

CHAPTER III LEAVE RULES

21. Employees are entitled to the following types of leave and availment thereof, as under, depending on the category of employment:

Types of leave:

- (a) Casual leave
- (b) Earned leave
- (c) Half Pay leave (for non-vacation teaching staff only)
- (d) Special Casual leave
- (e) Maternity leave
- (f) Study leave
- (g) Sabbatical leave
- (h) Extra-ordinary leave

The above mentioned leaves may be availed as provided for hereinafter, subject to the grant of leave being determined by the exigencies of work. Employees are eligible for the following types of leave:

22. General:

- a. No leave can be claimed as a matter of right by an employee. Discretion is reserved in the authority empowered to grant leave, to refuse or revoke grant of leave at any time according to exigencies of work. Leave can be availed only after getting it sanctioned.
- b. Leave is earned by performance of duty. Part-time employees/ Visiting faculty are not entitled to any kinds of leave. Contract employees are entitled to only 15 days Casual leave for one calendar year subject to other conditions laid down herein under.
- c. Any leave may generally be availed only after prior sanction from the competent authority, which may be revoked under

exigencies. Where an employee is compelled to avail leave suddenly on account of sickness or unforeseen circumstances, such absence must be intimated within 24 hours followed by submission of a formal leave application.

- d. An employee on leave and desirous of extension of the same shall do so at least 3 days before expiry of the leave, sanctioned first. The extended leave must also have due approval before being availed.
- e. An employee proceeding out of town on leave, shall intimate the contact number/email/address for correspondence, if any, to enable the competent authority to communicate with him in case of need.
- f. No leave or extension of leave shall be deemed to have been granted unless an order to that effect is passed and communicated to the employee concerned.
- g. Leave rules and regulations in certain establishments/institutions may slightly vary from the general rules given here below/above. All such variations will be made subject to a written order from the President/Trustee. All employees shall be subject to leave rules and regulations of the institution/establishment under which they are working.
- h. An employee may cancel the whole or part of the leave applied and resume duty only after prior permission to do so is obtained from the competent authority.
- i. No employee who has submitted his/her letter of resignation will be permitted to avail any leave during his/her notice period, except for eligible casual leave, standing to his/her credit.

23. Casual Leave

- a. All full-time employees, being vacation staff or otherwise, are entitled to 15 days Casual leave every year. Casual leave cannot be availed in excess of 7 days at a time.

- b. Casual leave cannot be clubbed with vacation leave. Casual leave maybe combined with other kinds of eligible leave, provided that in such cases, not more than 5 days Casual leave can be availed and the Casual leave is combined either at the beginning or at the end of the proposed leave period.
- c. During the first year of service, an employee shall be granted Casual leave in proportion to the period of service, at the rate of one day for every completed service of one month, subject to a maximum of 12 days for the first year.

24. Earned Leave

- a. Earned leave in respect of periods spent on duty may be granted to an employee.
- b. Earned leave is admissible to the employees as under:
 - i. 10 days every calendar year for vacation staff
 - ii. 30 days every calendar year for non-vacation staff
- c. In respect of vacation staff, Earned leave shall be credited to the leave account after completion of 6 months service as follows: 5 days on 30th June & 5 days on 31st December every year.
- d. Non-vacation staff shall be entitled to 2½ days Earned leave for every completed month of service. Leave shall be credited as follows: 15 days on 30th June & 15 days on 31st December every year.
- e. If an employee, termed as "vacation staff" is prevented from availing the vacation during a particular year by a specific order by the Trust or by the Head of institution for the reason to remain at the post of duty during the full vacation (Mid-term as well as Summer vacation), Earned leave will be admissible at the rate of 30 days for the year served without availing vacation, instead of 10 days.
- f. If an employee is prevented from availing leave only for a portion of the vacation, Earned leave shall be calculated as follows:

$$\frac{\text{No. of days of vacation prevented} \times 20}{\text{Total no. of vacation (mid-term + summer days)}}$$

The Earned leave admissible under this sub rule (f) is in addition to the leave admissible under Rule 24(b) (i) supra, subject to a maximum of 30 days.

