

Office of the Registrar

Ref. No. : SU/23/2026/ 2083

Dated : 16th January, 2026

Leave Policy (1.4)

The Leave Policy of the University has been reframed as mentioned below :

- (a) Casual Leave : 12 days per year
- (b) Earned Leave : 12 days per year
- (c) Medical Leave : 06 days per year
- (d) Academic Leave : 12 days per year (Applicable for teaching faculty only)
- (e) Public Holidays will be notified on yearly basis. In addition to Public Holidays, 02 Restricted Holidays will also be admissible.
- (f) Summer/Winter breaks will be notified in the Academic Calendar.

Terms and conditions :

- (a) Cycle of year will be taken into account from January to December.
- (b) All type of leaves will be admissible on pro-rata basis.
- (c) Any Sunday/Holiday falls in between the leaves will be counted as leave period.
- (d) No leave can be combined with other type of leave.
- (e) Any type of leave can be availed maximum three days in one stretch. In extreme emergency, more than three days can be availed with prior approval from Vice Chancellor.
- (f) Earned Leave can be carried accumulated upto the count of 90 days, not for the purpose of encashment.
- (g) Compensatory Off can be availed within 30 days itself otherwise that will get lapsed automatically.
- (h) Any type of leave cannot be applied separately for two or more continuous days.
- (i) Casual, Medical and Academic Leaves will get lapsed on 31st December of the year.
- (j) Medical Superintendent – Sanskaram Hospital & Trauma Centre will ensure that the Functioning of the Sanskaram Hospital & Trauma Centre should not be hampered due to leave policy.

This has been issued with the approval of the Competent Authority and will applicable from 01st January, 2026. This will supersede all the earlier notified leave policies.

Umar
Registrar
16/01/26

The copy of the above is being forwarded to the following :

1. PA to Vice Chancellor for kind information of the Vice Chancellor
2. PA to Pro Vice Chancellor for kind information of the Pro Vice Chancellor
3. Dean – Academics
4. Deans of all the Schools/Colleges with a request to disseminate the information to all the employees
5. Medical Superintendent – Sanskaram Hospital & Trauma Centre
6. All the Heads of Administrative Divisions
7. Director – HR