

## LEAVE RULES OF FACULTY AND STAFF

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- (i) No leave shall be claimed as a matter of right by an employee. The management reserves the right to grant or refuse or revoke leaves depending upon the exigencies of services/ in the interest of the University. If the leave application is submitted after the applicant proceeds on leave, **the concerned HOD/Dean shall send the leave application to the Vice Chancellor for processing.**
  - (ii) The leave year is reckoned from 1<sup>st</sup> July of a calendar year to the 30<sup>th</sup> June of next calendar year. Earned Leave shall be on earned and availed basis.
  - (iii) No kind of leave shall be admissible to casual and part time employees. Adhoc/ purely temporary employees shall be entitled to only casual leave.
  - (iv) No member of staff will leave University Campus at any time without the prior permission of the PVC/ VC/Registrar. The application for leave must be submitted in prescribed format and got sanctioned before proceeding on leave.
  - (v) Leave account shall be maintained for each employee by the Admin Officer. The leave status of every employee will be communicated by the Registrarr office to each employee through the respective HOD.
  - (vi) Except Earned leave, no other kind of leave will be accumulated.
  - (vii) No leave can be prefixed or suffixed with the vacation
  - (viii) **No officer** of the University, which includes all the faculty members, officers in the administration, accounts, library, above the rank of Asstt. Registrar/ Asstt. Librarian/ Asstt. Accounts officer and equivalent, **is eligible to get Compensatory Leave.** The support staff will get compensatory leave on the **written recommendation of the HOD/ Director** indicating the work done by the support staff on a holiday. The compensatory leave due to support staff can be availed **only on the Saturdays or during the notified vacation period.** This leave can not be availed with any other kind of leave.
  - (ix) **Late coming and short leave** will be treated as ¼ day casual leave.

**B Categories of Leave:**

- (i) Casual Leave
- (ii) Earned Leave
- (iii) Medical Leave
- (iv) Compensatory Leave
- (v) Summer Vacation (applicable only to Faculty)
- (vi) Duty Leave
- (vii) Maternity Leave
- (viii) Study Leave

- (ix) Extra – ordinary Leave (Leave without Pay)
- (x) Compensatory leave (applicable only to regular support staff)

### **Casual Leave :**

- (i) Casual Leave is intended to meet urgent, personal requirement / circumstances.
- (ii) Maximum of 12 days during a year at the rate of 1 per month of service and is not subject to accumulation.
- (iii) Normally not more than 3 days at a time.
- (iv) It cannot be combined with any other leave.
- (v) Application for leave be ordinarily made at least 3 days in advance except for some emergency situation.
- (vi) Half day's casual leave may be granted in very exceptional cases when an employee remains absent for a part of the day not exceeding half of the working time with the prior permission of the management / Director.
- (vii) **Late coming and short leave** will be treated as  $\frac{1}{4}$  day casual leave

### **Earned Leave:**

- (i) An employee shall be entitled Earned Leave at the rate of  $\frac{1}{30}^{\text{th}}$  of the period in which he has been in active service provided. No such leave shall be admissible to the employee not in permanent employment. However, earned leave shall be credited to the employee's leave account after he has completed ONE year of continuous service in the University.
- (ii) The Leave at the credit of an employee shall be carried forward in the leave account of the next year subject to the condition that maximum limit of accumulation of the Earned Leave should not exceed **40 days**.
- (iii) The maximum Earned Leave that may be granted at a time shall **10 days**.
- (iv) Application for leave should ordinarily be made at least 3 days in advance except for some emergency situation.

### **Medical Leave:**

Maximum of 12 days in a year medical leave on half pay at the rate of one day per month of service convertible to 6 days at full pay is admissible to all regular employees. It is not subjected to accumulation. This leave may be sanctioned subject to the production of medical and fitness certificates from a competent authority not below the rank of civil surgeon of the area or approved medical Board as per the list of management.

### **Compensatory Leave (only for staff):**

A support staff (other than faculty and officers of the Institutions) is granted one – day compensatory leave in lieu of 2 days of duty performed on holidays assigned by the Management / Director in the interest of the college. This leave will be counted only when an employee performs the duty at least for 4 hours or more in a day on holidays. The total admissible compensatory leave in a year will be 10 days. However, Management / Director may grant this leave in the ratio of 1 : 1 depending upon the exigencies of work.

The compensatory leave due to support staff can be availed **only on the Saturdays or during the notified vacation period**. This leave can not be availed with any other kind of leave.

### **Summer Vacation (Only for Faculty):**

The teaching faculty, who has completed one year of service, only shall be entitled to 15 days of Summer Vacation in a year. In order to ensure uninterrupted functioning of the department, the summer vacation will be granted by the management / Director in staggered manner such that not more than 50% of the faculty shall be given leave at any given point of time. This vacation can be granted only during the summer vacation period declared by the University subject to the condition that University work does not suffer.

### **Duty Leave :**

The management / Director can assign duties and grant duty leave to an employee of the Group in the interest of the college for such works like examination, training, conferences, seminars, workshops etc. normally for not more than 20 days in a year.

### **Maternity Leave :**

Maternity Leave shall be admissible to married woman employees who have rendered not less than three years of continuous service in the college. This leave is restricted to a maximum of 60 days with half pay.

### **Study Leave :**

The faculty members sponsored by the college for higher studies will be granted study leave with half/ full pay depending upon the nature and duration of the leave required, provided they sign a bond with the college to serve it at least for double the leave period after completion of the higher study programme. The study leave

cases will be decided on case to case basis, because of varied nature and duration of requirement of leave.

**Extra- ordinary Leave (Leave Without Pay):**

(i) Extra ordinary Leave for a maximum period of 10 days. may be granted to an employee by management / Director in case of extra- ordinary circumstances when no other kind of leave is due to the employee. **The period of leave without pay shall not be counted as service rendered by the employee.**

The above rules have been approved by the Chancellor.

**Dated Sept 2012**

**Registrar**