- g. Vacation staff proceeding on Earned leave should be on duty either on the last working day before vacation or on the re-opening day, absence on both days rendering the entire leave including vacation as on Earned leave for the entire period if he/ she has E.L to credit and if not, on loss of pay, for the period short of the leave period.
- h. An employee on Earned leave shall be entitled to full emoluments for the period of leave.
- i. Earned leave cannot be availed for less than 3 days at a time. However, an employee shall give prior notice of at least 7 days before availing the leave.
- j. Normally Earned leave shall not be sanctioned to an employee during the initial six months of service except in extra-ordinary cases that necessitate grant of such leave.
- k. Earned leave may be accumulated to a total of 240 days. Leave beyond 240 days shall automatically stand lapsed.

25. Half Pay leave

- a) Half-pay leave is admissible to the non-vacation teaching staff members at the rate of 10 days Half pay leave for every completed year of service, which may be accumulated up to a maximum of 30 days during one's service.
- b) Half-pay leave maybe commuted to full-pay leave in which case, twice the amount of such leave shall be debited against the half-pay leave due.
- c) Leave may be sanctioned subject to admissibility of leave earned. The minimum number of Half-pay leave that can be availed at a time shall be 3 days. Under no circumstances, leave not due shall be sanctioned.

26. Special Casual Leave

In general, Special Casual leave may be allowed upto 15 days in a Calendar year. Any period of absence in excess of 15 days should be treated as regular leave of the kind admissible under the relevant rules applicable to the individual concerned. However, if a faculty member is a member of any of the statutory bodies such as MCI, DCI, AICTE, INC, COA and PCI, then the Special Casual Leave shall stand enhanced to 30 days per calendar year.

- (a) Special Casual leave may be granted for the following purposes:
- i. For work in connection with examinations conducted by other recognized Universities in India.
 - ii. For attending the meetings of the Academic council, Senate, Syndicate, Faculties and Boards of studies of other Universities in India.
 - iii. For attending the meetings of statutory bodies in their individual capacity as a member of the said body.
 - iv. For participation in sports events of National importance as a duly nominated representative on behalf of the State, Zone or Circle.
 - v. For participation in sports events of International importance as a duly nominated representative on behalf of India.
 - vi. For coaching or training conducted at different institutes of National importance.
 - vii. For participation in conferences, seminars and workshops.
- (b) However, if the faculty member is required to attend meetings of statutory bodies such as MCI, DCI, AICTE, INC, PCI, COA, RGUHS, Senate, Academic Council etc., or for any specific requirement of the Institute/ Trust, then such leave shall be treated as 'On Other Duty' (OOD).

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- (c) Special Casual leave shall be strictly restricted to the minimum number of days required for the said purpose including the actual travel period.
- (d) Special Casual leave may be combined with regular leave.
- (e) The Heads of institutions shall take prior permission from the President/ Trustee before availing such Special Casual leave or proceeding on OOD. They shall also nominate a person to be in-charge of the institution during their absence.
- (f) The Head of the institution shall be the sanctioning authority for Special Casual leave to all other faculty members. The details of such leave sanctioned should be immediately forwarded to the Trust Office for information
- (g) Special Casual leave up to seven days may be sanctioned for undergoing vasectomy/tubectomy operation on the strength of a medical certificate issued by the medical officer authorized by the government.

27. Maternity Leave:

Maternity leave with full pay and allowances shall be granted to married women employees for confinement subject to the following conditions:

- (a) A woman employee is entitled to avail 182 days full-term Maternity leave (inclusive of pre-natal and post-natal leave), only twice during her entire service. Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days. Women employees eligible for Maternity benefit under the ESI scheme shall apply accordingly. Such employees shall not be eligible for Maternity benefits under the Trust rules.
- (b) Maternity leave is not admissible to a married woman having two or more living children.
- (c) Maternity leave shall be granted on the condition that such employee should serve or should have served the institution

for a period not less than five years failing which, she shall repay to the Trust the salary drawn during the period of Maternity leave. The sanctioning authority shall obtain a declaration to this effect before sanctioning the leave.

