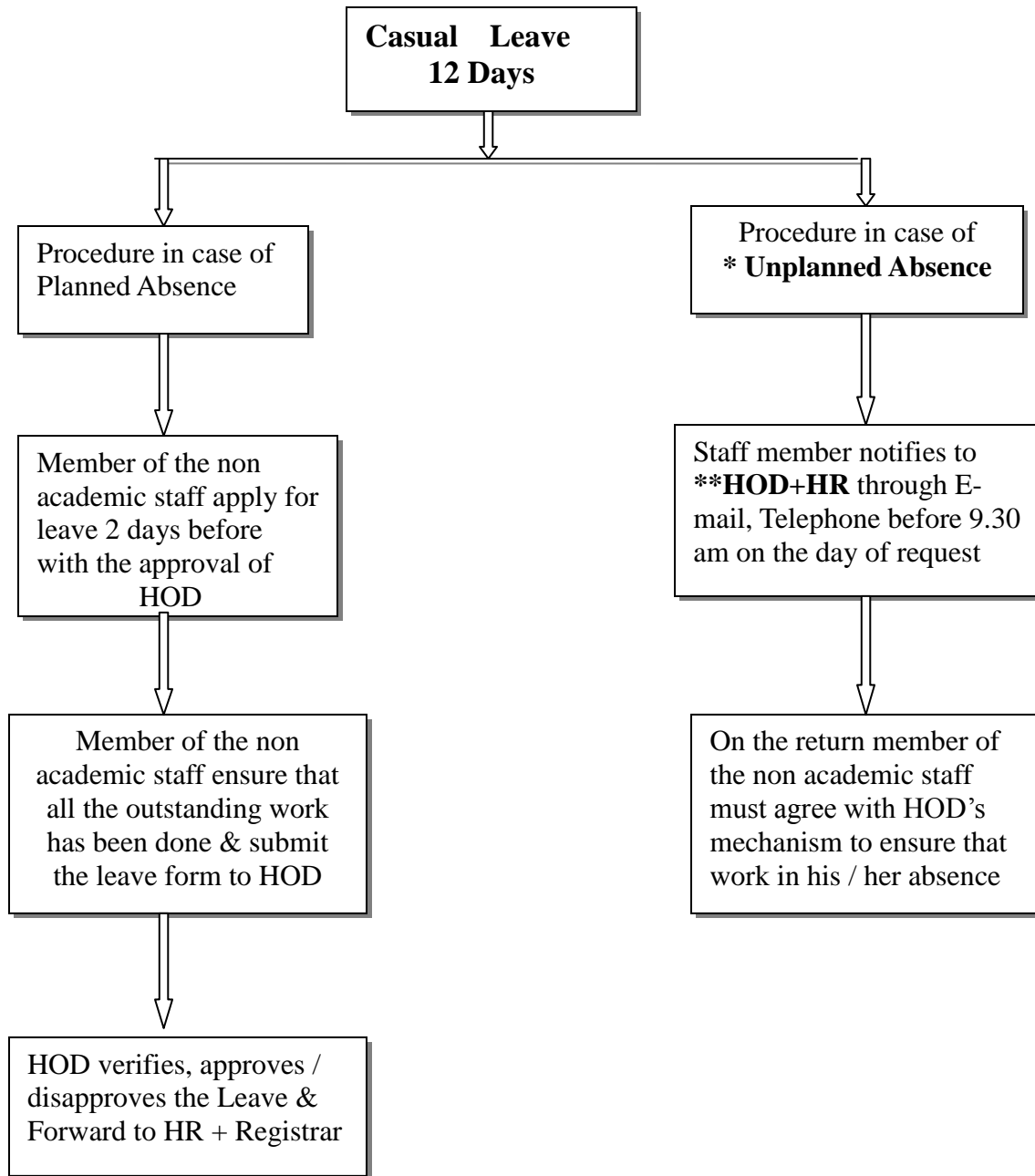
**Leave Balance** a) Casual Leave ..... b) Earned Leave.....c) Compensatory Off.....  
d) LWP (Leave without Pay).....

