

Leave Policy for FOSTIIMA Employees

- Leave on a specific date / period cannot be claimed as right of the employee and may be refused or curtailed by the Competent Authority, if the exigencies of work so require. Decision of the Competent Authority shall be final and binding.
- The computation of leave will commence on 1st April and end on 31st March each year. In the 1st year of service, it will be computed on a pro-rata basis from the date of joining to 31st March.
- If an employee wants to take any type of leave, it is necessary for the employee to fill a Leave Application Form, obtain sanction from the Competent Authority and submit it to HR. HR will circulate the list of employees on leave on WhatsApp and on mail on daily basis.
- Except in case of emergency, no leave should be availed without prior sanction in the prescribed Leave Application Form.
- In case of emergency leave(s), the employee should inform or call his / her HOD and also inform HR. Such leaves should however be regularized by submitting a Leave Application Form immediately on joining the duty.
- A leave request sent through SMS or WhatsApp will not be accepted. It will be considered as intimation for leave only.
- Application through an email should be regularized by submitting a Leave Application Form as soon as possible.
- If an employee does not come to the office for half a day without prior permission, he / she will be counted as being on full-day leave.
- Sandwich Leave Rule: If any employee takes leaves before and after non-working days, then the intervening non-working days will also be considered as leave for the employee. [For example, if Saturday and Sunday are holidays and if any employee takes leave on both Friday and Monday, then all the 4 days will be considered as leave for the employee.]
- An employee should take prior permission from the Competent Authority before the expiry of sanctioned leave if he / she would like to seek any leave extension beyond the sanctioned leave.
- An employee on leave shall not take up any outside assignment or accept any employment during the leave period.

Recall from Leave:

- a) The Competent Authority may recall any granted leave, in the best interest of the Institute.
- b) Refusal to report for duty on being recalled from leave shall be treated as absence.

Absence from Duty:

If an employee is absent from duty for a period of seven consecutive days without approval, or fails to report for duty either on expiry of leave or otherwise, the employee will be considered to be absent from duty. In such cases the management may, at its sole discretion, remove him / her from employment.

Types of Leave:					
i)	Casual Leave (CL)	iv)	Academic Leave (AL)	vii)	Privilege Leave
ii)	Medical Leave (ML)	v)	Compensatory Leave (CPL)	viii)	Sabbatical Leave
iii)	Research Leave (RL)	vi)	Maternity Leave	ix)	Leave Without Pay (LWP)

i) Casual Leave (CL)

- Employees can avail up to 8 days of Casual Leave in a year.
- CLs shall be credited to an employee's leave account on quarterly basis @ 2 CLs per quarter.
- CL can be taken for half a day, if an employee so desires.
- Normally one day CL will be sanctioned in a month.
- A maximum of two days of CL together can be sanctioned.
- Unutilized CLs shall lapse on the 31st of March every year. There is no provision for encashment of unutilized CLs.
- Unutilized CLs will be recorded in the personal file by HR for positive appraisal.
- New employees will be entitled for CL after 3 months of joining service in the Institute.

ii) Medical Leave (ML)

- A maximum of 7 days of Medical Leaves can be availed in a year.
- ML may be considered for employees, if they fall ill for two or more than two days if so prescribed by an established hospital or an established medical practitioner with at least post graduate degree on production of a medical certificate and prescription from the hospital or the medical practitioner.
- The Leave Application Form [with the prescription of the hospital or a medical certificate] should be submitted to the Competent Authority for sanction of ML immediately upon the employee resuming his / her duties, failing which he / she shall be treated as absent during the said leave period.
- No other leaves are adjustable with Medical Leave.
- Unutilized MLs for any calendar year can be carried forward only to the next year. There is no provision for encashment of unutilized MLs.
- New employees will be entitled for MLs after 3 months of joining service in the Institute.

