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Institute of Business Management & Rural Development
ViladGhat Ahmednagar**



STAFF WELFARE POLICY

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STAFF WELFARE POLICY

Index

| Ch. No | Topics | Page No |
|--------|--|---------|
| 1.0 | Introduction | 1 |
| 1.1 | Objectives | 1 |
| 1.2 | Eligibility | 1 |
| 1.3 | Employee Provident Fund | 1 |
| 1.4 | Employee Group Insurance | 1 |
| 1.5 | Facilities For Carry Research Work/ Acquire Higher Qualification | 1 |
| 1.6 | Leave | 2 |
| A) | Casual Leave | 3 |
| B) | Compensatory Off | 3 |
| C) | Medical/Sick Leave | 4 |
| D) | Earned Leave (EL) | 4 |
| E) | Extraordinary Leave Or Leave Without Pay (LWP) | 4 |
| F) | Duty Leave (DL) | 5 |
| G) | Study Leave | 5 |
| H) | Vacation Leave | 5 |
| I) | Maternity Leave | 5 |
| 1.7 | Medical Benefit | 5 |
| 1.8 | Medical Policy | 5 |
| 1.9 | Tuition Fee Concession To The Ward Of The Staff | 5 |
| 1.10 | Permission/Movements | 5 |
| 1.11 | Women's Grievances Redressal Cell | 6 |
| 1.12 | Transport Facility | 6 |
| 1.13 | Residential Facility | 6 |
| 1.14 | Procedure Of Applying For The Scheme And Approval | 6 |


Director



1.0 INTRODUCTION

This programme offers welfare benefits to teaching and non-teaching staff while they are working for the institution. The policy document was created with a variety of factors for staff satisfaction and overall development in mind. The document places a strong emphasis on policies that adhere to management standards and criteria in the areas of academic freedom and employee prosperity.

1.1 OBJECTIVE

The following are the objectives of welfare measures:

To improve the general well-being of the staff;

To offer many opportunities for their welfare (financial, medical, and personal);

To give them the chance to pursue higher education while still serving;

To give them access to facilities for conducting research and pursuing their doctorates;

To give them chances to achieve academic and administrative excellence through a variety of activities.

1.2 ELIGIBILITY

For the institute's full-time teaching and non-teaching employees.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

1.3 Employee Provident Fund

All teaching and non-teaching staff must have access to the institute's EPF programme. The predetermined sum will be withheld from the employee's pay each month and deposited with management share into the employee's PF Account. For more information, the employee can get in touch with the administrative staff or institute accountant.

1.7 Employee Group Insurance

The institute has employee group insurance for both teaching and non-teaching staff.

1.8 Facilities for carry Research work/ Acquire Higher Qualification

Teachers can use the equipment, instruments, and library facilities to obtain higher qualifications or carry out research.



1.9 Leave

a. Leave is a privilege and not a right; it may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

1. **Request for Leave:** The request for leave must be made on the required form well in advance and must receive approval before being granted. To keep the students interested, the faculty must create alternate arrangements or internal adjustments among the faculty of his or her other departments.
 2. **A leave cannot begin until it has been approved.** An employee cannot take the requested absence just by submitting a leave application. Employees who take leave without having it sanctioned are subject to disciplinary action and financial penalties.
 3. **Acceptance of a substitute:** It is illegal for an employee to work for someone else or engage in commerce, business, or another activity that results in financial or personal gain.
 4. **No leave will be approved over the phone unless there are extraordinary circumstances,** such as a sudden illness. However, this must be acknowledged as soon as you sign up for the job in writing.
- f. An employee may be subject to disciplinary action,** which may include termination of services in addition to financial penalties, for persistent absences lasting longer than fifteen days or for recurrent irregularities without any form of notification.

1. Following Leaves is provided by the institute for employee welfare.

- a) Casual Leave (CL)
- b) Compensatory Off (CO)
- c) Medical Leave (ML)
- d) Earned Leave (EL)
- e) Extraordinary Leave/Leave Without Pay (LWP)
- f) Duty Leave (DL)
- g) Study Leave
- h) Vacation Leave
- i) Maternity Leave
- j) Special Leave



a) Casual Leave: Casual Leave is designed to address unique conditions for which precise regulations cannot provide provision.

1. In a calendar year, non-teaching personnel is allowed 12 days of casual leave and teaching employees 15 days.
2. Starting on January 1st, casual leave is offered at a commensurate rate.
3. Any employee who takes more casual leave than is reasonable may be treated as having taken extraordinary leave, which is unpaid time off, by the sanctioned authority.
4. Eligible employee can only take 3 days of casual leave at a time, and in rare, extraordinary cases, they can take 5 days.
5. A single term of casual leave or vacation cannot last longer than three days. If it is due, casual leave can only be extended to five days under exceptional circumstances.
6. A half-day absence should be recognised as a full day of casual leave.
7. Earned leave, medical leave, and vacation cannot be prefixed or attached to casual leave.
8. Casual leave must be approved in advance, and replacement work arrangements must be made in conjunction with the HOD.
9. Employees are expected to be on time for work each day according to the college's schedule. If an employee is more than 10 minutes late, they must sign the muster sheet to indicate the time they reported for duty.
10. An employee's casual leave accounts will be debited at the rate of one day's casual leave for every three days they are more than 10 minutes late for work.
11. If a person has a tendency to waste time off, the following actions may be taken against them:
12. Refusal of casual leave if it is felt that the request lacks sufficient justification.
13. When a person is absent without making other arrangements for his or her periods of time or work, the absence is treated as unpaid leave.