Verified / Not Verified

.....  
Signature of HR with date

**“Appendix C”**

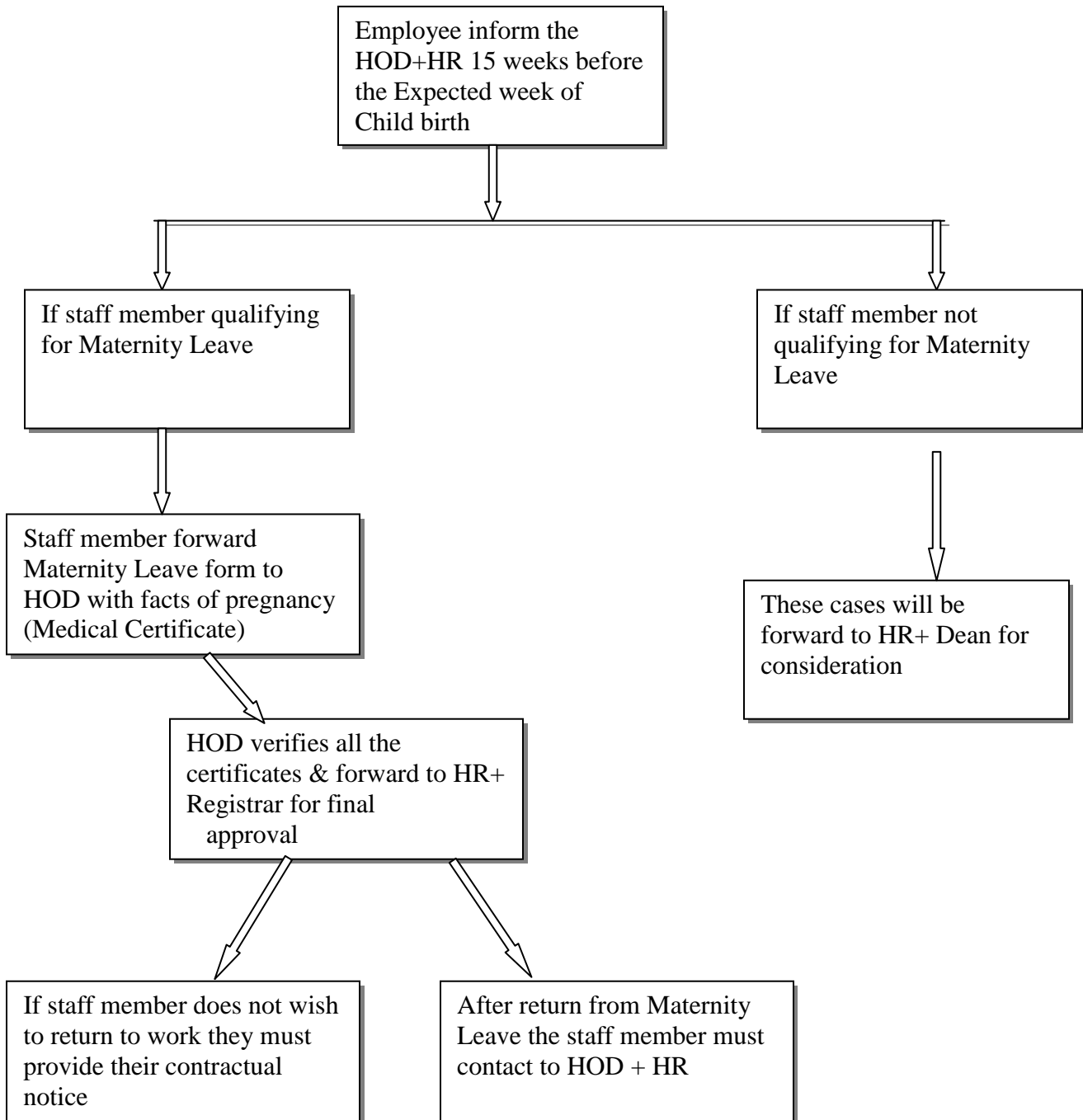
**Procedure for making an application for Casual Leave**



\* Unplanned Absence reasons may be: - Minor ailments, Recurring minor illness, Accident, Domestic Responsibility, Social or Domestic problem

**“Appendix D”**

**Procedure for taking the Maternity Leave**



**“Appendix E”**



**IEC UNIVERSITY**  
**(School of Business Studies / School of Engineering & Technology)**  
**Maternity Leave Form**

TO THE HOD:

I am giving you this form to let you know that I am pregnant and to notify you of when I wish to start my Maternity Leave.

Personal Details

Name: \_\_\_\_\_ Department \_\_\_\_\_ Position \_\_\_\_\_

HOD's Name: \_\_\_\_\_ Contact No :( Mob. No) \_\_\_\_\_

(Landline No): \_\_\_\_\_ Address \_\_\_\_\_

2. Expected week of Childbirth

a. My baby is due in the week beginning (Expected Date): \_\_\_\_\_

b. A certificate confirming this:  
Tick the relevant box

i) Has been given to you already

ii) Is enclosed with this form

iii) Will be given to you as soon as possible

The expected week of childbirth is the week, which your doctor will give you.

