



SANTOSH

Deemed to be University

(Established u/s 3 of the UGC Act, 1956)

F. No. SU/R/2021/906

Dated: 08.04.2021

**Subject: The Revised Leave Policy of Santosh Deemed to be University,
Ghaziabad, NCR Delhi**

The Revised Leave Policy of Santosh Deemed to be University has been approved by the Board of Management in its Meeting held on 27.02.2021. The Gist at a Glance of the same is circulated to all faculty members of the Santosh Medical College & Hospital, Santosh Dental College & Hospital, Non-teaching staff and all other concerned Sections for their information.

Leah
[DR. V.P.GUPTA]
REGISTRAR



Encl: As above.

Distribution: All faculty members of Santosh Medical College & Hospital,
Santosh Dental College & Hospital, Non-teaching staff and
All other concerned Sections.

Copy to:

1. The Secretariat
2. The Chancellor
3. The Vice Chancellor
4. Dean, Santosh Medical College & Hospital
5. Dean, Santosh Dental College & Hospital
6. Dean, Academics
7. Medical Superintendent, Santosh Hospital
8. Director IQAC
9. Dean Research
10. Department of Personnel/ HR/Finance
11. Guard File

5	Medical Leave	10 Days in a year (subject to maximum of 240 days during entire service)	Medical Leave	10 Days in a year (subject to maximum of 240 days during entire service)
6	Academic Leave / Special Leave / Duty Leave In a Calendar year	15 Days	Nil	Nil
7	Earned leave Subject to as per Note-(i) to (iii) of Vacation Rules	10 Days	Earned leave In a Calendar year	31 Days
8	Maternity Leave Subject to other terms and conditions	182 Days	Maternity Leave Subject to other terms and conditions	182 Days

***Note:**

- (i) Summer Vacation and Winter vacation is entitled to the teaching staff after completion of **one year** continuous service in the University to avail vacation
- (ii) The Faculty Member/ Vacation Staff who are denied to take Summer & Winter Vacation due to academic exigency, such vacation staff will be entitled for 10 days Earned Leave/ Casual leave for the denial of the vacation i.e. at a rate of 3 Vacation Leaves = 1 Earned Leave/ Casual Leave.
- (iii) Those Faculty member / Staff who have availed 32 days Vacation (both Summer & Winter) of the concerned year, they are not entitled for Earned Leave.
- (iv) Those who have not availed vacation can opt for Conversion of 3 Vacation leaves to 1 Earned Leave/ Casual Leave and should avail within a period of six months from the date of conversion. There will be no carry forwarding of such Earned Leave/ Casual Leaves.

