

**UNIVERSAL ENGINEERING COLLEGE**

**VALLIVATTOM, THRISSUR, KERALA.**

# **HR POLICY AMENDMENT**

Universal Engineering College



DEPARTMENT: ADMINISTRATION

DOC NO: UEC/B1/P/001-REV:01

EFFECTIVE DATE: 27/11/2021

## Human Resource Planning

### 3.0.3

4. Rejoining after long leaves shall be considered as re appointment if he/she has availed a long leave of more than one month (30 days) except maternity leave.

5. In case of Medical leave, appointment should be depends upon the decision of management.

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17/12/2021

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Universal Engineering College



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## LEAVE POLICY

### Annual Leave

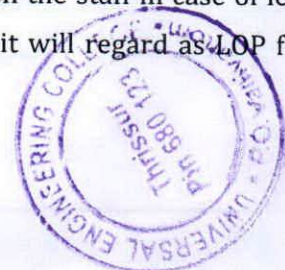
- a. The leave period for an year shall be calculated from January to December (calendar Year)
- b. No leaves can be clubbed together.
- c. Leave balances if any will not be carried forward to the next calendar year.
- d. The exemption for leave carry forward is permitted only for Compensation leave as stated under the compensation leave clause.

All the staff members of college will be eligible for annual leave on the following basis:

### Casual Leave (CL)

1. All categories of college staff are eligible for 12 days casual leave except office staff in a calendar year. Admin staffs are eligible for 15 days casual leave.
2. CL in excess of 6 days (teaching & lab staff) by the end of June shall be treated as Loss of Pay and same will be applicable in case of Admin staffs who are exceeding 8 days by the end of June.
3. CL shall not be combined with any other leave.
4. CL will not be permitted for more than 3 days a stretch.
5. CL proportionate to the service alone shall be granted (one per month) during the probation or contract period.
6. Staff members who have given notice for leaving the Institution are not eligible for any type of leave during the notice period.
7. Intervening holidays will not be counted in the case of Casual leave.
8. Staff members will not be eligible for any sort of leave other than CL during probation or Contract period.
9. Only LOP is eligible in the joining month. Then afterwards one CL for each completed month may be availed for the first six months in the case of Teaching & Lab staff. After six months, the balance CL for the year is available as per the rules prevailing. Admin staffs are eligible for one CL for each month and may not exceed 8 days by the end of June.
10. Casual leave shall not be granted in the following special circumstances
  1. Prolonged lockdown
  2. Weekend lockdown
  3. Work from Home
  4. Alternative working days

During work from home, duties shall be adjusted between the staff in case of leave/absence which is limited to 3 days per month, exceeding the limit will regard as LOP for the entire leave days





## **Leave on Loss of Pay (LOP)**

1. During the probation/contract period, those who are availing LOP will have their yearly increment extended for the lost days.
2. Leave on LOP will not be applicable for staff who have not completed 6 months of service in the college.
3. The regular employees should avoid taking LOP leaves as far as possible. If for the reasons beyond ones control, an employee has to avail in excess of other eligible leaves, LOP will be granted at the discretion of management. LOP so granted will be for a minimum period of 3 days at a stretch. Intervening holidays if any will also be treated as LOP. LOP cannot be combined with any other type of leave.

## **Vacation Leave**

1. Faculty & their supporting staff members are eligible for vacation leave of one month during the academic year, preferably during the month of May or as directed by the college. If any staff members are denied vacation for taking up duties assigned by the college, they can avail he vacation leave in the same academic year in one or maximum two stretches.

## **Compensatory Leave**

1. If an employee is required to work on holidays with authorization from the supervising authority, he/she shall be entitled for compensatory leave equal to the number of holidays worked.
2. If an employee worked overtime on working days with prior authorization from the supervising authority is eligible for compensatory leave.
3. If an employee had worked extra and late punched after normal working time he/she is eligible for getting exemption for late coming or early going other day with authorization from his/her supervising authority.
4. Compensatory Leave should be availed within 3 months.
5. Compensatory Leave cannot be combined with any other leave
6. Compensatory leave will not be granted for any external duty for which extra remuneration is paid.
7. For availing compensatory leave staffs are required to submit authorization from the supervising authority in prior to the HR

## **Duty Leave (DL)**

1. All employees shall be eligible for DL in the event of his/her being deputed by college for any specific duty outside the campus. Approval of Principal / Administration Manager should be obtained before availing the DL.
2. DL cannot be combined with any other leave

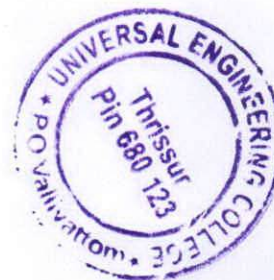
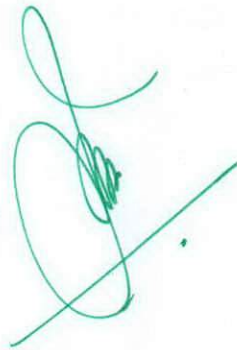


### **Medical Leave**

1. Employees who have completed one year of continuous service is eligible for leave on medical ground for 10 days per year on producing valid Medical Certificate from a registered medical practitioner.
2. Medical Leave cannot be carried over.
3. Employees should produce a fitness certificate from a Registered Medical Practitioner before joining back duty.

### **Maternity Leave (ML)**

1. Female staffs having 2 years of continuous service including probation period in the college shall be eligible for 90 days of maternity leave with 50% of total salary. In case of those who have completed one year of continuous service is eligible for ML on LOP for 3 months.
2. Maternity leave salary shall be disbursed only after rejoining duty.
3. ML shall be granted twice only during the entire period of service in the college.





DEPARTMENT: ADMINISTRATION	
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## Human Resource Planning

Amendment of HR policy regarding 'attendance' is now applicable under the following conditions:

### 6.2.1

- a.1. It is mandatory to maintain a minimum of 75% attendance on all working days. This applies to all departments and will be monitored regularly

### 3.0.6

- 10.a. compensatory leave or compensatory off, is granted only at the discretion of management and is not applicable for time spent on college-related activities.



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