b) Compensatory Off: The instructional staff members who do not complete the academic work allocated to them will not be granted any compensatory time off. Employees who are asked by the appropriate authority to work on Sundays or public holidays with prior approval are entitled to compensation. There shouldn't be any accumulation of more than three days of compensatory time off at once. If he already has three compensatory offs to his credit, no compensatory off will be allowed. Compensatory days off must be taken on full days; half-day compensatory days off are not permitted. Compensatory time off shouldn't be used without permission in advance. Compensation cannot be preceded by vacation, earned



leave, or medical leave. No compensatory time may be carried over to the following calendar year.

No compensatory time off is allowed for working on Sundays or on public holidays.

When requesting additional work (other than academic work), the appropriate authority should issue a written office order.

c) Medical/Sick Leave:

1. Each year, all staff members—teaching and non-teaching—are entitled to medical leave for either 10 commute days or 20 commute days at half pay.
2. When an employee is unwell and not one of his or her dependents, medical leave may be granted. In cases where a person remained ill for longer than three days, a medical certificate from a doctor or other licenced medical professional would be necessary.
3. A medical leave of absence cannot be authorised between two holidays. (i.e., a student holiday and one side holiday); otherwise, it will count as medical leave.
4. An employee requesting a medical leave must include a treatment certificate with their application, and on the first day of work, they must provide a fitness certificate.
5. If an employee takes more than one month of medical leave, he must present a civil surgeon's certificate of fitness on the first day of work.

d) Earned Leave (EL)

1. **I) Teaching:** Teaching professors cannot convert vacation time into earned leave since they are not eligible for it. If they do not avail that vacation three days of vacation will convert into one earned leave. The director is also eligible for an earned leave of 30 days.
2. **II) Non-teaching:**
 1. All non-teaching staff members are eligible for earned leave. (Without including technical department workers.) Each calendar year, employees should be entitled to 30 days of paid time off.
 2. Up to 240 days can be accrued for earned leave.
 3. A single use of earned leave is only permitted for a maximum of three days.
 4. Holidays, Sundays, or C.L. cannot be prefixed to or appended to earned leave from either side.
 5. Earned leave must be taken with prior approval.



e) Extraordinary Leave or Leave Without Pay (LWP).

When all of an employee's leave options are taken and no more leaves are needed but none are available, the employee may request unpaid leave.

f) Duty Leave (DL)

If any employee is given an official duty, he will permit them to take time off for that obligation. He or she will receive compensatory time off if they execute their duties while on vacation.

g) Study Leave

During the service period, a maximum of two years of leave may be given for the purpose of pursuing higher education at an accredited institution.

After an employee has given the institute at least three years of exemplary service, study leave may be provided. He or she will be required to post a bond guaranteeing that they will work for the institute for at least three years when they return from their study leave.

h) Vacation Leave:

In accordance with university regulations, both teaching and non-teaching technical employees are entitled to summer and winter breaks each calendar year.

Like all other leaves, the vacation time must be approved in advance in writing.

To avoid impeding the institute's ability to function, the faculty members' vacation times should normally be staggered.

i) Maternity Leave

A female employee who has worked for the company for two years straight be qualified for maternity leave, requires the submission of a medical certificate.

1.7 Medical Benefit: 50% of the cost of the study and surgery will be covered by the foundation hospital's medical benefits (excluding medical costs).

1.8 Medical policy: Medical policy for both teaching and non-teaching staff.

1.9 Tuition Fee Concession to the ward of the staff.: 20% to 30% of the staff member's ward's tuition is discounted for those who are enrolled in the institution.



1.10 Permission/Movements: Depending on urgency of the matter Director/faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority.

1.11 Women's Grievances Redressal Cell:

To address concerns regarding female staff and female students, the institute established an internal complaints committee and a women's grievance redressal unit. According to regulatory standards, a procedure has been designed to record, handle, and address the complaints of women.

1.12 Transport Facility

The institute has a transportation division that provides transportation services for both teaching and non-teaching workers. For official business, employees can use the transportation service. Employees should apply to use the transportation facility in accordance with the established application process.

1.13 Residential Facility

The management of the institute offers housing on campus to both teaching and non-teaching workers. Staff are given access to amenities including electricity, water, rubbish collection, and clean communal areas in the designated living area. Employees who wish to use residential accommodations must submit an application to the foundation office. Festival Advance: Festival preparations for the Diwali holiday

1.14 Procedure of Applying for the Scheme and Approval

The procedures for availing of the welfare scheme for teaching and non-teaching staff will be discussed and defined. The employee shall follow the procedure and apply through the proper channels to avail of the welfare scheme. The higher authority (Director, Director of Technical Direction, or Secretary General) shall provide the decision based upon eligibility criteria and management norms. Any dispute or disagreement will be addressed by higher authority as per the norms, and employees shall bind themselves to the same.




Director
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