



SWAMI VIVEKANAND
SUBHARTI
UNIVERSITY
Meerut
UGC Approved



AN ISO 21001: 2018 ORGANIZATION

OFFICE OF THE REGISTRAR

Gp Capt M Yakoob

M-in-D (Retd.), M.Tech.

REGISTRAR

registrar@subharti.org

Ref. No.U-507/SVSU/2025/1494

Date:20.01.2025

NOTIFICATION

The competent Authority of the University has approved the “**University Teaching and Non-Teaching Employees Leave Policy- 2025**”. A copy of the same is enclosed herewith.

These University Teaching and Non-Teaching Employees Leave Policy-2025 come into force from 01.01.2025.

The University Teaching and Non-Teaching Employees Leave Policy-2025 notified vide U-507/SVSU/2025/1263 dated 04.01.2025 is hereby repealed.

This is issued with the approval of the Competent Authority of the University.

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Gp Capt M Yakoob
Registrar

To:

All, Heads of Institution /Principals of Colleges/ Section Heads

Copy forwarded to information of:-

1. Hon'ble Vice-Chancellor
2. Chief Executive Officer
3. Executive Officer
4. CTO-IT Deptt. with a request to upload the Leave Policy on University Website.
5. Guard File

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Registrar

Mail



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Subhartipuram, NH-58, Delhi-Haridwar Bypass Road, Meerut-250005 (U.P.) INDIA

SWAMI VIVEKANAND
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LEAVE POLICY

Leave Policy

Sl. No.	Particulars	Description
1.	Policy Number	U-507/SVSU/2025/1494
2.	Policy Structure	The policy involves the leaves rules for teaching and non-teaching staff
3.	Scope of the Policy	The main purpose of this policy is to streamline and notify all the leaves available along with their rules for employee knowledge.
4.	Policy Status	Original
5.	Originated By	Vice Chancellor's Office
6.	Effective Date of Policy	01.01.2025
7.	Approving Authority	The Academic and Executive Council, Swami Vivekanand Subharti University, Meerut
8.	Amendment Number	NA
9.	Effective Date of Amended Policy	NA

Leave Policy wef 01.01.2025

1. General Principles

- 1.1. This notification will supersede any previous notification.
- 1.2. Leave cannot be claimed as a matter of right. It is a privilege granted by the competent authority and thus can be denied also.
- 1.3. Prior Permission for leave is mandatory. Only information given to HOD cannot be assumed to be permission of leave, unless sanctioned.
- 1.4. The leave sanctioning authority is empowered to refuse or revoke leave of any kind.
- 1.5. Absence from duty without prior permission and providing information to the head after the start of Duty hours or immediately before that, doesn't count as leave and is Absenteeism.
- 1.6. An employee cannot take up any other job during the period of leave without prior sanction.
- 1.7. Any leave already sanctioned can be truncated and the faculty/ employee can be asked to join his/ her duties by the appropriate authority in view of unforeseen reasons including any inspection by Govt./ statutory body etc. In such situations the withdrawn leaves may be availed within one year after obtaining sanction from appropriate authority
- 1.8. Weekly off and Institutional Holidays falling within the period of any type of leave shall be counted as part of leave. However, if only prefix or suffix is combined, that shall not be counted as part of leave.
- 1.9. All leaves may be clubbed together subject to following of other leave rules. However, a maximum leave of 5 days may be availed by the employee except in cases of vacations where 7 day leaves can be sanctioned.
- 1.10. While sanctioning leave the unit head will ensure that at least 75% staff is always available, except for vacations and national conferences in which HOD will ensure 50% attendance, subject to the institutes where a certain percentage of attendance is compulsory as per the concerned statutory organisation, for example NMC regulations in medical college.
- 1.11. Officials assigned two or more responsibilities and reporting to different authorities for different assignments will have to get their leave sanctioned from all the authorities to whom they report. Simultaneously, they should give charge to their next second person on duty;
Provided that, the Registrar with the prior permission of the Vice Chancellor, may specify singular authority for such persons for the above purpose, by a separate notification, Suo Motto, or on being applied
- 1.12. Working heads of Institutions/ Controller of Examination/ SMS/ MS/ Directors who work on Sundays/ Holidays are allowed to take compensatory offs on their own. However, it is mandatory that they inform the VC's office in advance for the same. In case VC observes that any particular person is misusing his her privilege, VC can withdraw the privilege from him/ her.

