



# **SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING**

(An Autonomous Institution)  
Kalavakkam – 603 110

## **PLANNING & ADMINISTRATION**

### **PA 12. EMPLOYEE RIGHTS**

**12.1 Number of weeks of paid maternity leave**

**12.2 Percentage of Employees Eligible for Paid All-Gender Family/Medical Leave**

Submitted to

**The Sustainability Tracking, Assessment & Rating  
System (STARS)**

### **12.1 Number of weeks of paid maternity leave**

The institution's leave policy includes a generous 26-week maternity leave, supporting employees' work-life balance and well-being.

### **12.2 Percentage of employees eligible for paid all-gender family/ medical leave**

- Percentage of employees eligible for paid all-gender family/medical leave -100%  
Narrative and/or website URL providing an overview of the institution's eligibility criteria for paid family/medical leave- File attached in folder

Sri Sivasubramaniya Nadar College of Engineering (hereinafter referred to as SSN) is a multidisciplinary, student-centric and research & innovation-focused Institute, committed to its staff members' well-being, and balanced family & work life. SSN fosters a productive, healthy workplace that helps employees effectively integrate and manage their work and personal life responsibilities by way of offering various kinds of Leaves & Teaching Breaks. It may also support research, teaching and other prestigious opportunities for overall development. The objective of this policy is to define all types of leaves that may be availed and accrued by fulltime Teaching and Non-Teaching members of SSN. The policy aims to establish a consistent and uniform approach towards policies and procedures to be followed while applying, granting and availing leaves. The Department of Human Resources (HR) is the owner of this policy, and any clarifications or expectations should be routed to HR.

# Leave Policy

Policy#001 SSNV1.0

## Controls

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### Release Controls:

Release Date	Version No:	Details	Released By	Approved By
09 <sup>th</sup> October 2023	Version 0.1	Pre-release	Human Resource	President
01 <sup>st</sup> January 2024	Version0.2	Pre-release	Human Resource	President

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## Policy Details

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### 1. INTRODUCTION

Leave is a provision to stay away from work with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extraordinary conditions.

### 2. OBJECTIVE

Sri Sivasubramaniya Nadar College of Engineering (hereinafter referred to as SSN) is a multidisciplinary, student-centric and research & innovation-focused Institute, committed to its staff members' well-being, and balanced family & work life. SSN fosters a productive, healthy workplace that helps employees effectively integrate and manage their work and personal life responsibilities by way of offering various kinds of Leaves & Teaching Breaks. It may also support research, teaching and other prestigious opportunities for overall development.

The objective of this policy is to define all types of leaves that may be availed and accrued by full-time Teaching and Non-Teaching members of SSN. The policy aims to establish a consistent and uniform approach towards policies and procedures to be followed while applying, granting and availing leaves.

The Department of Human Resources (HR) is the owner of this policy, and any clarifications or expectations should be routed to HR.

### 3. SCOPE

The policy covers all Teaching and Non-Teaching members on full-time employment and excludes part-time/visiting/guest/adjunct faculty or any other member whose terms of engagement separately define their leave entitlement. The policy is effective from **January 01<sup>st</sup> 2024** and overrides all the previous policies and practices on leave matters.

#### **4. GENERAL GUIDELINES**

1. All requests for leave shall be considered fairly and decided on an equitable, objective and Justifiable basis within the context of the academic and operational needs of SSN with no prejudice.
2. Leave at any point in time cannot be claimed as a matter of right by any member without prior approval from the relevant authority. Members are required to seek permission from the appropriate approving authority before proceeding on leave, except in emergencies. In such cases, the approving authority should be informed as soon as possible.
3. The Institute's leave year runs as per the Calendar year i.e. January to December.
4. All leave requests should be raised through a prescribed application to the approving authority by choosing the appropriate type of leave. All leave applications must be submitted for approval within the stipulated time frame as listed against each leave type.
5. As part of the application process, all members are required to discuss alternate arrangements for their scheduled work/lecture etc. with their Reporting manager / Head of the Department before proceeding on leave.
6. Approval of leave of any type shall be subject to the discretion of the approving authority. In all circumstances, consideration of applications for leave shall relate to the work cycle of the member's area of work.