You must give this to your HOD at least 30 days before you wish to start your leave & HOD will forward this to Dean + HR.

3. On this date I will have worked for the University continuously for 80 actual days working.

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Period of continuous service (DOJ) \_\_\_\_\_

5. Have you availed ML earlier in your whole service:

Yes  No

a) If yes how many times \_\_\_\_\_

Your Length of employment usually runs from the first day you started work with the IEC University. If there are any gaps in your employment speak to the HR and Dean Academics.

6. Starting Maternity Leave:

a. I intend to start my Maternity Leave on: \_\_\_\_\_ (Date)

(If you intend to take some other leave before maternity leave please only state the date your maternity leave should start)

It is your decision when you start your maternity leave, except that you cannot start it earlier than the one month before your expected week of childbirth.

If you wish to change the date you must give your line manager at least 28 days notice of when you wish to start your maternity leave.

7. Returning After Maternity Leave:

a. My Maternity Leave entitlement will finish on:

..... (Date)

b. Return date:

(i) I would like to take my full 90 days leave entitlement and I am due back to work on:

..... (Date)

I understand that if I want to change this date, I must give you one month notice of the new date on which I wish to return.

7. Contact by the university during Maternity Leave

a. I would like to know about changes happening at work during my maternity leave:

Yes  No

If yes, I would like to be contacted by:

E-mail ID:  \_\_\_\_\_ Telephone No:  \_\_\_\_\_

Letter:  (Postal Address) \_\_\_\_\_  
 \_\_\_\_\_

b. If you do not mind, HR personnel may visit you:

Yes  No

\_\_\_\_\_  
**Signature of the Applicant**

**Recommend /Not Recommend**

**Verified / Not Verified**

**Sanctioned / Not Sanctioned**

**Signature & Date  
 HOD**

**Signature & Date  
 HR**

**Signature & Date  
 Registrar**



**“Appendix F”**

**IEC UNIVERSITY**  
**(School of Business Studies / School of Engineering & Technology)**  
**Maternity Certificate**

This form is to be attached with your Maternity Leave application and this will certify your expected week of child birth. You must submit this form with your Maternity Leave application at least 30 days before you wish to start your maternity leave to the HOD.

**MATERNITY CERTIFICATE**

**Part A (To be completed by the Certified Doctor only)**

a) Name of the Patient (First Name)..... (Middle Name)..... (Last Name).....

I certify that I examined you on the date & time given below and my opinion you can expect to have your baby in the week that includes From...../...../...../ To...../...../...../ (DD/MM/YY).

Date of Examination...../...../.....

**Registered Doctor**

Please give your MCI registration No. here

Doctors Name.....

Address.....  
.....

