



050/SMU/REG/Circular/ 08 / 2020

July 01, 2020

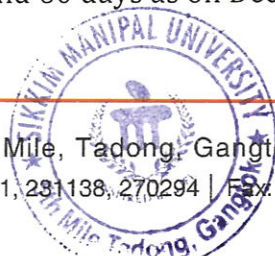
CIRCULAR

Sub: Modifications on Earned Leave (EL) accumulation and encashment rules applicable to faculty members and non-teaching staff – Reg.

As you are aware, our country and the whole world is passing through an unprecedented crisis due to the COVID – 19 pandemic with serious social and economic ramifications across organizations.

There has been disruption in the normal functioning of the University operations, student intake, cost & revenues. In spite of significant financial constraints, SMU is ensuring uninterrupted payment of salary to all its employees during these difficult times. However, as one of the steps towards ensure financial stability now and for the future, SMU has decided to modify the provisions related to Earned Leave (EL) accumulation and encashment applicable to teaching and non-teaching staff as detailed below;

- Maximum Accumulation limit of earned leave has been modified from **90 days to 60 days**.
- Yearly encashment of earned leave (automated encashment beyond maximum accumulation limit) stands withdrawn.
- Earned Leave encashment as 'terminal benefits' maximum up to 60 days (balance as on the date of retirement / date of relieving on resignation) will be continued* - *please refer to the table below*.
- ✓ Employees who have more than 60 days of EL as on date, can avail the same during a window period effective July 1, 2020 to June 30, 2021.
- ✓ The entitlement of EL credited-on January 1, 2021 will have to be availed by December 31, 2021.
- ✓ Any un availed leave beyond the above dates stands lapsed.
- ✓ Earned leave balance beyond 60 days as on December 31, 2021 stands lapsed.



- ✓ Maximum care will have to be taken to minimize disturbance to routine activities / operations of the departments.

Special encashment provisions for Employees retiring till December 31, 2020 are detailed here below;

| Date of Retirement | Permitted EL encashment as terminal benefits |
|---------------------------------------|--|
| Between July 1, 2020 to Sept 30, 2020 | 80 days |
| Between Oct 1, 2020 to Dec 31, 2020 | 70 days |
| Any date after December 31, 2020 | 60 days |

All are advised to plan leave in advance to ensure smooth functioning of the Departments & Institution.



(Prof (Dr) K S Sherpa)
Registrar, SMU

To,

1. Director, SMIT
2. Dean SMIMS
3. Medical Superintendent, CRH
4. Director, SMUDDE
5. Principal, SMCON
6. Principal SMCPT
7. Head-HR, SMU
8. Head-GS, SMU
9. Head, SMUIT
10. Senior Finance Officer, SMU
11. Prof & Head, Medical Biotechnology, SMU
12. Coordinator H&SS
13. Coordinator, MHA
14. Dy. Controller of Examination (Medical), SMIMS
15. Dy. Controller of Examination (Tech), SMIT

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