## 5. TYPES OF LEAVE:

Leave rules and norms have been categorized under various heads. Details are provided about the different types of leaves and the procedure to avail them. The Leave types and their applicability are summarized in the table below:

S No	Leave Type	Faculty Members		Staff Members	
		Eligibility	Calendar year Leave Quota (in Days)	Eligibility	Calendar year Leave Quota (in Days)
1	Casual Leave (CL)	✓	12	✓	12
2	Earned Leave (EL)	✓	@1.875 days per month, max 22.5	✓	@1.875 days per month, max 22.5
3	Sabbatical Leave(SL)	✓	Up to 2 years in the entire Institute tenure	✗	-
4	Maternity Leave*	✓	182 or 84	✓	182 or 84
5	Miscarriage Leave	✓	42	✓	42
6	Paternity Leave	✓	5	✓	5
7	Adoption Leave *	✓	84 or 20 or 10	✓	84 or 20 or 10
8	Leave Without Pay (LWP)	✓	Discretionary	✓	Discretionary
9	Restricted Holidays (RH)^	✓	2	✓	2

*\*Please refer to the relevant section for details.*

*^ Please refer to the Holiday Policy.*



## 5.1 CASUAL LEAVE (CL)

**Purpose:** Casual Leave (CL) may be taken to meet any personal or medical needs.

**Eligibility & Entitlement:** All the full-time members of the Institute are eligible for 12 days of casual leave in a calendar year. The CLs shall be credited in advance for the new calendar year on 1st January to the leave account of individual members. For new joiners, leave credit will be pro-rated from the date of joining. Casual leave may be availed in a multiple of 0.5 days up to a maximum of 3 days. However, in case of sickness, more than 3 days of casual leave may be availed. Intervening Weekly Offs, Institute Holidays, Restricted Holidays and any other holiday declared by SSN will not be considered as casual leave.

**Application & Approval Process:** Casual leave needs to be applied through the prescribed application form two days in advance to the approving authority, except in emergencies where the leave must be applied upon returning to work.

**Accumulation:** Unutilized Casual leave balance at the end of each calendar year will lapse and will not be carried forward to the next year. CLs cannot be encashed.

**Combining of leave types:** Casual leave cannot be combined with Earned leave.

**Separation Rules:** Casual Leave (CL) cannot be adjusted against waiver of Notice Period.

## 5.2 TEACHING BREAK

Considering that teaching duties do not run around the year; SSN declares a set period of 60 days a year as a Teaching break for Faculty members. Typically, this break is divided into 15 days during the winter and 45 days during the summer. These breaks particularly enable Faculty members to plan & focus on their research work. **Teaching Break does not apply to Non-Teaching Staff. Teaching Break is not a leave type.**

The Teaching Break (Winter Break and Summer Break) windows will be notified every year based on the Institution's Academic calendar of that particular year.

**Winter Break (15 days):** Starts with the conclusion of the Monsoon Semester.

**Summer Break (45 days):** Starts once the academic session is over.

### **5.3 EARNED LEAVE (EL)**

**Purpose:** The purpose of Earned Leave is to enable the staff to take leave during the calendar year. EL is applicable for both Teaching and Non-Teaching staff (Full-time members).

