



YENEPOYA
(DEEMED TO BE UNIVERSITY)
Recognised under Sec. 3(A) of the UGC Act 1956
Accredited by NAAC with 'A' Grade

No. YU/REG/HRD/001/2020

Date : 18.02.2020

Notification

Sub : Amendments in maternity act and leave policy changes

Ref : Meeting minutes of administrative policies dated 03.02.2020

The maternity leave changes as per amendment of maternity act 2017, as approved by the Hon. Vice Chancellor is hereby notified

1. Total leave structure in case of 26 weeks (182days) is 8 weeks pre and 18 weeks post expected date of delivery for first and second ;
2. 12 weeks paid leave is eligible for third and fourth child, third and fourth is 6 weeks prior and 6 weeks post expected date of delivery.
3. 12 weeks of leave in case of adoption (below the age of three years) and commissioning mother (Commissioning mother has been defined as the biological mother who uses her egg to create an embryo which is then planted in another woman.)

General conditions

1. To avail the leave benefit an employee should serve minimum 80 days of service in the organisation
2. Maternity leave request must be submitted well in advance through proper channel.
3. No other leaves are applicable during the time of leave
4. Probation clearance shall be extended proportionate to the leaves taken.

To :

The Principals of all the constituent colleges.

CC to: All the statutory officers, Pro- Chancellor's office, Vice – Chancellor's office , Centre heads



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University Road, Deralakatte, Mangaluru – 575 018

No.YU/REG/PA/Not-8/2018

Date: 27.12.2018

NOTIFICATION

Sub: Leave Rules of Yenepooya (Deemed to be University)-reg.

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Leaves that can be availed by the employees of all the constituent colleges are notified as follows. It will come into effect from 1st January 2019.

A. Non vacation Regular Employees

1. **Casual leaves and general holidays** - 28 per year.
2. **Restricted holidays** - 2 per year
3. At a stretch, maximum of 6 leaves may be availed including restricted holiday and general holiday
4. **Compensatory leaves** - Cancelled (for extra work, adequate compensation is being planned).
5. **Maternity leave** - 182 days with salary for 2 child births. Those with ESI facility, will get the benefit through ESI
6. **Commutated leave** - 20 days half pay leave, commuted to 10 days full paid leave per year. 5 commuted leaves can be carried forward to a maximum of 100 commuted leaves. Commuted leaves cannot be encashed nor can be adjusted towards the notice period.
7. **Earned leave** - 30 days per year. The university encourages all the staff to avail EL. 15 days can be encashed every year (Basic, DA/Special pay/allowance and AGP if applicable). However, a maximum of 10 days can be carried forward up to a maximum period of 100 days. Earned leave can be adjusted for the notice period. For the non-teaching regular employees, Earned Leave can be encashed

at the time of relieving/retirement. For the teaching regular employees, who have put in minimum 10 years of service, encashment is allowed at the time of superannuation only.

8. At any given time, the maximum number of accumulated earned and commuted leaves for the existing employees shall not exceed 100 each for both teaching and non-teaching staff. For existing employees who already have certain number of earned and commuted leaves in their credit, these leaves will be kept in their account which can be availed with the permission of superiors, any time before the retirement, as per the rules. As and when this is availed, it will get reduced to 100 someday which will be the maximum upper limit for accumulation.
9. The minimum number of earned leave and commuted leave that can be availed shall be 3. These leaves cannot be clubbed with any other kind of leave. Minimum of 1 week prior notice to be given before applying these leaves. The earned and commuted leaves are calculated on 6 months basis.
10. **Special casual leave** - Teaching staff can avail 15 special leaves per year for attending conferences, workshops, CMEs, examinations and other related academic activities with prior permission. The Vice Chancellor using his discretionary powers may sanction an additional 10 special casual leaves for professors only. Special casual leave is to be utilised only for the mentioned purpose with prior permission as per the norms indicated for the same. It can neither be combined nor utilised under any other pretext. It can be clubbed with CL.

B. Regular Employees on Probation:

They are not entitled for any kind of leave except for Casual leave including general holidays (25) and 2 restricted holidays. Vice Chancellor may sanction special casual leave up to 15 days for specific purposes as noted above. Maternity leave with full pay can be availed if the employee has put in 80 days of service.

C. For Employees on Contract:

1. **Casual leaves and general holidays** - 25 per year, can be availed only after accumulating on monthly basis.

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2. **Restricted holidays** - 2 per year
3. For those employees on contract, who have completed 2 years in service, an additional leave of 8 days will be credited every 6 months.
4. Those on contract are not entitled for Earned Leave as well as Commuted leave.

Please note:

All leave rules are applicable to all the staff, but the VC under his discretion may take a call on individual cases as and when the need arises.

D. Leave rules for the vacation staff:

1. They are not entitled for Earned Leave / Commuted Leave.
2. Vacation - 30 days of vacation preferably in batches of 15 days each in between semesters or in special cases a single block of 30 days with the approval of head of institution or the Registrar. This however can not be carried forward. Institution heads don't fall under the vacation staff category.
3. The other leaves are similar to the non vacation staff of the university.

Dr. Gangadhara Somayaji K.S.

Registrar 27/12/18

Registrar

Yenepoya

To: **(Deemed to be University)**

The Principals of all the constituent Colleges } also with a request to circulate
All the Centre Heads / Section Heads } among the staff.

Cc to:

All the Statutory Officers.

HR Department.