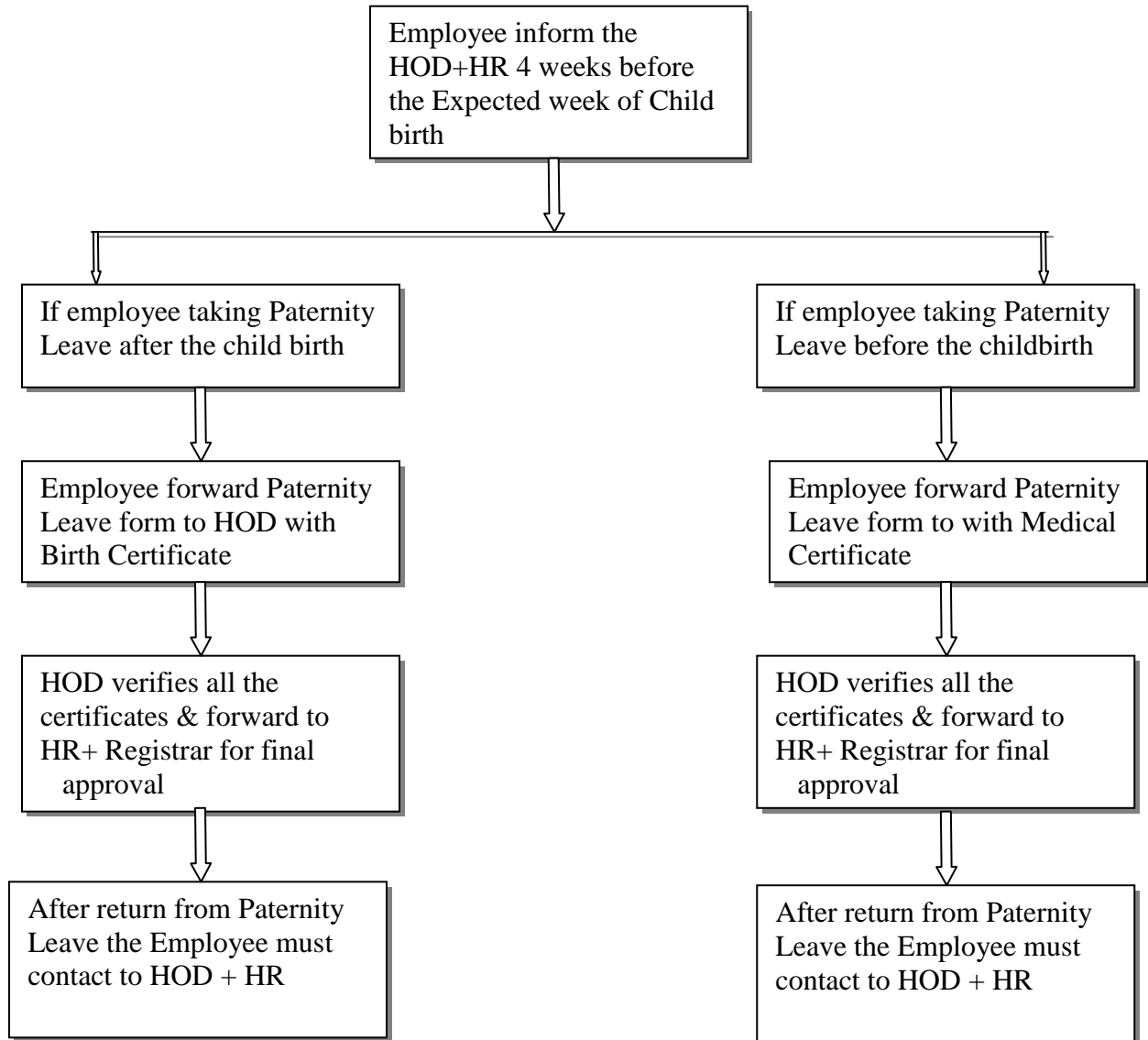
Contact No.....

Date of Signing...../...../.....

Doctors Signature with Stamp

**“Appendix G”**

**Procedure for taking the Paternity Leave**





**“Appendix H”**



**IEC UNIVERSITY**  
**(School of Business Studies / School of Engineering & Technology)**  
**Paternity Leave Application**

Personal Details

1. Name..... Employee Code.....  
Department..... Position.....

When the baby is expected

1. The baby is due on:  
..... (Date) (This is the date which the mother receives by the certified doctor)

2. If the baby has been born, the actual date of birth was:  
..... (Date) (Birth Certificate needed)

3. On this date I will have worked for the University continuously for at least one year.

Yes

No  (speak to your departmental head/HR)

4. Duration of Leave (Inclusive dates of Leaves) for ..... (No. of days)

From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YY MM DD YY

Contact Address during Leave.....  
.....

Contact No.....

Duty Noted By Name.....Signature.....  
(Name of the employee of who will handle the duties during your absence)

***Declaration***

5. I declare that  
I am either:

a) The baby’s biological father, or

b) Married to, or the partner of, the mother

• I have responsibility for the child’s upbringing

• I will take time off work to support the mother and to care for the child



**6. Returning After Paternity Leave**

a. My Paternity Leave entitlement will finish on:  
..... (Date)

b. Return date:

(i) I would like to take my full 15 days leave entitlement and I am due back to work on:  
..... (Date)

I certify that cover all the duties during my absence period.