#### **Eligibility & Guidelines**

- Full-time members with SSN shall be entitled to 22.5 days of Earned leave in the calendar year. For new members joining during the calendar year, EL credit will be on a pro-rated basis from the date of joining.
- Earned Leave will accrue at the rate of 1.875 for every completed month of service, i.e. 22.5 days for every completed year of service.
- During the Teaching Break window, Teaching staff can apply ELs in the ratio of 1:2 (1 EL = 2 days leave during Teaching Break). This conversion is only to avail leave during the teaching break window and not for accrual and encashment. This option applies only to Teaching staff
- During the Teaching Break, any intervening weekly offs, Institute holidays, restricted holidays or any other holiday declared by SSN will be counted as Earned Leave – Not applicable for Non-Teaching staff
- Outside the Teaching Break window, EL shall be counted on actuals and any intervening weekly offs, Institute holidays, restricted holidays or any other holiday declared by SSN will not be counted as Earned Leave. An example here would be helpful. For example: During Teaching Break i.e. Winter Break of 15 days and Summer Break of 45 days, faculty applying for 4 days leave request, only 2 days EL will be accounted/deducted from the accrued EL balance. Similarly, during the Teaching days for 4 days leave request, 4 days will be accounted/deducted from the accrued EL balance.
- Staff members, both Teaching and Non-Teaching are required to plan their ELs well in advance and should get approving authorities' approval at least 15 days before their proceeding for the EL.
- Teaching staff EL should be planned & applied with due consideration of the running semester. HOI shall approve EL applied by the Faculty member with the alternate Faculty member's name so that teaching remains unimpacted.

- Earned Leave can be availed for a maximum of four times in a calendar year. This is applicable to both Teaching and Non-Teaching staff
- Earned Leave cannot be availed while staff serving the Notice Period of resignation. This is applicable to both Teaching and Non-Teaching staff
- Earned Leave cannot be combined with Casual Leave – applicable for both Teaching and Non-Teaching staff

**Accrual & Encashment:**

- Unavailed Earned Leave will be carried forward to the next calendar year.
- The maximum number of days which can be accumulated for Earned Leave is limited to 60 days.
- Excess leaves, over 60 days will automatically lapse at the end of the calendar year, i.e., on 31<sup>st</sup> December of every year.
- EL encashment is permissible up to a maximum of 60 days and at the time of separation and not during the service of the member. Excess beyond 60 days to lapse.
- EL Encashment is applicable on separation in F&F, only for full-time regular staff members, for both Teaching and Non-Teaching staff.
- EL encashment shall be calculated based on the last drawn Basic and DA of the member.
- EL cannot be adjusted against the shortfall of the notice period.

## 5.4 SABBATICAL LEAVE (SL)

**Purpose:** The purpose of Sabbatical Leave (SL) is to provide dedicated time to faculty members to focus on Research & Development, Residency and Book / Case writing-related projects.

**Scope:** All full-time Regular faculty members of SSN are eligible for Sabbatical Leave (SL) and this is applicable only to Teaching staff

**Definition:** Sabbatical Leave is defined as a form of leave (paid/unpaid) which is free from all administrative & teaching duties granted to undertake:-

- Research & Development
- Residency or Book/Case writing projects

SL will help faculty members to maintain a high calibre of research, scholarship and teaching.

**Types of SL:** To cater to the needs of faculty members, SSN has developed the following types of Sabbatical Leave. To supplement any shortfall of project time commitment, the member has the option of prefixing or suffixing Earned Leaves with the SL as per the rules defined in the Leave Policy.

Type of SL	Duration	Next SL	Full Pay	Leave without Pay/ EL	Maximum No. of times SL can be availed in SSN tenure
After 6 years of continuous service	1 Year	After completion of 6 years and above from the date of the previous SL return	First 6 months	Remaining 6 months	2
After 3 years of continuous service	6 months	After completion of 3 years and above from the date of the previous SL return	First SL, Third SL	Second SL, Fourth SL	4

### **On completion of 6 years of continuous service:**

- A faculty member who has completed 6 years or above of continuous service with SSN can avail of one year of continuous Sabbatical Leave.
- Member shall be eligible for the next one year of SL after completion of 6 years or above of service from the date of returning from the previous one year of SL
- SL for one year may only be availed a maximum of Two times in SSN tenure until superannuation.
- During One year of SL, the first Six months shall be on full pay and the remaining Six months shall be on leave without pay as the case may be.
- The faculty member should have a consistent track record of performance (rating “Distinguished Performer” or “Excellent Performer”) in the past Four Annual Appraisal cycles.

### **On completion of 3 years of continuous service:**

- A faculty member who is willing to do a short-term project in research and development or book writing can also avail SL for Six months after completion of Three years or above of service.