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- 1.13. All the above mentioned rules are general guidelines. The honourable Vice Chancellor has the authority of modifying, deleting or adding any rule for any individual or group of individuals under special circumstances on his own wisdom, or after taking advice from an empowered committee/his advisor.
- 1.14. Visiting faculty or part time employees are not entitled to any kind of leaves admissible under this chapter.
- 1.15. Staff who are appointed on contractual basis may avail only casual leaves
- 1.16. Back date leaves will not be sanctioned except in cases where the authority is convinced that the circumstances, under which the employee could not apply for leave in advance, were beyond his control.
 - 1.16.1. In case the leave is applied within the same month then the Hon'ble VC or his nominee will have authority to sanction it.
 - 1.16.2. In case it is applied after the same pay cycle, an empowered committee will take a decision consisting of Hon'ble VC or his nominee, Hon'ble CEO or her nominee and Hon'ble EO or his nominee.

2. Casual Leave

- 2.1. Number of CLs are given in the chart Annexure 1.
- 2.2. Are allowed during probation/ notice period also.
- 2.3. Cannot be carried over to the next year and will be reset on 1st January. Under special circumstances it can be carried forward to six months eg. for employees whose permanent address is far, i.e. 1500 Km away or more. For such cases, the sanction of the Vice- chancellor is mandatory.
- 2.4. Routinely they cannot be encashed. However, for certain posts in specified jobs as notified by the office of the Registrar, the remaining CLs may be encashed after the completion of the year, on the recommendation of the EO/ CEO and with the permission of the Vice Chancellor on a case to case basis.
- 2.5. They are meant for short period and routinely given for maximum 4 days in continuation.
- 2.6. HALF DAY LEAVE,
 - 2.6.1. Half CL can be taken for the second half and not for the first half
 - 2.6.2. Provided that, forenoon half day leave may be granted by the HODs or the authorized person, only for the purpose of Parent's Teacher meeting of their wards. Salary for the remaining day will be given for the period served in the afternoon, before the end of college/ unit hours.
 - 2.6.3. Provided that, in departments where the quality of the work remains same in forenoon and afternoon sessions like accounts, purchase, security, maintenance or any other department which may be notified by the Registrar Office, half day leave in the forenoon can be given. However, in such a case the employee will be required to work at least 4 hours in the afternoon session to get the half present.
 - 2.6.4. Provided further that, if an employee is a student of Subharti Distance Education or pursuing PhD in SVSU and wishes to appear for his/ her course work examination or other examination, in that case forenoon half day leave can be granted by the competent authority. Rules of forenoon leave will be applicable.

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3. Earned Leave

- 3.1. Number of ELs will be as given in annexure 1.
- 3.2. Will not be given during the 1st 12 months of appointment, they will start getting earned after the 1st year of service.
- 3.3. Cannot be availed in notice period
- 3.4. Absenteeism in that month will lead to deduction of EL of that month
- 3.5. They cannot be accumulated over 45 days* for Non teaching and 300 for teaching staff.
- 3.6. They will be payable at the end of service.
- 3.7. The encashment shall be calculated on the basis of mean monthly salary of the period of employment of the employee.

4. Academic Leave

- 4.1. Will be given to teaching staff only
- 4.2. Valid proof as per the requisite University guidelines for academic leave {U-507(i)/SVSU/2022/3005 dt. 13.05.2022} will be required to be submitted prior to taking leave .
- 4.3. These will not be given during the probation period routinely.
- 4.4. These will not be permissible during Notice Period.