- (d) Only women employees who have put in not less than 1 year of continuous full time service in the Institution shall become entitled for Maternity leave. Women employees appointed on purely temporary basis but with less than 1 year service are not entitled to such leave.
- (e) Maternity leave is not debitable to earned leave account. Necessary entries may be made in the service register so as to ensure that Maternity leave is not sanctioned more than twice in the entire service of a woman employee including the Maternity leave sanctioned in case of a miscarriage.
- (f) Maternity leave may be clubbed with other kinds of leave. However clubbed leave above 200 days may be availed only with the sanction of the President/ Trustee, duly supported by medical advice.

28. Study Leave:

The grant of Study leave on full pay/ partial-pay/ loss of pay to the permanent employees is at the discretion of the President/ Trustee and is subject to the following conditions:

- (a) The course of study taken by the employee shall be an advanced course offered by a University and the course has a relevance to the department where the employee is working and the course will be useful to the Institution. There should be an up gradation in qualification, as required for academic purposes.
- (b) The maximum number of staff that can be deputed for higher studies shall not exceed 10% of the total teaching staff required in a department/ Institute.

- (c) The period of Study leave for taking any course of study is equal to the minimum period required to complete the course of study successfully at the first attempt plus the journey period to and from place of study.
- (d) When an employee is deputed for higher studies on loss of pay or on partial pay basis, then he/she maybe permitted to adjust the leave at his/her credit prior to availing study leave. If however, he/she is deputed with full pay and allowances then the entire period shall be treated as Study leave with full pay. No Earned leave will be credited for this period.
- (e) The employee shall execute a bond/ agreement on non-judicial stamp paper (as prescribed by the Government from time to time) to serve the Institution after return from study leave for a period as prescribed in the norms of Quality Improvement programme applicable to the particular Institution or by the Trust. On failure to rejoin or serve the Institution for the period prescribed, he/she shall refund the entire salary drawn during the period of study leave and as damages, pay a sum equivalent to the amount drawn by the employee as leave salary during the study leave along with interest @ 12% p.a. That means the employee shall pay double the amount of leave salary drawn during the study period. In addition, he/she shall refund any fee or other payments made by the Management on his/her behalf. The Trust has the discretion to increase/ decrease or waive, full or part of the above compensation.
- (f) An employee availing Study leave on full pay and allowances is eligible for the benefit of periodical increments accruing to him/her in the applicable scale of pay. If the employee is deputed on partial pay, then the incremental benefit shall be given with effect only from the date of rejoining duty.

29. Sabbatical Leave

- a) Sabbatical Leave is a special facility to the teaching faculty in order to enable them to update their knowledge and experience so that they will be of greater use to the Institute on their rejoining. A faculty member should apply at least 4 months in advance through proper channel to avail this facility.
- b) Sabbatical Leave shall be admissible to a permanent faculty member of the academic staff:-
 - i. After the completion of atleast 10 years of continuous service or more in the Institute,
 - ii. The continuous service will commence from the date of joining the Institute and excludes the period of leave without salary, if any.
 - iii. During the entire service of a faculty member, Sabbatical leave maybe availed for maximum of three times, with a condition that there shall be a gap of 7 years or more between two such leaves.
- c) Sabbatical Leave may be granted for one or more of the following purposes, namely:-
 - i. to conduct research or advanced studies/ training in India /abroad;
 - ii. to write text books, standard works and other literature;
 - iii. to visit or work in industrial concerns, institutions of excellence and technical departments of Indian/ Foreign Government/Institutions of excellence to gain practical experience in their respective fields or deputation from the Trust;
 - iv. Any other purposes for the academic development of the staff as approved by the Board.
- d) The grant of Sabbatical Leave shall be subject to the following conditions;
 - i. The period of Sabbatical Leave shall not exceed one year at a time inclusive of vacations, if any, but the Board

may grant in addition Earned leave/ Half Pay leave in his/her credit upto a maximum of 120 days.