- SL once taken for Six months can only be applied again after completion of Three years or above of service from the date of returning from the previous SL.
- SL for Six months can only be availed Four times in SSN tenure until superannuation.
- A faculty member who is availing Six months of SL after Three years and above of continuous service will be entitled to full pay during the first Six months of SL. However, if a faculty member wants to go on the next SL of Six months after completion of Three years or above of service from the return of the previous SL may use ELs or Leave without pay as the case may be.
- The faculty member should have a consistent track record of performance (rating “Distinguished Performer” or Excellent Performer) in the past Two Annual Appraisal cycles.

### **Application and Approval Process:**

- Interested faculty members shall be required to submit the application form to the respective HoD at least 4 months before the start of the next monsoon/spring semester.
- HoD shall review the application and call an all-faculty meeting of the department, wherein the applicants would present their case. The faculty members may discuss load share/ alternate teaching/ research arrangements etc. The Minutes of the Meeting (MoM) clearly stating the recommendation and alternate arrangements will be recorded.
- Post internal department meeting, HoD shall forward the application along with the MoM to the HOI.
- In cases where more than one application(s) is/are received within the same department, seniority of tenure at SSN would be considered while awarding the SL.
- The respective HOD shall further refer his/her recommendation and signed MoM to the HOI keeping Head – HR in the loop.
- The final approving authority will be the President.
- Post President’s approval, HR shall further communicate to the concerned faculty member and get the documentation completed.
- The faculty member has to submit a signed undertaking to the HR department before proceeding with SL.
- A faculty member who is on SL is required to submit a status report of his work every Three months to the respective HoD keeping the HOI in the loop.

### **Suggested Deliverables or Achievements:**

- Manuscript of the book as a single author preferably under Publishing status
- Written document on the practical knowledge (Know-How) gained.
- Publication in a ranked quality journal

### **Review upon completion of Sabbatical Leave:**

- Upon completion of Sabbatical Leave, the faculty member is required to submit a detailed report of his/her achievements in line with the statements mentioned in the SL application to the HoD and to the HOI within 30 days.
- Requests by the faculty for the subsequent SL shall be considered based on the outcomes of the previous SL.
- The same report shall also be referred to during the faculty appraisal.

### **Other Terms & Conditions:**

- SL may only be availed either for Six months or One year subject to a total of Two years in the entire Institute tenure until superannuation.
- SL may not be taken when only Two years of service are left, before superannuation.
- The faculty member may use the allotted assets like Laptop, Data Card etc. and campus housing accommodation during SL and shall continue to pay the subsequent charges (as applicable).
- SL cannot start or end in the middle of a semester/ quarter.
- A faculty member has to sign an undertaking that he/she will not resign during SL and will serve SSN for at least Two (2) years post-completion of the SL period. In case of a breach, the amount paid to the faculty member during SL shall be recovered in full.
- In case the Faculty member doesn't join upon completion of the approved Sabbatical leave period, he/she would be deemed to have resigned, and the day before the start of the relevant Leave shall be treated as his/ her Last working day.
- The Faculty member who is serving a notice period cannot apply for the SL.
- During the SL period, a faculty member shall not undertake any regular appointment with any other Institute in India or abroad.



- Not more than 10% of regular faculty of the department can be on SL at a time. In case the number of faculty is less than 10 in a department, then the Institute will assess on a case-by-case basis subject to a maximum of 10% of regular faculty at the institution.
- SL has to be availed in continuation for Six months or One year subject to completion of all T&Cs mentioned in SL policy and cannot be split into parts.
- SL period shall not be counted for any of the Leave accrual and accumulation.
- SL shall not affect the Appraisal cycle of a faculty member.
- All intervening Weekly Offs, and Institute Holidays will be considered as SL.
- If the SL application is rejected, the faculty member may again apply for the SL after six months.

## **5.5 FAMILY LEAVE**

The Family Leave categories listed below entitle both Teaching and Non-Teaching staff members to take paid leave for specified family and medical reasons. Family Leaves are designed to help members by allowing them to take reasonable paid leave for certain family and medical reasons.

