

B. LEAVE RULES
(Under Section 23 of the Act)

0.95. B LEAVE RULES

No leave can be claimed as a matter of right; but it may be granted subject to the exigencies of service. When the exigencies of the University Service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

I Casual Leave

1. The University teacher shall get eight days casual leave (15 days for non-teaching employees) in a financial year subject to a maximum of 4 days (seven days for non-teaching employees) at a time. The Vice-Chancellor may, however grant this leave for more than 4 days for teaching and 7 days for non teaching staff at a time in case of genuine difficulties.
2. This leave cannot be joined with any other kind of leave except Sundays, holidays and special casual leave.
3. An employee going on such leave is entitled to full pay including work and conveyance during the period of such leave.
4. A new employee will be entitled to such leave commensurate with the period of his appointment during the year, even though he may not have actually earned it at the time of his going on leave. If he fails to complete the full period of appointment, proportionate deduction will be made from his salary at the time of last payment.
5. Holidays or Sunday falling within the period of casual leave will not be counted as casual leave.

II Earned Leave

- 1 (i) Earned leave admissible to a University teacher shall be :
 - (a) 1/30th of actual service including vacation; plus
 - (b) 1/3rd of the period , if any, during which he/she is required to perform duty during vacation.
 - (c) Whenever the University declares Eight weeks of vacation 1/3 of the earned leave may be credited to the account of the teacher in lieu of 2 weeks of curtailment of vacation.

While Non-Teaching staff of the University will get 30 days earned leave in a calendar year.

- (ii) Earned leave for performing duty during vacation will be given subject to the following conditions in case of University Teachers:

- (a) A vacational employee who is directed in writing by the University to perform during vacation such as academic administration and including examination work will be eligible for earned leave.

Appropriate order in writing regarding this must be taken in advance.

- (b) No request for earned leave will be considered unless orders of the competent authority are obtained in advance after giving proper justification for performance of duty during vacation.
- (c) The following shall be not considered for such leave:
 - (i) The work of research or supervision over the research staff or students;
 - (ii) Deputation for refresher courses, seminars, conferences, etc. or for special training beneficial to the employee in the enhancement of qualification or experience.
 - (iii) Activities such as accompanying the students on educational tours, field work, study terms and all other activities which form part of the curricular programme of the department.

2. The employee will be entitled to full pay with duty during such leave.

3. Earned leave can be joined with leave on medical grounds only, but holidays and/or Sundays can be affixed at both the ends. Earned leave can be either be prefixed or suffixed with vacation.

4. The period spent on earned leave shall count for increment.

5. Earned leave at the credit of an employee shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days in the case of Teachers and 120 days in the case of non-teaching employee. Earned leave exceeding stipulated period may, however, be sanctioned in the case of higher study or training or leave with medical certificate, or when the leave or a portion there of, is spent outside India.

Notes :

1. For purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
2. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
3. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
4. Encashment of earned leave shall be allowed to Non Teaching staff as applicable to the employees of Central/State Governments.
6. More than 20% of the total strength of the teaching employees of the same department shall not be allowed to be on leave under different provisions/clauses of leave including duty leave at a given time and unless there are exceptional cases, the Head of the Department will not recommend for granting of any kind of leave to the competent authorities when 20% of the employees at a given time are on leave of any kind. However, in exceptional cases, the overall limit of 20% can be relaxed by

the Vice-chancellor. The above limit of 20% will be made applicable only when any such kind of leave exceeds four days in the case of Teachers and seven days in the case of Non-Teaching.

7. An employee will be given the balance of earned leave due to him as leave prior to retirement at the discretion of the syndicate.
8. (i) The Employees should be allowed to surrender the balance of earned leave and half pay leave to his/her credit, at his/her option, subject to a maximum of 300 days as the case may be at the time of superannuation/ Premature retirement/Resignation as per rule.
- (ii) The Employees should be granted leave salary and dearness allowance for the leave surrendered under this rule.

Explanation :

for the purpose of calculating salary and dearness allowance for surrendered leave, the number of days for any month shall be counted as 30 days at the time of superannuation, Pre-mature retirement/resignation as per rules).

