



# 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,  
Dated 29 February, 2024)



**Chandigarh Patiala National Highway (NH-7),  
Village- Jhansla, Rajpura, Punjab- 140401**



**CHITKARA**  
UNIVERSITY

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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.



**CHITKARA UNIVERSITY (PUNJAB)**  
Chandigarh-Patiala National Highway | Punjab-140 401