



JOY UNIVERSITY

Established vide Tamil Nadu State Pvt. Universities Act 2019



Leave Policy

For Teaching:

1. Weekly Off:

1.1. 1st and 3rd Saturdays and all Sundays of each month are considered as weekly-off for all teaching faculty members.

2. Casual Leave (CL):

2.1. 12 days per calendar year is provided as CL.

2.2. One CL will be credited each month in the academic year.

2.3. New joining staff are not eligible for any kind of leave in the first month.

2.4. CL Lapses with each Calendar year.

2.5. At a time, maximum of 3 CLs can be applied.

2.6. CL should not be combined with vacation, Duty Leave and/or Medical Leave.

2.7. CL may be combined with holidays including weekly off.

2.8. CL should not be combined with both sides of weekly off/ holiday. In such cases, the weekly off or the holiday will be considered as CL or any other applicable leave.

2.9. Half day CL is admissible.

2.10. CL should be applied with prior approval of the Dean. Teaching and administrative duties are to be allotted to any other suitable faculty member and the same is to be communicated to the Dean well in advance.





3. Medical Leave (ML):

- 3.1. 10 days per Calendar year is provided as ML.
- 3.2. Medical leave may be accumulated up to maximum of 30 days.
- 3.3. At a time, ML is applied with a maximum of 10 days which includes intervening holidays.
- 3.4. ML should not be combined with vacation and any other leave.
- 3.5. ML is to be applied only if the faculty member is hospitalized. The Medical Certificate and Discharge Summary are to be submitted as proof to be eligible for availing ML. The claim will be validated by the medical officers of our university.
- 3.6. At the time of joining the duty, the faculty member should submit a medical fitness certificate from duly qualified medical officer.

4. Compensatory Off (CO):

- 4.1. The holiday at which the faculty member has attended the duty is to be recorded and approved by the respective Dean / Head.
- 4.2. The CO is to be applied in advance with the prior approval of the respective Dean / Head.
- 4.3. The leave should be utilized within three months from the date of working.
- 4.4. If the three months are overlapping into the new calendar year, these leaves may be availed.

5. Duty Leave (DL):

- 5.1. 10 days per calendar year is provided as Duty Leave.
- 5.2. This is applicable only when faculty members represent University in any conference/FDP/Workshops/Delivering lectures in other Universities, appointed in any committees constituted by the Government or any other work allotted by the University.





5.3. DL should be priorly approved by the Dean, Pro VC, VC and the Registrar.

5.4. DL should not be combined with any other leave.

6. Maternity Leave (MT):

6.1. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 90 days.

6.2. Maternity Leave is to be availed twice in the entire career.

6.3. Woman teachers who have put up minimum two years of service at the University are eligible for availing this leave.

6.4. Maternity Leave should be priorly approved by the Dean, Pro VC, VC and the Registrar.

6.5. Maternity leave may be combined with any other available leave, if the request is supported by a medical certificate by duly qualified medical officer.

7. Permission/ Late:

7.1. Faculty members may have two times permissions of 1 hour each in a month.

7.2. This may be applied either in the FN or AN.

7.3. Faculty members may have 10 minutes late for maximum two times in a month.

7.4. Both Permission/ Late can be availed only with the prior approval of the Dean.

7.5. Late Punch in up to 09:10 AM is allowed twice a month, if the third instance is recorded after 09:00 AM in a month, it will attract Half day CL or Loss of pay.

7.6. If a permission is recorded for a third time in a month, it is recorded as Half day CL or Loss of pay.





8. Absence without prior intimation

8.1. Absence without prior intimation will be considered as loss of Pay and may lead to disciplinary action.

9. Vacation

9.1. Faculty members will be provided 10 days of vacation at the end of odd semester and 10 days of vacation at the end of even semester.

9.2. Vacation is subjected to the rules and regulations of the University as and when instructed.

9.3. The schools / Departments should operate with 50% faculty members/staff during the vacation period.

10. Probation Period

10.1. New faculty members are in the Probation period for the first one year of service.

10.2. Only CL and CO are available for the faculty members when they are serving the one-year Probation period.

10.1. Vacation is not applicable for the faculty members in Probation period.

For Non-Teaching:

1. Weekly Off:

1.1. Either 1st or 3rd Saturdays and Sunday of each month is considered as the weekly off for the non-teaching.

1.2. All schools / departments should have 50% strength during off on Saturdays.

2. Casual Leave (CL):





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2.2. New joining staff are not eligible for any kind of leave in the first month.