5. Medical Leave

- 5.1. For periods of illness, valid proof as per the policy for medical leave will have to be provided
- 5.2. Employee will be eligible after at least 6 months of service,
- 5.3. It is only for the employees who are not covered under ESIC,
- 5.4. In case the employee is admitted in any other Hospital , the employee will have to give reasoning for getting admitted in different Hospital. The Vice Chancellor shall be within his rights, either to accept the request considering the circumstances of the employee or reject the same or he may prefer sending the case to special committee constituted by him having a nominee of himself, the principal of the college, head of the unit and EO for colleges of medical group and CEO for colleges of non medical group or their nominee. However in such cases the leave will be reduced to half of the entire leaves as mentioned in clause 1 a herein above
- 5.5. The medical leaves can be allowed by the Vice Chancellor even if the employee has taken treatment at home by a qualified doctor including self on the Recommendation of the committee as described in subclause (d) above. however the encashment/ paid leaves will be reduced to 25% of the entitlement as mentioned in class 1
- 5.6. Leaves will be as per the chart in annexure for up to 4 days-full salary; from 5th-8th day-half salary and from 9th-15th day- 25% salary will be given. Beyond that extraordinary leave can be given.

6. Extraordinary leave (Leave Without Pay)

- 6.1. It may be availed when no other leave is admissible by rule,
- 6.2. It is leave without any allowances or pay,
- 6.3. The period will not be counted for experience or annual increment,

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7. Compensatory leave

- 7.1. Given when a faculty is required to attend office for some official work on a holiday or Sundays/ weekly offs
- 7.2. Compensatory offs cannot be carried forward beyond one month wef the date of work performed, otherwise it will automatically be encashed or lapse as the case may be.
- 7.3. In case it is encashed the amount will be payable after the end of the year
- 7.4. Provided that in case if the employee is working in the hospital or in any other department where the services come under essential service of the University like security or maintenance etc., as may be defined from time to time, the compensatory leave may be taken before the end of calendar year.
- 7.5. The employee will be required to do official work in workplace as any other routine working day to avail the compensatory leave.

8. Duty leave

- 8.1. Will be granted for performing duty outside the University with prior permission of competent authority.
- 8.2. Full salary will be payable
- 8.3. Permitted in probation and notice period, after approval of competent authority

9. Maternity and Sterilisation Leaves

- 9.1. Will be sanctioned as per the existing government law

10. Vacations and Holidays

There are certain periods when the routine working of the University will be closed. Details of working or attending will be released before the day wherever required.

10.1. National Days

- 10.1.1. 26 Jan, 15th Aug, 2nd Oct (Jai Jawan Jai Kisan Day), 21st October,
- 10.1.2. Attendance on these days will be mandatory,
- 10.1.3. On these days all the staff and students will come and attend the University to celebrate these National days.
- 10.1.4. Disciplinary action including marking of 1 absent shall be taken against those who do not come to celebrate these days of National importance
- 10.1.5. Disciplinary action as described in 10.1.4 is exempted on 2nd October.

10.2. Festival holidays

- 10.2.1. 10 festival holidays will be notified yearly by the University

10.3. Kanwar

- 10.3.1. It is celebrated yearly before the festival of Shiv Ratri
- 10.3.2. It is in July- August period
- 10.3.3. Final dates and days will be as declared by the notification of district administration, However, the leaves given by the University will not be less than 7 days

10.4. Summer/ Winter vacations

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- 10.4.1. 7 days leave can be availed in one go or in parts in either summer or winters by teaching staff.
- 10.4.2. Will be given only after regularisation
- 10.4.3. For those in essential services these can be availed anytime of the calendar year and not limited to summer or winters
- 10.4.4. The vacation can be availed till 31st March and will be reset on 1st April.