Hospital / Critical Illness Leave

- (i) Hospital Leave may be granted to an employee in case of critical illness / injury on completion of one year of service in the Institute.
- (ii) The Chairman shall be the Competent Authority for sanctioning Hospital Leave.
- (iii) Hospital Leave may be considered for employees based on the prescription of an established hospital or an established medical practitioner.
- (iv) The Leave Application Form with the prescription of the hospital or a medical practitioner and test results, if applicable should be submitted to the Competent Authority for sanction of Hospital Leave.
- (v) An employee eligible to the Hospital Leave will be entitled to such leave for such period as is

considered necessary by the Competent Authority.

- (vi) Hospital Leave may be granted on leave salary [either full / half salary] as the Competent Authority may decide.

iii) Research Leave (RL)

Research leave plays a vital role in building a culture of research at the Institute. The Institute has provision of Research Leave with the objective of promoting and improving the quality of research by the faculty. The Research Leaves will enable faculty members to focus intensively on their research by visiting libraries and companies for data collection and shall facilitate in producing quality publications.

Faculty members will submit their Research Leave applications to the Head of Research for in-principle approval based on the value & importance of the research. RL applications granted in-principle approval shall require the approval of the HOD and the Director who shall approve the application only if there is no class / exam duty, meet or any event scheduled for the day for which the RL is being sought.

iv) Academic Leave (AL)

Academic Leaves are granted only to faculty members on account of academic activities / work like attending faculty development programs / conferences / seminars / delivering lectures, etc. or to the faculty members pursuing pre-approved further studies (including Ph. D) for important classes and exams.

AL applications shall require the approval of the HOD and the Director who shall approve the application on a case-to-case basis considering the nature and importance of the academic activity only if there is no class / exam duty, meet or any event scheduled for the day for which the AL is being sought.

v) Compensatory Leave (CPL)

- a) Employees are allowed to avail Compensatory Leave in lieu of working on holidays / Sundays.
- b) CPL must be applied and availed during the successive 3 months with the prior permission of the Competent Authority. Permission for availing CPL beyond 3 months shall be given by the Competent Authority only in exceptional circumstances.
- c) CPL cannot be clubbed with any type of leave (unless permitted by the Competent Authority).
- d) There will be no encashment of CPL.
- e) The non-availed CPL(s) will lapse automatically on 31st of March every year.

vi) Maternity Leave

- a) Female employees can avail up to a maximum of 180 days of Maternity Leave in a year on completion of one year of service in the Institute.
- b) Maternity Leave shall be sanctioned after submission of a certificate by a registered medical practitioner. All relevant Govt regulations would be applicable with respect to Maternity Leave, however, prior approval would have to be taken for availing the same.
- c) Maternity Leave can be sanctioned starting at most 56 days before the date of expected delivery.
- d) The benefit of Maternity Leave shall not be applicable to those having 2 or more children and can be availed of twice in the entire career.
- e) Maternity Leave can be availed subject to the submission of an undertaking to continue in the service of the Institute for a period of at least 6 months.
- f) Salary for the Maternity Leave period will be paid after the employee rejoins the Institute.

vii) Privilege Leave (PL)

- a) Employees are entitled to 15 days of Privilege Leave in a year on completion of one year of service in the Institute.
- b) New employees will be entitled to 7 days of PL after 6 months of joining service in the Institute.
- c) Weekly-off, declared holidays falling within the PL period will be counted as Privilege Leave.
- d) Application for PL shall be made at least 15 days in advance of the start date of the PL.
- e) The faculty is expected to apply for PL only in the non-academic period i.e. when there is no academic activity and the session is closed.
- f) Unutilized PLs for any calendar year cannot be carried forward to the next year. However, unutilized PLs can be encashed.

viii) Sabbatical Leave:

Sabbatical Leave may be granted to a faculty member for one or more of the following reasons:

- a) To conduct research or advanced studies in India or abroad,
- b) To write text books, standard works and other literature,
- c) To visit or work in a University, Industry or Government research laboratories in India or abroad.
- d) Any other purpose for the academic development of the faculty member, as approved by BOG.

Approval Process:

Concerned Faculty member shall submit an application addressed to the Chairman of the Institute along with letter of acceptance from the Host Institution / University for undertaking advanced study / research. Sabbatical Leave shall be sanctioned by the Chairman of the Institute with concurrence of the BOG.