9. The concession of encashment of earned leave should be allowed for a maximum of 10 (Ten) days of earned leave at the time of availing of Leave Travel Concession subject to the conditions that:-
 - (a) the total leave so encashed during the entire career does not exceed 60 days in the aggregate;
 - (b) earned leave of at least an equivalent duration is also availed of simultaneously by the employee;
 - (c) a balance of at least 30 days of earned Leave is still available to the credit of the employee after taking into account the period of encashment as well as leaves.
 - (d) the period of leave encashed shall be deducted from the quantum of leave that can be normally encashed by him/her at the time of superannuation/Pre-mature Retirement/Resignation.
 - (e) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered in the case of employees, details of the surrendered leave should be noted in their service books and their leave accounts, when the leave salary is drawn, a certificate to the effect that the necessary entries have been made in the service book and the leave account should be furnished by the disbursing officer in the bill in which the leave salary for the surrendered leave is drawn.
 - (f) The authorities who are empowered to sanction earned leave will be competent to accept surrender of earned leave.
10. Earned leave shall not be granted for less than three days.
11. Earned leave at the credit of the employee, who was working with educational institution elsewhere and joined this University, the balance of such privileged earned leave will be credited to his/her leave account.

III Half Pay Leave/Commuted Leave

1. Half pay leave shall be given to a permanent employee at the rate of 20 days for the completed year of service. However, on every first day of the month of January and July, 10 days half pay leave will be credited in advance in the account of the respective employee for subsequent six months and if the employee joins in between the period, i.e. between January to June or July to December, he/she will be entitled for half pay leave at the rate of 5/3 per month. Such leave may be granted on medical ground or for private affairs or for academic purposes.
2. The Employee will be entitled to half pay only.
3. This leave can be accumulated up to 240 days for teaching staff and no limit for non teaching staff. But no non-teaching Employee shall get more than 12 months half pay leave at a time, whereas a teacher can get maximum of 8 months of leave in conjunction of Earned leave and commuted leave.
4. This leave can be commuted into full pay leave subject to a maximum of 3 months at a time only on production of Medical Certificate.
5. An employee going on commuted leave on full pay shall have to produce a Medical Certificate immediately after resuming his/her duty.
6. The employee shall be paid full pay during commuted sick leave and half pay during half pay leave. The salary he/she would have received if he/she as on duty. He/She shall not be paid any work allowance during commuted sick leave/half pay leave.
- ✓ 7. This leave can be joined with earned leave.
8. No employee who is granted commuted sick leave for his/her own sickness for a period of more than two months shall return to duty without first producing a certificate of fitness from the University Medical Officer.
9. An employee may be granted commuted sick leave in case of sickness of any member of his/her family who is dependent on the employee. The Medical Certificate as is now necessary in respect of the employee shall also be necessary when commuted leave is asked for on ground of sickness of any of the dependent member of the family of the employee. The term "dependent" for the purpose of this rule means University employee's spouse, parents, dependents - sisters, brothers, children including step children.
10. When the commuted sick leave is granted twice the number of such leave shall be debited against half pay leave due.
11. The benefit of encashment of leave at the time of retirement shall be applicable to the employees on the terms and conditions as may be in force or that may be prescribed by the state government from time to time.
- ✓ 12. The half pay leave shall not be granted for less than six days while commuted sick leave shall not be granted for less than three days on medical grounds.

13. Half pay leave at the credit of the employee who was working with educational institution elsewhere and joins this university, the balance of such half pay leave will be credited to his/her leave account.

For University employees commuted leave, not exceeding half the amount of half pay leave due may be granted on the basis of Medical Certificate from a registered medical practitioner to a permanent employee subject to the following conditions :

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

IV Special Casual Leave (For University Teachers only)

- 1 Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher :

- (a) To conduct examination of a university/Public service Commission Board of examination or other similar bodies/institutions and
- (b) To inspect academic institutions attached to a statutory board etc.