.....  
Signature of Applicant with date

Recommend / Not Recommend

.....  
Signature of HOD with Date

Verified/ Not Verified

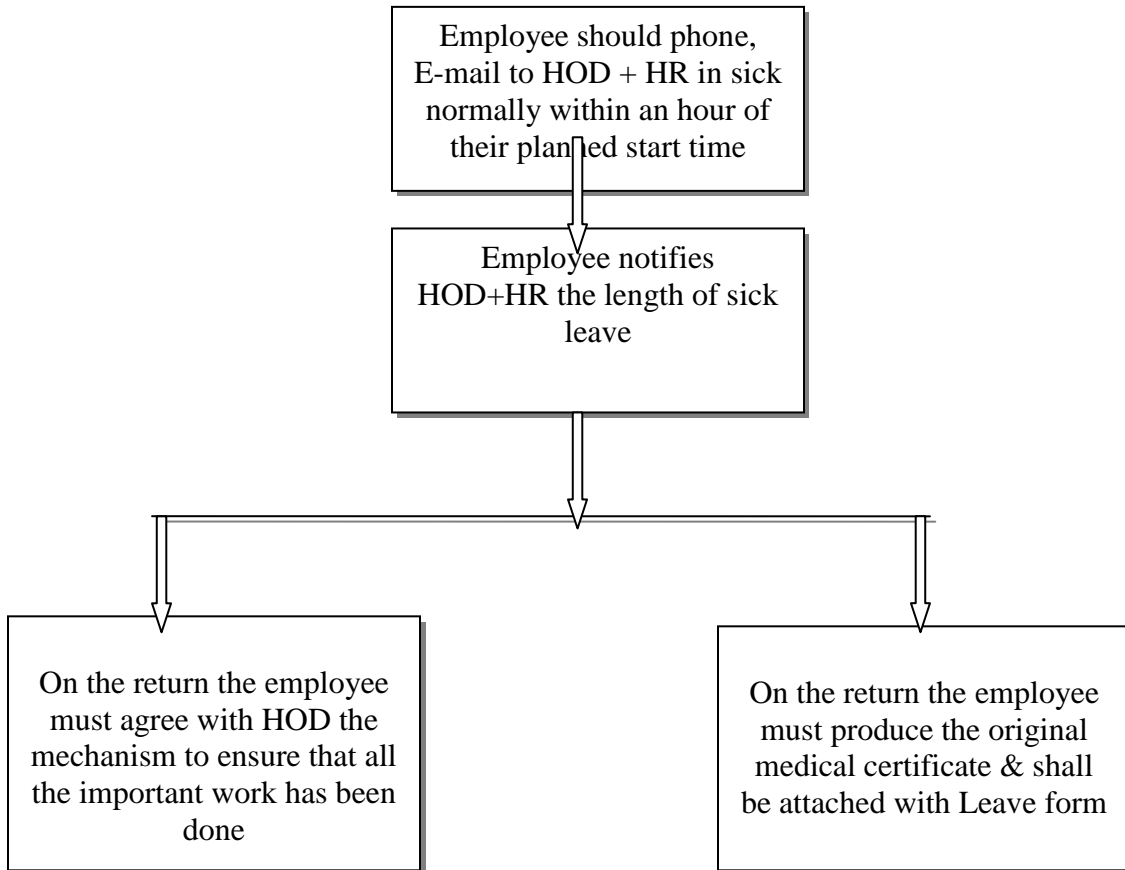
.....  
Signature of HR with date

Sanctioned/ Not Sanctioned

.....  
Signature of Registrar with date

## “Appendix I”

### Procedure for making application for Sick Leave





**“Appendix J”**

**IEC UNIVERSITY**  
**(School of Business Studies / School of Engineering & Technology)**

**Leave Form for Sickness / Special Disability**

**For Applicant Use Only**

Date of Application.....

Name of Applicant..... Employee Code.....

Designation with Department.....

Type of Leave-

- a) Sick Leave                       b) Special Disability Leave

Nature of Sickness (Please specify illness, case of special disability also. Please note “SICK” is not acceptable)  
.....

Medical Certificate is attached

- a) Yes                       b) No                       c) Submit Later (please specify date)  .....

Duration of Leave (Inclusive dates of Leaves) for \_\_\_\_\_ (No. of days)

From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
                  MM                      DD                      YY                      MM                      DD                      YY

Contact Address during Leave.....  
.....

Contact No......

I understand that this information will be used for the purposes of calculating sick pay entitlement, and for recording and monitoring sickness absence

Recommend / Not Recommend

.....  
Signature of the Applicant with date  
Sanctioned / Not Sanctioned

Part A (To be completed by the Certified Doctor only)

a) Name of the Patient (First Name)..... (Middle Name)..... (Last Name).....

I certify that I examined you on the date...../...../.....(DD/MM/YY)

b) Please complete one of the categories below:

1. The patient is suffering from..... (Please do not mention "SICK")

(Diagnosis to be provided with patient consent where possible)

or

2. Is suffering from a Medical Condition of a confidential nature ( ) (Please tick)

3. States that he/she was..... (Subjects Period of affliction)

4. The above patient will return on..... For reassessment of the condition.

Please give your MCI registration No. here

Doctors Name.....

Address.....  
.....

Contact No.....

Date of Signing...../...../.....Doctors Signature with Stamp

**For HR use only**

Leave due a) Sick Leave .....c) Special Disability .....

Leave balance a) Sick Leave .....c) Special Disability .....

Verified / Not Verified

.....

Signature of HR with date

This form is to be attached with your Sick Leave/Special Disability application and this will certify that you are not able to come on duty on specific medical grounds. You must submit this form with your Sick Leave application to your HOD.

**“Appendix L”**

**Procedure for making an application for Special Disability Leave**

