

**Office of the Registrar**  
**Doon Business School-Group**  
Selaqui, Dehradun

Ref: DBS-Registrar/HRP-144/2020

Dated:1 October, 2020

Circular

Subject: Leave Policy

The Doon Business School Group, has finalized an objective and need-oriented leave policy, as enclosed for the benefit of faculty members and staff. The same will come into operation w.e.f 01 January 2021.



(Dr Rupak Gupta)

Registrar

Doon Business School, Selaqui –Dehradun

Subject: Leave Policy

**1.1. Objective**

1.1.1 The objective of this policy is to define the types and entitlement of leaves and provide guidelines for its administration.

**1.2. Applicability**

1.2.1. This policy is applicable to all regular employees, working on 6 days a week, 8 hours a day work pattern. Those working for lesser number of days/hours, the entitlements will get pro-rated.

1.2.2. Employees appointed on contract will be entitled to leaves as specified in their individual terms of employment.

**1.3. Guidelines**

**1.3.1 Late coming and early leaving (LE)**

i. 15 Minutes- ignored, maximum thrice in a month, beyond which it will be adjusted against due Casual leave (1/4 or 1/2 as the case may be). In cases, CL also get exhausted 'LWP' will be debited.

**1.4. Types of Leaves and Entitlements**

1.4.1. Employees are eligible for the following types of leaves as per the leave matrix below:

Sl No.	Leave Type	Entitlement
1	Casual Leave (CL)	8 Eight per year (can be taken in quarter, half or full day)
2	Reward Leaves (RL)	upto 2 additional Casual leaves in a year
3	Earned Leave (EL)	<ul style="list-style-type: none"> <li>• All non-teaching staff : including Library personnel, laboratory Assistants, Computer lab, marketing personnel etc- One EL for every 21 actual working days.</li> <li>• For Faculty Members:1/30th of the actual service,(For purposes of computation of the period of actual service, all periods' of leave except casual, and duty leave, shall be excluded.)</li> </ul>
4	Vacation Leave (VL)	To faculty members: Total 15 days in an academic year (either in summer or winter or in both summer and winter)
5.	Half Pay Leave (HPL)/ Sick Leave (Sk L)	<ul style="list-style-type: none"> <li>• Half Pay Leave: 20 days for each completed year of service (after satisfactory completion of probation period)-non encashable, but can be accumulated max upto 180 days</li> <li>• Sick Leave: Not exceeding half the number of half-pay leave due, may be granted to an employee (after satisfactory completion of probation period), on the basis of medical</li> </ul>

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