- 2 In addition, Special casual leave mentioned above, the special casual leave to the extent mentioned below may also be granted:

- (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
- (b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.
- (c) separate entry of such leave will be made in service book but such leave will not be debited to any leave account.
- (d) The employee will be entitled to get such leave only twice during the tenure of his/her service

- (3) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

Note: In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded. However such leave will be treated as duty leave

V Duty Leave

- (i) Duty Leave may be granted to University employees for:
 - (a) attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;
 - (b) delivering lectures in institutions and colleges at the invitation of such institution or University received by the University and accepted by the Vice Chancellor.
 - (c) Working in another Indian or Foreign University, any other agency, institution or organization, when so deputed by the University;
 - (d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body, and
 - (e) For performing any other duty for the University.
 - (f) For attending meetings in the UGC, DST etc. where a teacher invited to share expertise with academic bodies, Government or Non-Government organisation.
- (ii) The duration of leave should be such as may be permitted by sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay and allowances provided that if the teacher receives a fellowship or any other financial assistance beyond the amount needed for normal expenses, he /she may be sanctioned duty leave on reduced pay and allowances; and
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

VI Extraordinary Leave

- (i) A Permanent Employee may be granted extraordinary leave when :
 - (a) No other leave is admissible; or
 - (b) No other leave is admissible and the Permanent Employee applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases :
 - (a) Leave taken on the basis of medical certificates ;
 - (b) Cases where the Vice-chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including period of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

VII Leave Not Due

- (i) Leave not due, may at the discretion of the Vice-chancellor, be granted to a permanent employee for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Vice-chancellor is satisfied that as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.
- (iii) An Employee to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account to reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Syndicate.

Provided further that the Syndicate may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave to be earned.

VIII Study Leave (For University Teachers only)

- (i) In order to be eligible for study leave, the applicant should be a Permanent whole time teacher of the University other than Professor with not less than three years of continuous service and to pursue a special line of study of research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education.

The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Syndicate may, in the special circumstances of a case, waive the condition of five years service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided -

- (a) the person is a teacher on the date of the application; and
 - (b) there is no break in service.
- (ii) Study leave shall be granted by the Syndicate on the recommendation of the Head of Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
 - (iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
 - (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
 - (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Syndicate. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Syndicate to treat the period of shortfall as ordinary leave has been obtained.
 - (vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up two years extendable by one year at the discretion of the University.
 - (vii) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/fellowship amount, would offset pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
 - (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave/half-pay leave/extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.

- (ix) A teacher granted study leave shall on his/her return and rejoining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension, contributory provident fund provided the teacher joins the University on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave execute a bond in favour of the University binding himself/herself for the due fulfillment of the conditions laid down in sub clause (xiii) and (xiv) and give security of immovable property to the satisfaction of the Syndicate or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with sub-clause (xiv).
- (xiv) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Department. This report shall reach the Registrar within one month of expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

IX Sabbatical Leave/Academic Leave (For University Teachers only)

- (i) Permanent, whole-time teachers of the University who have completed seven years of services as Lecturer Selection Grade/ Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowance (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/She may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies provided that in such cases the Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension contributory provident fund, provided that the teacher rejoins the University on the expiry of his/her leave.
- (vii) The teacher shall execute a bond with proper sureties as in the case of study leave, that after the expiry of sabbatical leave, he will return to the service of the University and serve thereafter at least for three years failing which he will refund to the University the leave salary and allowances and other expenses, if any spent on him, paid to him or on behalf together with interest at the rate of 6 % per annum, to be calculated from the date of such payment provided that the Syndicate may in any exceptional case, waive or reduce for reasons to be recorded, the amount refundable by teacher under this Rule.

Note:-

1. The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.
2. On return from leave, the teacher shall report to the University the nature of studies, research or other work undertaken during the period of leave.

X Maternity Leave

A competent authority may grant Maternity Leave for 135 days to a female employee of the University who has completed one year of service.

- (i) Maternity leave on full pay may be granted to a female University Employee for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a female employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave, commuted sick leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

XI Paternity Leave

Paternity leave of 15 days may be granted to male University Employee during the confinement of their wives, provided, the limit is up to two children.