- ii. Academic staff shall, during the period of Sabbatical Leave, be paid full salary and allowances as admissible, if he/she is not a recipient of financial assistance from any other source (except by way of a scholarship). He/she shall not be entitled to any traveling allowance or any extra allowance in India or Abroad;
- iii. Academic staff shall not undertake during the period of Sabbatical Leave, any regular appointment under any other organization in India or abroad. He/she shall, however, be free to receive a scholarship or fellowship or bursary or any other ad-hoc honorarium other than regular employment;
- iv. No substitute shall be appointed in the vacancy and his/her work shall be shared by the other members of the faculty. While recommending the leave, the Head of the department/ centre has to certify that alternative arrangements have been made for sharing of the academic, research, project activities, other departmental duties and commitments of the staff member concerned during his/her absence.
- v. Academic staff availing himself /herself of sabbatical leave shall execute a bond/ agreement in the prescribed form to serve the Institute for a minimum period of 3 years on return to duty and it is reduced to 2 years in cases where the staff member is unable to serve the Institute for a period of 3 years on the expiry of Sabbatical leave due to superannuation.
- vi. Sabbatical Leave shall not be granted for less than 6 months at a time and splitting of Sabbatical Leave is not permissible and cannot be utilized in parts. If the leave availed of is less than the maximum permissible period, it would still be presumed that the opportunity has been fully utilized and the eligibility criteria would

apply afresh from the date of reporting back from such leave as per the sanction letter. If the faculty member fails to meet the objective for which he/she was sanctioned Sabbatical leave, he/she shall pay back the financial assistance received from the institution with 12% interest per annum and the fine levied by the Management.

- vii. The Management reserves the right to call back the faculty on Sabbatical leave if warranted.
- viii. The faculty member shall specify the place(s) he/she proposes to visit, the nature of work he/she proposes to do and how this would contribute to his/her academic development.
- ix. A teaching faculty having a long term project may request for permission to avail himself of Sabbatical Leave only after completion of one year from the commencement of a project and only if a co-investigator as approved by the funding agency is available to take care of the project.
- x. At any point of time, in a department, a maximum of 10% of the sanctioned strength of the academic staff members of the department (subject to any fraction in the figure thus arrived at being rounded off to the nearest integer) may be permitted to avail of long leave either within India or abroad. No substitute will be appointed in the vacancy and the other members of the Faculty will share the work.
- xi. The Board may constitute a sub-committee as Standing Committee to look into the proposals received from the faculty/scientific staff for Sabbatical leave to recommend to the Board for further consideration and approval. The constitution of the Board Standing Committee shall be;

- a) President/ Trustee: Chairman
- b) Head of the institution: Member
- c) Head of the department: Member
- d) Representative of the Trust: Secretary

The terms and reference of the Board Standing Committee:

To scrutinize requests of faculty members and to make recommendation or otherwise to the Board regarding the applications for Sabbatical Leave for going abroad or within India to take up any academic work (Research and Training in specialized areas).

30. Extra-ordinary leave/ Leave on loss of pay and allowances:

- a) Extra-ordinary leave on loss of pay may be granted to an employee, at the discretion of the Trust in special circumstances, where no other leave is by rule, admissible.
- b) An employee who fails to rejoin duty on expiry of the extra-ordinary leave granted to him/her shall be deemed to have resigned his/her appointment and shall cease to be in service. The name of the employee shall be struck off from the rolls, without any further notice.
- c) Extra-ordinary leave on loss of pay and allowances shall not be counted as service for the purpose of confirmation of service of a probationary employee. An employee who avails leave on loss of pay will be liable for extension of his/her probationary period, for a period equivalent to the period of leave on loss of pay and allowances availed by him/her. Leave on loss of pay will also not be counted as service for the purpose of earning annual increment by an employee and the increment date will be extended by the period of leave on loss of pay availed by him/her.
- d) An employee who has been sanctioned Extra-ordinary leave on loss of pay basis shall not be eligible for any leave benefits during this period.

- e) Extra-ordinary leave on loss of pay shall be treated as break-in-service and such period of absence shall not be counted as service for the purpose of terminal benefits including gratuity.

31. Authorities competent to grant leave:

- a) All Heads of institutions are empowered to sanction leave upto 90 days at a time to the employees working under them, subject to accumulation thereof. All cases of leave of more than 90 days (200 days in case of Maternity leave) should be referred to the President/ Trustee for his decision.
- b) Leave for Heads of Institutions and Senior Officers of the Trust shall be sanctioned only by the President/ Trustee or any other person authorized by them.

32. Leave Salary:

An employee on Earned leave is entitled to leave salary equal to the pay and allowances last drawn on the day before the leave commences. During the period of half-pay leave, half of the salary drawn before the commencement of such leave shall be paid and during Extra-ordinary leave on loss of pay, no leave salary shall be paid.