

LEAVE RULES IN BRIEF

Following are the Leave Rules in Brief.

Leave Type	Total / Year	Max Allowed / Time	Accumulation / Carry Forward	Remarks
CL	20	10 Days including intervening Holidays	NO They will Lapse at end of Calendar Year	Credited on Jan 1 <sup>st</sup> . For new staff pro-rata of 1.5 days / month
HPL / ML	20 / 10	Up to Credit Balance subject to prior approval	Yes – No Limit	Credited on Jan 1 <sup>st</sup> . For new staff
Vacation	42			As per University / Management decision subject to eligibility
EL	30 – Non Vacation Staff 6 – Vacation Staff	Up to Credit Balance subject to prior approval	Yes Max 300 for non-vacation staff 240 – for Vacation Staff	Credited on Jan 1 <sup>st</sup> . For new staff -- -
EOL	Principal / Management Discretion			For Regular Staff only
Maternity Leave		120 Days – per child – Max Two Children		for married women