Eligibility & Other Rules:

- a) A faculty member with a continuous service of seven (07) years will be eligible for a Sabbatical Leave of a duration up to six (06) months and a member with a continuous service of ten (10) years will be eligible for Sabbatical Leave up to one (01) year.
- b) Sabbatical Leave cannot be clubbed with any other leaves.
- c) No carry over of Sabbatical leave (part or full) will be permissible.
- d) On completion of Sabbatical Leave, faculty member shall submit a detailed report on the work done and the objectives accomplished.
- e) On completion of Sabbatical Leave, the Faculty member shall submit an undertaking to continue to be in the service of the Institute for a period of at least 12 months.

ix) Leave Without Pay (LWP)

- a) Leave Without Pay [LWP] may be granted in exceptional circumstance like prolonged illness, etc. when all admissible leaves are exhausted, on the submission of medical certificate from an established hospital or an established medical practitioner with at least post graduate degree.
- b) During LWP, the employee shall not be entitled to any pay or benefits but shall retain a lien on their job.
- c) The Director for the faculty or the HOD of a non-academic department employee is authorized to sanction such LWPs for up to 15 days. Beyond 15 days, approval of the Chairman of the Institute is required.



Attendance Rules for FOSTIIMA Employees

The list of holidays for FOSTIIMA employees during a calendar year is announced in the beginning of each year.

Official Duty Hours

2nd Saturday and 4th Saturday shall be holidays

Department Timings

- 9:00 AM to 5:00 PM – Reception, Admin (including Housekeeping) and one person from IT
- 9:30 AM to 5:30 PM – All Faculty, HR, Librarian and one person from IT

For Admission Department, CRC, Accounts, Student Relations, Academic Administration Department, Digital Marketing Department and one person from IT

- 10:30 AM to 6:30 PM – From March to November
- 10:00 AM to 6:00 PM – For December, January & February

Marking of Attendance & Late Coming Rules

- All employees are required to report at their designated workplace at the prescribe time on all working days. Employees shall mark their 'In' and 'Out' attendance in the biometric machine both on arrival at the Institute Campus in the morning and at the closing hours in the evening. This is mandatory before they proceed to their respective workplaces.
- If any employee marks his / her arrival in the biometric machine after the prescribed time. he / she will be considered late for work. Monthly exemption for late arrival till 240 minutes. The total time of late arrivals in a month shall be cumulated every month and salary deduction shall take place based on 4 times the cumulative time for which the employee has been late in the month beyond 240 minutes.
- If an employee leaves before the prescribed time on any day, then the total time of his / her early leaving will be cumulated at the end of the month. The total time of early leaving cumulated every month shall be added to the total time of late arrivals in the month. Salary deduction shall take place based on 4 times the cumulative time of early leaving and late arrivals in the month beyond 240 minutes.
- Any employee who marks his / her arrival in the biometric machine after half an hour from the prescribed time will be marked as being on half-day leave for the said day.
- Any employee who marks his / her arrival in the biometric machine after one and half hour from the prescribed time shall be marked absent for the day.
- The employees are not encouraged to sit beyond the prescribed time. Hence, no late evening punch shall be considered.
- If any employee is late in arriving at the office for any genuine reason, then the employee needs to inform and receive written approval from his / her HOD about his / her late coming with the reason.
- It is the sole responsibility of the employee to inform his / her HOD about having missed recording his / her arrival in the biometric machine through a form mentioning his / her actual arrival time.

The employee shall submit the form to HR duly approved by the HOD. The employee will be treated as being 'Absent' if the form is not received by HR.

Lunch Policy

- All employees lunch timing would be 2:00 pm to 2:30 pm.
- Staff members can take their lunch on their desk or go to the canteen for it.
- During the lunch break, employees may go out of the office premises. However, the Institute will not be responsible for any mishap during the lunch break.

Out-of-Office Duty Rules

- If any employee goes out of the Institute premises for any office related work, he / she must fill the 'Out-of-Office Duty Form' and submit it to HR after getting it signed by the HOD / Director.

General Rules

- All Attendance / Duty related forms should be submitted to HR duly signed by the Sanctioning Authority within 3 working days from the occurrence of event.