



SERVICE RULE BOOK

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SERVICE RULES BOOK

(Version 1.1)

(For Teaching & Administrative Staff)

(Approved in the 25th Governing Body Meeting Vide Agenda Item GB 25.21,
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**Chandigarh Patiala National Highway (NH-7),
Village- Jhansla, Rajpura, Punjab- 140401**



CHITKARA
UNIVERSITY

S.No.	Contents	Page No.
PART- 3: EMPLOYEE WELFARE		
32	Salaries	17
33	Employee Provident Fund (EPF)	17
34	Employee State Insurance (ESI)	18
35	Gratuity	18
36	Accidental Group Insurance	19
37	Conveyance Facility	20
38	Working Days and Holidays	20
39	Working Hours	20
40	Leave- General Rules	20
41	Leave Types	21
42	Earned Leave Rules (EL)	21
43	Casual Leave Rules (CL)	22
44	Maternity Leave Rules	23
45	Paternity Leave Rules	24
46	Academic Leave Rules	24
47	Study/Sabbatical Leave Rules	25

- (c) An employee is entitled to avail one Casual leave for every month of attendance in the University (Maximum Casual leave is 10 per year).
- (d) CL can be availed up to a number of CL earned or up to three days whichever is less.
- (e) Casual leave can be availed for even the half day or short leave (2 hrs.) Three short leaves will be counted as one casual leave.
- (f) Saturdays/ Sundays and other holidays falling within the leave period shall be counted towards leave.
- (g) No other kind of leave/ holiday can be combined except in case of emergency.
- (h) An employee is not entitled to avail any CL during the notice period. In case, any employee avails a CL(s) during the notice period, the notice period will automatically increase by the number of CL's availed.

44. Maternity Leave Rules

The Vice Chancellor may grant maternity leave to a female employee for a period of 90 days on completion of one year of service in the University. Such leaves shall not be debited to the leave account of the employee and shall be granted for the first or second child only. The employee, who availed the leave once, will not be eligible for second time. In case of any further extension in leave shall be considered as leave without pay. Other rules as to Maternity Leave are:

1. You must inform your supervisor at least 30 days, before starting your maternity leave. You should provide as much notice as possible to give your supervisor more time to plan for your absence.
2. You should work out an arrangement with your supervisor on how and when you intend to take the leave.
3. If the need for leave is not foreseeable, you must request the leave as far in advance as reasonably practical (generally the same day or next day after you became aware of the need for leave).
4. In case of emergency, you or a representative must notify your supervisor.

5. You can submit your application for maternity leave on the Chalkpad along with your doctor's certification of the expected date of delivery or relevant document for adoption, at least 30 days before the start date of your maternity leave.
6. You should contact your supervisor and the HR no later than 5 working days prior to the scheduled end date of your leave to confirm your return to work date. If there are any changes to the scheduled date, you must notify your supervisor and the HR of the new return to work date as soon as possible. Additional documentation and certification may be required.

45. Paternity Leave Rules

On the discretion of the Vice Chancellor a Maximum of 7 (Seven) days paternity leave may be granted to all male employee. However, Employee must submit leave application along proofs i.e. birth certificate or letter of intent to adopt for approval on the Chalkpad. This leave will be maximum of up to first 2 (Two) Children.

This type of leave will be admissible only on completion of the probation period in the University. Such leave shall not be debited to the leave account of the employee.

Intimation to Head of the Department must reach at least 30 days prior to the date of paternity leave; in case employee fails to return within three days of the specified return to work date, accept other employment (including self-employment) for compensation while on leave, or are found to have falsified any information about the leave, including dates and reasons for the leave, will be considered grounds for termination.

46. Academic Leave Rules

- (a) Academic leave to a maximum of 10 days may be granted to the teaching faculty members only, including the Dean.
- (b) It may be granted for the following specific academic activities:
 - An academic activity which brings laurels to the University.



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