11. Abandonment of Service

- 11.1. If an employee remains absent for seven consecutive days without prior sanction of leaves or permission, he/she shall be served with a recall notice and in the event the notice returns undelivered, another notice shall be sent.
- 11.2. If he/she refuses to receive the notice or there is no response to the delivered notice for another 7 days it shall be presumed that he/ she has abandoned/ terminated his/her services on his/her own and a final order shall be passed accordingly.
- 11.3. If an employee remains absent beyond the period of leaves originally granted or subsequently extended, the case will be treated as willful abandonment of services.

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Annexure 1
Leaves/ holidays per year

Leaves	Teaching	Non- Teaching Staff	In probation
Casual Leave (CL)	8	10	yes
Earned Leave (EL)	12	15	no
Vacation			
Winter & Summer	7	0	no
National and festival holidays			
National holidays	4	4	
Festival holidays	10	10	Yes
Kanwar	7	7	Yes

Academic Leave			
Professor	20	0	no
Professor (Addl. Post)	17	0	no
Associate Professors	15	0	no
Associate Professors (Addl. Post)	13	0	no
Assistant Professors	6	0	no
Lecturers	4	0	no
Senior Residents	4	0	no
Medical Leave			
1 to 4 Days	Full Day Salary		6 months, if not covered under ESIC
5 to 8 Days	Half Day Salary		
9 to 15 days	Quarter Day salary		

*For those employees where the EL have exceeded the upper limit already the remaining EL will be encashed on 1st February 2025 and the amount transferred to their SWF.

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Ref.No.U-507/SVSU/2025/1727

Date: 04.02.2025

NOTIFICATION

Sub: Amendments to University Teaching and Non-Teaching Employees Leave Policy- 2025

The following amendment to University and Non-Teaching Employees Leave Policy- 2025 has been approved by the competent authority of the university is notified for information and necessary action to the all concerned;

- 1. Amendments to University and Non-Teaching Employees Leave Policy- 2025 notified vide U-507/SVSU/2025/1494 dated 20.01.2025**

Existing	Amended
<p>7. Compensatory Leave</p> <p>7.1 Given when a faculty is required to attend office for some official work on a holiday or Sundays/ weekly offs.</p> <p>7.2 Compensatory offs cannot be carried forward beyond one month w.e.f the date of work performed, otherwise it will automatically be encashed or lapse as the case may be.</p> <p>7.3 In case it is encashed the amount will be payable after the end of the year.</p> <p>7.4 Provided that in case if the employee is working in the hospital or in any other department where the services come under essential service of the University like security or maintenance etc., as may be defined from time to time, the compensatory leave may be taken before the end of calendar year.</p> <p>7.5 The employee will be required to do official work in workplace as any other routine working day to avail the compensatory leave.</p>	<p>7. Compensatory Leave</p> <p>7.1 Given when a faculty is required to attend office for some official work on a holiday or Sundays/ weekly offs.</p> <p>7.2 Compensatory offs cannot be carried forward beyond one month w.e.f the date of work performed, otherwise it will automatically be encashed or lapse as the case may be.</p> <p>7.3 In case it is encashed the amount will be payable after the end of the year.</p> <p>7.4 Provided that in case if the employee is working in the hospital or in any other department where the services come under essential service of the University like security or maintenance etc., as may be defined from time to time, the compensatory leave may be taken before the end of calendar year.</p> <p>7.5 The employee will be required to do official work in workplace as any other routine working day to avail the compensatory leave</p> <p>7.6 For Non-Teaching: Payment of Sunday's salary within the same pay scale month, however, the payment of work down during the vacation days and other Institutional leave days, in case it encashed, the amount will be payable after the end of the year.</p>

This issues with the approval of the competent authority

Yakoob 04.02.2025
Gp Capt M Yakoob
Registrar

To:

All, Heads of Institution /Principals of Colleges/ Section Heads

Copy forwarded to information of:-

- Hon'ble Vice-Chancellor
- Chief Executive Officer
- Guard File

Yakoob 04.02.2025
Registrar



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