The members shall be entitled to take the following leaves:

- **Maternity Leave**
- **Miscarriage Leave**
- **Paternity Leave**
- **Adoption Leave**

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

**Purpose:** The purpose of this leave is to support female members during and after pregnancy to take care of the newborn. This leave is applicable following the provisions of the Maternity Benefit (Amendment) Act, 2017.

**Eligibility:** All female members who have worked at least 80 days for 12 months immediately preceding the date of their expected delivery.

**Entitlement:** All female members are entitled to a maternity benefit of 182 days (26 weeks) of which not more than 56 days (8 weeks) shall precede the date of their expected delivery for the first two surviving children. A female member having two or more surviving children shall be entitled to 84 days (12 weeks) of which not more than 42 days (6 weeks) shall precede the date of her expected delivery. Maternity leave can be availed a maximum of two times during the tenure at SSN. Maternity leave has to be availed in continuation and cannot be split into parts. Intervening Weekly Offs, Institute Holidays, Restricted Holidays and Teaching Breaks will be considered as Maternity leave.

**Application & Approval Process:** Maternity leave needs to be raised through the prescribed application form at least 30 calendar days in advance to the approving authority. The leave request has to be supported by a medical certificate from a registered medical practitioner.

**Combining of Leave types:** Earned Leave may be prefixed or suffixed with Maternity leave to meet any medical needs arising out of pregnancy or childbirth. All such extension requests for Maternity leave have to be duly applied for by the respective Institute member and approved by the approving authority. Extension requests must be supported by a medical certificate from a registered medical practitioner.

### **5.5.2 Miscarriage Leave**

In case of miscarriage or medical termination of pregnancy, a female member shall, on the production of a certificate by a relevant medical practitioner, be entitled to take leave for 42 calendar days immediately from the day of her miscarriage or medical termination of pregnancy. All such requests will be approved by the approving authority. The leave request must be supported by a medical certificate from a registered medical practitioner which shall be submitted on resuming duty.

### 5.5.3 Paternity Leave

**Purpose:** The purpose of this leave is to support male members of SSN at childbirth for taking care of the mother and newborn.

**Eligibility & Entitlement:** Male members are eligible for 5 consecutive days of paternity leave for the first two children during their tenure with SSN. The leave must be availed within 30 days of the child's birth. Intervening Weekly Offs, Institute Holidays and Restricted Holidays will be considered as Paternity leave.

**Application and Approval Process:** Paternity leave shall be raised through a prescribed application form to the approving authority within Seven (07) calendar days of resuming duty. The leave request has to be supported by a provisional birth certificate submitted before or on resuming duty.

**Combining of leave types:** Earned leave may be a prefix or suffix Paternity leave. All such extension requests of paternity leave have to be duly approved by the approving authority.

### 5.5.4 Adoption Leave

**Purpose:** To support Institute members' bond with their adopted child and for completion of any formalities arising on account of adoption.

**Eligibility:** Female members are eligible for adoption leave for the first two surviving children during their tenure with SSN.

**Entitlement:** When a female member legally adopts a child below the age of 3 months, she is entitled to 84 days of Adoption leave, 20 days when legally adopting a child up to 3 years in age and 10 days when the age of the child is more than 3 years. The leave must be availed within 30 days of the child's adoption and in continuation. Intervening Weekly Offs, Institute Holidays and Restricted Holidays will be considered as Adoption leave.

**Application and Approval Process:** Adoption leave needs to be raised through the prescribed form

to the approving authority at least 7 calendar days in advance. The leave request has to be supported with relevant legal documents before or on resuming duty.

**Combining of leave types:** Earned leave may prefix or suffix Adoption leave. All such extension requests of Adoption leave must be duly applied for by an SSN member and approved by the competent approving authority.

