

LEAVE POLICY FOR IITBNF STAFF

CASUAL LEAVE (CL): Casual Leave has to be applied online through the **HR portal** for all the staff working in the CEN and INUP projects. Others can use the **Casual leave form** that is available on the IITBNF website and apply for CL. The link for the same is given below:

<http://www.iitbnf.iitb.ac.in/iitbnf/index.php/for-members>

The Casual leave form is available under “**Downloads.**”

EARNED LEAVE (EL): Please continue to apply EL (Earned leave) online through “Drona” as per the existing practice. In addition to this, CEN and INUP staff are required to apply Earned leave through the HR portal also to seek approval from their supervisor/solid line manager. Also, a leave intimation email should be sent to cen.hr.iitb@gmail.com, mentioning the period of the Earned leave availed.

Every month, your leave data would be verified with the biometric attendance data and if any deviations are found, the unreported leave would be treated as absent and attendance will be sent to IRCC accordingly.

******If there are any exceptions such as compensatory offs, kindly send an email to cen.hr.iitb@gmail.com keeping your supervisor in cc. Your leave would be adjusted accordingly. However, if there are any other exceptions apart from this, e.g., flexible hours, an approval is required from the supervising faculty. The approval could be forwarded in the form of an email to cen.hr.iitb@gmail.com

If you have worked on Saturdays, Sundays or any other holidays, kindly swipe your biometric attendance to enable us to consider the same while calculating your attendance. Swiping in this case should be done during both entry and exit.

FOR YOUR INFORMATION

LEAVE RULES

89 DAYS APPOINTMENT

CL= 2 days on pro-rata basis

EL= 5 days on pro-rata basis

1 YEAR APPOINTMENT

8 days on pro-rata basis

30 days on pro-rata basis

Maternity leave- For a maximum of 180 days for 1 year appointment. It has to be taken in a stretch. Not applicable for 89-days appointment.

Paternity leave – For a maximum of 15 days. During wife’s confinement from 15 days before delivery and up to 6 months from delivery.

*Pro-rata for EL means 2.5 days leave for one completed month