

## **Attendance and Leave Policy**

### **General Attendance and Leave Policy:**

This policy describes the procedures and rules for Attendance and Leave system in NIPS. It is the Institution's policy to guide all the employees on attendance procedure, punctuality, absences, late arrival and leave applicability.

The Institution values good attendance at work. All employees are required to be present on every day at work. Granting leaves will be the discretion of the management.

All employees would like to be treated fairly and with dignity. The Institute recognizes that employees may take a reasonable amount of time off work to deal with emergencies. They may need to attend medical or other health appointments. Leave requests will be treated sympathetically and flexibly in such circumstances.

***Management reserves the right to change the Rules& Regulations regarding Leave, Weekly off, Vacation, and Holiday at any time.***

### **Purpose:**

The purpose of this policy is to:

- ♦ define the process of attendance
- ♦ describe the process of applying and maintaining leave records
- ♦ describe the role of employee, leave sanctioning authority and HR

### **Eligibility:**

The attendance policy applies to all employees of NIPS. A confirmed employee is only eligible to avail leave.

### **Attendance Cycle:**

Attendance and salary cycle in NIPS is from 1<sup>st</sup> to 31<sup>st</sup> of each month. The attendance is closed on the last day of every month and salary is disbursed normally on 10<sup>th</sup> day of the next month.

If the salary disbursement date falls during vacation period, the payday is adjusted as per the demand of the situation. If the salary disbursement date falls on a holiday, the date of salary disbursement will be on a working day after the holiday.

### **Attendance Register:**

Employees are required to maintain regular attendance.

As per the attendance policy all the employees are required to sign the attendance register on a daily basis on arrival and departure. The register will be kept in the HR department after the scheduled arrival time.

### **Hours of Work:**

The Institution reserves the right to vary the hours, schedules and pattern of working of employees.

The working hour and timing may differ depending upon the nature of work, importance of job role and the demand of the situation.

The normal reporting time for the Full Time staffs at Institution is at **09:30 am**. A grace time of 5 minutes will be allowed every day. All the employees are expected to maintain punctuality.

The general office timings at NIPS are as follows:

<b>Monday to Friday</b>	<b>09.30 am. to 06:00 pm</b>
<b>Lunch break</b>	<b>12:30 pm. to 01:30 pm</b>

The lunch timing can be flexible depending on work requirements. At times an employee might have to stay for work at the campus beyond the stipulated time based on work pressure.

#### **Late Mark:**

Late arrival is defined as arriving after the prescribed starting time. An employee will be marked as late if he / she reach the campus after reporting time. Exception will be granted in case of official duty, returning from official tour or any other approved special reason. **Half day leave shall be deducted if 3 days late mark is counted against an employee.**

Persistent poor timekeeping means that colleagues are put under pressure to cover his duties. This is not acceptable and will therefore be treated as a potential disciplinary offence under our disciplinary procedures.

#### **Half Day:**

The whole day working hour is divided into 2 halves: 9: 30 am- 1:30 pm- 1<sup>st</sup> Half and 1:30 pm- 5:30 pm – 2<sup>nd</sup> half. An employee can apply and avail a half day leave also.

#### **Early Departure:**

Early departure is defined as leaving before the prescribed end time. Employees must not leave the campus during working hours without prior approval from his/her reporting authority.

Leaving the campus after 04:30 PM will be marked as **Early Departure**. To attain this benefit the employee will have to take approval from the concerned authority through an e-mail request. In case of noncompliance, half day salary will be deducted for every Early Departure. Repeated tardiness and leaving early is not acceptable and will not be allowed.

#### **Week Offs:**

Saturday and Sunday are week off for management staffs, faculty members, administrative and executive staffs. An employee may need to report on week off or is required to work from home also as per work requirements and management discretion.

If any employee avails leave both on Friday and Monday then 2 days week off shall be counted within this leave and 4 days leave shall be deducted from leave balance instead of 2 days. This rule is applicable for continuous leave from Friday 2<sup>nd</sup>half leave to Monday 1<sup>st</sup> half. Similar is the rule for holiday falling in between two days leave on either side.

**Leave:** The employees of the Institute may be granted leave as prescribed below. This will be subject to the condition that leave cannot be claimed as a matter of right and when the exigencies of the Institute so require, discretion to refuse or revoke leave of any description is reserved to the leave sanctioning authority.

**Leave Request E-Mail** in general is submitted to the management to get prior permission from reporting authority for a person's absence from work for a stipulated period of time. This e-mail along with letter (as applicable)/ medical certificate (as applicable)/ other supporting document will streamline the leave approval or non approval process and expedite the process while salary disbursement as the decision of leave with pay

or without pay will be taken on time without any hassle or misunderstanding. This will help in creating a STANDARD OPERATING PROCESS (SOP) for long leave request of employees which can be maintained by HR department for future references.

**Annual Leave:** Commencement of leave period is financial year i.e. 1<sup>st</sup> April to 31<sup>st</sup> March of every year.

All confirmed employees are allowed to avail 20 days leave within a financial year. This leave includes sick and casual type. These leaves shall not be carried forward if not availed within the same financial year. No leave shall be granted for more than 5 days at any time, except under special circumstances.

If an employee exhausts the entire leave balance before closure of the financial year then he /she will fall under LEAVE WITHOUT PAY (LWOP) provision within the same financial year. Accrued paid leave must be exhausted before going on LWOP.