2.3. CL Lapses with each Calendar year.

2.4. At a time, maximum of 3 CLs can be applied.

2.5. CL should not be combined with vacation, Duty Leave and/or Medical Leave.

2.6. CL may be combined with holidays including weekly off.

2.7. CL should not be combined with both sides of weekly off/ holiday. In such cases, the weekly off or the holiday will be considered as CL or any other applicable leave.

2.8. Half day CL is admissible.

2.9. CL should be applied with prior approval of the Dean. Teaching and administrative duties are to be allotted to any other suitable faculty member and the same is to be communicated to the Dean well in advance.

3. Medical Leave (ML):

3.1. 10 days per Calendar year is provided as ML.

3.2. Medical leave may be accumulated up to maximum of 30 days.

3.3. At a time, ML is applied with a maximum of 10 days which includes intervening holidays.

3.4. ML should not be combined with vacation and any other leave.

3.5. Medical leave is to be applied only if the employee is hospitalized. The Medical Certificate and Discharge Summary are to be submitted as proof to be eligible for availing ML. The claim will be validated by the medical officers of our university.





3.6. At the time of joining the duty, the employee should submit a medical fitness certificate from a duly qualified medical officer.

4. Compensatory Off (CO):

4.1. The holiday at which the staff has attended the duty is to be recorded and approved by the respective Dean / Head.

4.2. The CO is to be applied in advance with the prior approval of the respective Dean / Head.

4.3. The leave should be utilized within three months from the date of working.

4.4. If the three months are overlapping into the new calendar year, these leaves may be availed.

5. Earned Leave (EL):

5.1. 6 days per Calendar year will be provided as Earned Leave.

5.2. EL will be credited only at the completion of one year of service.

5.3. Any EL applied including Weekly off / holidays will be counted as EL.

5.4. EL should be applied one week prior to availing the leave. It must be approved by both the Dean and the Registrar.

5.5. EL may be accumulated to the maximum of 18 days.

5.6. Maximum of 6 days EL is permitted at a time.

6. Duty Leave (DL):

6.1. 10 days per calendar year is provided as Duty Leave.

6.2. This is applicable only when University instructed any duty outside of the University.

6.3. DL should be priorly approved by the Dean and the Registrar.





6.4. DL should not be combined with any other leave.

7. Maternity Leave (MT):

7.1. Maternity leave on full pay may be granted to a woman staff for a period not exceeding 90 days.

7.2. Maternity Leave is to be availed twice in the entire career.

7.3. Woman staff who have put up minimum two years of service at the University are eligible for availing this leave.

7.4. Maternity Leave should be priorly approved by the Dean and the Registrar.

7.5. Maternity leave may be combined with any other available leave, if the request is supported by a medical certificate by a duly qualified medical officer.

8. Permission/ Late:

8.1. Staff may have two times permissions of 1 hour each in a month.

8.2. This may be applied either in the FN or AN.

8.3. Staff may have 10 minutes late for maximum two times in a month.

8.4. Permission/Late can be availed only with the prior approval of the Dean.

8.5. Late Punch in up to 09:10 AM is allowed twice a month, if the third instance is recorded after 09:00 AM in a month, it will attract Half day CL or Loss of pay.

8.6. If a permission is recorded for a third time in a month, it is recorded as Half day CL or Loss of pay.

9. Absence without prior intimation

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10. Probation Period

10.1. New staff are in the Probation period for the first one year of service.

10.2. Only CL and CO are available for the staff when they are serving the one-year Probation period.

11. Vacation

11.1. Vacation is not applicable for the non-teaching staff.




REGISTRAR
JOY UNIVERSITY
UGC RECOGNIZED -
(Estd. vide Tamil Nadu State Pvt.
Universities Act 2019)
Raja Nagar, Vadakankulam,
Tirunelveli - 627 116, Tamilnadu, India