

Maternity Leave (2018-2023)

basis.

- Donating blood on a working day

10. MATERNITY LEAVE (ML):

- ❖ **Eligibility:** No female employee shall be entitled to maternity benefit unless she has worked in the college for a period of not less than 1 year of service with the college. **Entitlement:** The maximum period for which any employee will be entitled to maternity benefit shall be 90 days of which not more than 42 days shall precede the date of her expected delivery.
- ❖ **Overall entitlement:** The total ML granted to an employee during the entire period of her service shall not exceed six months. The minimum gap between first leave taken for maternity purpose and second leave should be three years.
- ❖ **Maximum:** ML shall be allowed only twice during the service of a female married Employee, and ML will not be admissible if the female married employee has two or more surviving children.
- ❖ **Miscarriage:** Leave for a period of 42 days may also be granted in case of miscarriage or medical termination of pregnancy, if duly supported by medical certificate.
- ❖ **Other:** Leave salary during ML shall be same as admissible under EL provisions.

11. COMPENSATORY OFF (CO)

- **Eligibility for Teaching, Admin and Technical staff:** Any employee, who works on a weekly-off /any other holiday, would be allowed to take a compensatory off on a working day. Such compensatory off should be availed within 3 months, after applying through a sanctioned leave application being submitted to the HR Department. Employee is eligible for one compensatory off at a time.

Note: Travelling time and off time would not be considered for Compensatory leave.

- **Celebration days:** Staff will not be eligible / entitled to avail compensatory off or pay for Mata ki Chowki, Diwali Celebrations, New Year Celebrations, Recruitment drives or any other significant functions.

12. SATURDAY OFF

Teaching staff and technical staff are eligible for 1st and 3rd Saturday Off, every month.

Details of Femle Faculty who have Availed Maternity leave since 2018

Employee Code	First Name	Last Name	Designation	Department	Leave Name	From Date	To Date	Leave Days
30078	Shaily	Bhakuni	Junior Associate Finance & Accounts	Finance & Accounts	ML	15/10/2018	31/12/2018	78.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	14/11/2018	14/11/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	15/11/2018	15/11/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	16/11/2018	16/11/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	17/11/2018	17/11/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	18/11/2018	18/11/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	19/11/2018	19/11/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	20/11/2018	20/11/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	21/11/2018	21/11/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	22/11/2018	22/11/2018	0.50
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	22/11/2018	22/11/2018	0.50
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	23/11/2018	23/11/2018	0.50
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	23/11/2018	23/11/2018	0.50
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	24/11/2018	24/11/2018	0.50
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	01/12/2018	01/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	02/12/2018	02/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	03/12/2018	03/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	04/12/2018	04/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	05/12/2018	05/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	06/12/2018	06/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	07/12/2018	07/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	08/12/2018	08/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	09/12/2018	09/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	10/12/2018	10/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	11/12/2018	11/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	12/12/2018	12/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	13/12/2018	13/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	14/12/2018	14/12/2018	1.00
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	15/12/2018	15/12/2018	1.00
30188	Lalita	Chaudhary	Assistant Professor	Computer Science & Engineering	ML	16/12/2018	16/12/2018	0.50
30188	Lalita	Chaudhary	Assistant Professor	Computer Science & Engineering	ML	28/01/2019	26/07/2019	80.00
30188	Lalita	Chaudhary	Assistant Professor	Computer Science & Engineering	ML	28/01/2019	28/01/2019	0.50
30188	Lalita	Chaudhary	Assistant Professor	Computer Science & Engineering	ML	28/01/2019	28/01/2019	0.50
30188	Lalita	Chaudhary	Assistant Professor	Computer Science & Engineering	ML	29/01/2019	29/01/2019	0.50
30090	Nilakshi	Kapoor	Assistant Professor	Corporate Resource Centre (CRC)	ML	29/01/2019	29/01/2019	0.50
					ML	01/01/2019	01/01/2019	1.00

30145	Monika	Jain	Professor & Head	Electronics & Communication Engineering	ML	21/07/2020	21/07/2020	1.00
30305	Prachi	Jain	Assistant Professor	Computer Science & Engineering	ML	01/09/2022	15/10/2022	45.00
30313	Nisha	Vashishth	Assistant Professor	Computer Science & Engineering	ML	01/11/2022	31/12/2022	61.00
30313	Nisha	Vashishth	Assistant Professor	Computer Science & Engineering	ML	01/11/2022	15/12/2022	45.00