Reporting Authority retains the discretion to approve or deny use of annual leave, compensatory time, and/or leave without pay for unscheduled absences. Management's approval of paid leave for an unscheduled absence does not mean the absence is authorized. Excessive unscheduled absences are not acceptable whether or not accrued leave is available.

**Casual Leave:**

- ◆ Casual leave is granted for certain urgent or unforeseen situation or any personal reason.
- ◆ This leave rule is applicable to the permanent employees of the institute. No casual leave is applicable to the employees who are under probation.
- ◆ Prior Leave Request Mail Application, if planned, needs to be submitted to the deputy director with copy to the directors and HR department for approval. In case of unplanned and emergency leave, Leave Request Mail Application to be submitted to the deputy director with copy to the directors and HR department for approval as soon as possible.
- ◆ An employee may avail 12-days of Casual Leave in a calendar year.
- ◆ An employee may avail 2 days Casual Leave at a time in a month. In case it exceeds more than 2 continuous days, the leave will be termed as Medical Leave from the 3<sup>rd</sup> day and henceforth Medical Leave rules will be applied thereafter.
- ◆ Casual Leave cannot be affixed or prefixed with puja holidays and winter holidays except special cases where the same is prior approved by the authority.
- ◆ There will be half day Casual Leave (Either 1<sup>st</sup> half or 2<sup>nd</sup> half).
- ◆ Casual Leave cannot be carried forward to the next calendar year.
- ◆ There will be leave without pay in case of absence of Casual Leave balance in a calendar year.
- ◆ Deviations are allowed if such consequence happens due to sudden illness, injury or any other emergency and if the employee reports the absence as soon as practicable and provide satisfactory evidence that the absence was unavoidable.

**Sick/Medical Leave:**

- ◆ Sick leave is the leave that an employee can avail when he is out of work due to illness.
- ◆ This leave rule is applicable to the permanent employees of the institute. No casual leave is applicable to the employees who are under probation.
- ◆ An employee may be granted 8-days' leave on medical ground in a calendar year on medical ground.
- ◆ An employee may avail maximum of 4 days Medical Leave at a time in a month. In case of more days required to recover under special medical condition than the stipulated time, reapplication needs to be sent to the authority for approval.
- ◆ For sick leave exceeding 3 working days requires to submit medical certificate from a Registered Medical Practitioner with the application for leave and a fit medical certificate at the time of resuming duties (If required).

- ♦ In case of all the Medical/ Sick leaves being exhausted, leaves thereafter will be adjusted from Casual Leave. If an employee exhausts the entire leave balance before closure of the financial year then he /she will fall under LEAVE WITHOUT PAY (LWOP) provision within the same financial year.
- ♦ There will be half day Medical Leave (Either 1<sup>st</sup> half or 2<sup>nd</sup> half) for any medical reason or health related issues.
- ♦ The unavailed Medical Leave can be carried forward to the next calendar year and the total period of leave on medical ground may accrue to the credit of an employee that shall not exceed 12 days in a calendar year.
- ♦ Medical Leave availed by the employee preceding or following puja or winter vacation is not to be counted with the vacation period provided he or she is present on either side of the vacation.

#### **Quarantine Leave:**

- ♦ Quarantine Leave is a leave of absence from duty necessitated by order not to attend institute in consequence of the presence of infectious disease to the incumbent, in his/her family or household of an employee of the institute. Such leave may be granted either by simple observation or on production of a certificate of a Medical Officer for a period not exceeding 14-days, or in exceptional circumstances 21-days. Such leave will be only approved after careful consideration and taking the valued opinion by the Medical practitioner by the authority. For the purpose of granting Quarantine Leave under this rule, the list of infectious disease shall include (which is not exclusive) the below:
  1. Small pox/ chicken pox
  2. Hepatitis
  3. COVID-19
  4. Influenza
  5. Measles
  6. Typhoid
  7. Rabies
  8. Cholera
  9. Mumps

**Unauthorized Absences:** Unauthorized absence happens where an employee is absent from work except on approved leave. Availing unauthorized leave, incidents of misuse of leave, making false representation etc are misconduct for which disciplinary action will be taken.

Deviations are allowed if such consequence happens due to sudden illness, injury or any other emergency and if the employee reports the absence as soon as practicable and provide satisfactory evidence that the absence was unavoidable.

**Compensatory Time off:** Employees engaged in tour may be allowed suitable grace for coming late on the next day. Such employees have to make sure their presence in the office as mentioned below. The employee will be allowed to take a day off after returning from tour on approval from reporting authority.

#### **Travel Return Time**

12:00-1:00 am (Night)  
2:00-4:00 am  
5:00-10:00am

#### **Campus Entry Time**

9:30 am  
1:30 pm  
2:30 pm

#### **Leave under Probationary Period:**

Employees on probation will not be entitled to any leave during their probationary period. However if condition favours absence from work then that leave will be marked as a leave without pay.

For a new joinee, one gets leave on pro rata basis for the remaining month after confirmation.

**Vacation:**

Vacation benefits are provided to all faculty members, management executive staffs, administrative and executive staffs. It is announced as per discretion of management to individual employees.

**Holidays**

The list of public holidays for a year will be announced at the beginning of the year.