

SVKM's NMIMS Deemed to be University

Circular for Amendments to the Rules & Regulations of the SVKM's NMIMS University
Employees' service rules

June 05, 2020

Circular No. HR/2020/Ref no. -1

As per the approval received from NMIMS Managing committee dated January 28, 2020 to standardise few rules & practises on implementation of 7th pay commission and introduction of Oracle HCM industry best practises following are few revisions to the rule and regulations effective from June 01, 2020.

Sr. No.	Rules	Revision
1	Leave Calendar	Non-Teaching- Jan to Dec Teaching -July to June For employees joining/leaving anytime during the calendar period their leave will be prorated/calculated proportionately. In case, if leave lapses it will lapse as per the leave calendar period.
2	Leave eligibility on joining	Employee will not be eligible for any kind of Leave during first month of his/her joining. Any leave taken will be treated as LWP.
3	Leave Eligibility during notice period	Employee is not entitled for any kind of leave during the notice period except pro rata basis casual leave/sick leave or half pay leave. Any other absence from duty will be treated as LWP and the period of notice will stand extended to that effect.
4	Pro rata basis calculation for granting of leave	If the employee joins during the month - Before 15 = 1 Leave After 15= No Leave
5	Special Casual Leave	Nomenclature to change to Special leave instead of special casual leave.
6	Special Disability Leave	At par with GOM norms a) Special disability leave for injury intentionally inflicted The employee can be granted special disability leave to maximum of 24 months: 1) Special Disability Leave (Full pay) for the first 120 days (in entire service) 2) Special Disability Leave (Half pay) for the remaining days (in entire service) Note: <u>May be combined with leave of another kind.</u> Should complete more than 1 year of service. b) Special disability leave for accidental injury- Special Disability Leave for accidental injury (Full pay) can be maximum upto 120 days including all kind of leave.
7	Maternity Leave for abortion/miscarriage/still born child & Employee appointed on contractual terms.	Leave under this rule shall be admissible in case of miscarriage or abortion including abortion under the Medical Termination of Pregnancy Act, 1971 subject to the following conditions namely; a) Leave does not exceed six weeks/45 days and b) Medical certificate mandatory c) Can be taken once in entire service period A female employee is eligible for 180 days' maternity leave effective from the date of confinement even in case of <i>still born child</i> . (All other clauses as applicable to maternity leave rules). A female employee working on contractual basis will be entitled to 90 days of Maternity leave. Entitlement only after completion of 33 months of service. (all other clauses of Maternity leave will be applicable)

8	Paternity Leave	Eligible for max 15 days from the date of confinement of spouse. (Other clauses remains unchanged). A Male employee working on contractual basis will be entitled to 7 days of Paternity leave. Entitlement only after completion of 33 months of service. (all other clauses of Paternity leave will be applicable)
9	Child Adoption Leave	Maternity Leave for adoptive mother- 1. Female employee who does not have two or more living children on the date of the application, maternity leave for a period of 180 days from the date of valid adoption of a child. (child below the age of one year). 2. A female employee may be allowed leave of the kind due, except Casual leave, if she so desires, in continuation of the maternity leave on adoption of Child, up to a maximum of 60 days from the date of valid adoption without production of a medical certificate for a period up to one year reduced by the age of the adopted child on the date of legal adoption without taking into the account period of Maternity leave on adoption of child. In no case it will exceed 240 days including maternity leave. (All other rules of Maternity Leave applicable) Paternity Leave for adoptive father- Granted to a male employee, who does not have two or more living children on the date of the application, paternity leave for a period of 15 days from the date of valid adoption of a child. (child below the age of one year). (All other rules of Paternity Leave applicable)
10	TB/Cancer/Paralysis/Leprosy Leave	Now to be termed as TB/Cancer/Paralysis/Leprosy Leave: a) Maximum period 3 years. b) First 1 year – Full pay c) Applicable when all kind of leave balance to his/her credit is exhausted.
11	Subsistence Allowance	During suspension as per rules employee will receive subsistence allowance equal to a) 50% of pay and allowance; for first 3 months b) For extended 3 months- - Allowance be increased, not exceeding 50% of a) above; if not directly attributable to the employee. - Allowance to be reduced, not exceeding 50% of a) above; if directly attributable to the employee.
12	Comp OFF for teaching staff who works during vacation.	Comp off is given in the ratio of 3:1 for worked during vacation provided there is a prior approval and faculty has put in min. 5 hrs of work each day. No Comp off for extra work during academic session including Sundays/holidays
13	Surrender of Leave	On implementation of 7 th pay commission surrender of leave during the service period stands discontinued.

All the other norms/rules & regulations of the SVKM's NMIMS University Employees' service By-laws 2009 (Amended in 2015-SVKM's NMIMS Deemed to be University as Employees' service rules) continues.

(Registrar)

(Pro Vice Chancellor)

(Vice Chancellor)