

Refer to Para of Leave Policy	Amendment as
2	Add para 2 after commencement... Old leave policy promulgated on 27.12.2017 was in suspension due to uncertainties of COVID situation. Towards improving the academics participation and outcome, this amended leave policy shall come into force with effect from 01.11.2021, subject to extinguishing all previous claim to such leave, to ZERO, as on 31.10.2021.
4.15	Add ..after 90 days. Adhoc employees could also be part-time adhoc employees.
6.2	Add .. after contractual employees, Adhoc Full-time employees are entitled for Sundays as applicable and Paid National Holidays, as Notified by the University.
6.2.1	Add. All Sundays & Holidays will be treated as Paid Sundays & Holidays for those who complete a minimum of 15 days of campus presence in that month. Part-time employees will not be entitled to these benefits. Holidays as Notified by the University, will only be treated as paid Holidays.
6.2.2	Delete para ..All Second and fourth Saturday will be treated as Work At Home.

7.1	Add after University.... The scheduled office timing will be 9 AM to 5 PM, on all working days from Monday to Saturday.
7.6	Add after short leave. .. Delayed reporting to the Campus or Early departure from Campus, will invite appropriate action. Late coming to the University will be observed for suitable deductions from the salary. Bio-metric attendance marked later than scheduled arrival and earlier than scheduled departure by 10 minutes shall be counted towards Short Leave. Such total absence of Every 30 minutes each will be counted towards ONE SHORT LEAVE . Four such short leave will be treated as ONE DAY Absence.
11.1 Ser. No. 1	Add. Casual leave, as admissible, may also be availed by all Adhoc Full time Employees.
15.1	Add. CL of a month will be admissible to those who complete a minimum of 15 days Campus presence in that month. For new employees first time eligibility of CL, an employee should have completed 30 days of initial Campus Presence.
15.7	Replace ... Example if the schedule duty hours are from 9:00 am to 5:00 pm then half day can be availed for 9:00 AM to 1:00 PM or 1:00 PM to 5:00 PM.

15.8	<p>Add ..It can only be availed with prior information for any two hours, during working hours.</p> <p>Replace.. Example:09:00 am to 11:00am, 12 noon to 2:00pm and 03:00 pm to 05:00 pm.</p>
20	<p>Delete Para 20on vacation leave.</p>
26.1	<p>Delete Para 26.1 and Add... There will be no penalty for combining Sundays and Paid National Holidays, with other type of leave-</p>
28.1	<p>Delete 28.1 and Replace: A Normal week has 6 days working i.e. Monday to Saturday</p>
18.9	<p>Add Para 18.9 ..Every employee is expected to undertake additional responsibilities and devote additional efforts and time, as assigned. Overtime benefits will not be admissible to any employees. Late Punching-in cannot be compensated by extended duties performed in the campus/outside, beyond the office-timings.</p>

[Handwritten Signature]
 Asst. Registrar

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