### **5.5.5 OFF-CAMPUS ON DUTY**

It is a provision for Teaching and Non-Teaching members when they are “On Duty” but not on campus, to attend conferences and seminars, carry out fieldwork, research work etc. Therefore, a staff member who is out of campus for official work can apply for “Off Campus on Duty” through the prescribed form with prior approval from HoD / HOI. This is NOT to be considered as Leave.

## **6. LEAVE CALCULATION FOR NEW JOINEES**

CL/EL will be credited on a pro-rated basis for all new members as per their date of joining.

## **7. LEAVE RULES DURING NOTICE PERIOD & SEPARATION**

- Teaching and Non-Teaching members are not allowed to avail any kind of leave while serving their notice period of resignation.
- In case members take leave on grounds of medical/ personal exigencies, the notice period shall be extended proportionately.
- If a member has already availed excess leave (CL / EL) than what he/she is entitled to till his/her last working day, excess leave taken shall be recovered from the full & final settlement of his/her monthly gross salary.

## **8. EXCEPTION CLAUSE**

All the exceptions to the SSN Leave Policy shall be treated separately on a case-to-case basis. All exceptions should be nominated by the respective HOI to HR. After reviewing with HOI, HR shall make appropriate recommendations to the President for approval.

## **9. INSTITUTE HOLIDAY POLICY**

An Institute Holiday(IH) is the day when all departments, services, and functions of SSN observe a closed day. There is no teaching on these days. Only the essential services in administration, maintenance, security, utilities etc. run during these days. It is a paid holiday except when taken in conjunction with Leave without pay. The total count of IHs is 10 in any calendar year taking into consideration the National Holidays of India and holidays on which there is a mass following in Tamil Nadu. In any circumstance, the number of IHs will not change and will remain fixed at 10.

## **10. Composition of Institute Holidays**

**A. National Holidays** – The following 4 days are national holidays:

1. Republic Day, 26th January
2. Independence Day, 15th August
3. Gandhi Jayanti, 2nd October
4. May Day, 1<sup>st</sup> May

**Festival Holidays** - There are 6 holidays selected as Festival Holidays in the list of Institute Holidays.

5. New Year Day, 1<sup>st</sup> January
6. Pongal
7. Vinaygar Chathurthi
8. Tamil New Year
9. Deepavali
10. Christmas Day

To compensate for an IH falling on a Sunday, an alternate day will be chosen as an IH for that particular year and marked with ‘\*’ in the list of IHs of that year.

## **11. Restricted Holidays**

A Restricted Holiday is a paid day off which a member may exercise based on his/her individual preference, religious beliefs and convenience. An RH may be combined with any other paid leave. However, it may not be taken in conjunction with Leave without pay.

## **SRI SIVASUBRAMANIYA NADAR COLLEGE OF ENGINEERING**

Rajiv Gandhi Salai (OMR), Kalavakkam - 603 110, TN, India.

It needs to be applied and approved through the prescribed form as in the case of Casual Leave (CL). The list of RHs consists of holidays of up to 21 days. A member may take up to 2 RHs from this list in a calendar year. Unused RHs will automatically lapse at the end of the calendar year.

### **Selection Criteria for Restricted Holidays**

Restricted Holidays will be in the form of a list of 21 days selected from the list of Central / State Government gazette and Restricted holidays which are not Institute Holidays. A member may take up to 2 RH from this list in a calendar year.

Sl. No.	Holiday
1	Chithra Pouranami
2	Aadi Perukku
3	Gayathri Japam
4	Maha Shivaratri
5	Good Friday
6	Maundy Thursday
7	Deepavali Nonbu
8	All Souls Day
9	Karthigai Deepam
10	Vaigunda Ekadesi
11	Buddha Purnima
12	Id-UI-Zuha(Bakrid) <sup>+</sup>
13	Muharram
14	Thai Poosam
15	Janmashtami
16	Varalakshmi Viratham
17	Maha Ashtami
18	Maha Navmi
19	Milad-Un-Nabi/Id-E-Milad
20	Onam
21	Mahalaya Amavasai

***Please Note:** The Management reserves the right to alter, append or withdraw this policy either in part or in full based on the Management's discretion at any point in time.*