

LEAVE RULES

1. Applicability

The provisions contained in these Leave Rules shall apply to all employees of the Institute except contingency staff.

2. Definitions

In these Leave Rules unless the context otherwise requires

- i. "Commutated Leave" means leave as provided under para 17.
- ii. "Completed years of service" means continuous service of the specified duration under the Institute and includes periods spent on duty as well as on deputation and extra ordinary leave.
- iii. "Earned Leave" means leave earned in respect of periods spent on duty.
- iv. "Half-pay Leave" means leave earned in respect of completed years of service calculated according to the provisions hereinafter contained.
- v. "Leave" includes casual leave, earned leave, half-pay leave, commuted leave, leave not due and extraordinary leave.
- vi. "Sabbatical Leave" means leave granted to any member of the Academic Staff for any of the objects mentioned in paragraph 21-c;

3. Right of Leave

Leave cannot be claimed as of right and when the exigencies so demand leave of any description may be refused or revoked by the authority empowered to sanction the leave.

4. Authority Empowered to Sanction Leave

- i. Applications for leave shall be addressed to the Governing Body by the Director and to the Director by the other members of the staff.
- ii. Leave may be sanctioned by the Director or by a member of the staff to whom the power has been delegated by the Director.
- iii. The Governing Body may sanction leave to the Director, but the Director can avail himself of casual leave on his own authority.

5. Commencement and Termination of leave

- i. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one and which duty is resumed.
- ii. Sundays and other holidays or the vacation may be prefixed as well as suffixed to leave, subject to any limit of absence on leave prescribed under each category of leave.

6. Combination of Leave

Except as otherwise provided in these Leave Rules, any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limit on the aggregate period of absence as may be prescribed in such cases.

7. Grant of Leave beyond the Date of Retirement and in the event of Resignation

- i. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire. Provided that the authority empowered to grant leave may allow any member of the staff who had been denied earned leave in whole or in part on account of exigencies of service, the whole or any portion of the earned leave so denied even though it extends to a date beyond the date on which such member of the staff must compulsorily retire. Provided further that a member of the staff whose service has been extended beyond the date of his compulsory retirement, may be granted earned leave as under:
 - a) during the period of extension any earned leave due in respect of the period of such extension, and to the extent necessary the earned leave which would have been granted to him under the preceding proviso had he retired on the date of compulsory retirement;
 - b) after the expiry of the period of extension
 - the earned leave which could have been granted to him under the preceding proviso, had he retired on the date of compulsory retirement, diminished by the amount of such leave as availed of during the period of extension; and
 - any leave earned during the period of extension as has been formally applied for as preparatory to final cessation of his duties in sufficient time during the period of extension and refused to him on account of exigencies of public service;
 - c) in determining the amount of earned leave due during the period of extension, the earned leave, if any, admissible under the preceding proviso shall be taken into account.

Note (1) For the purpose of this paragraph, a member of the staff may be deemed to have been denied leave only if a sufficient time before the date on which he must compulsorily retire or the date on which his duties finally cease he has either formally applied for leave and been refused it on the ground of exigencies of service or has ascertained in writing from the sanctioning authority that leave if applied for would not be granted on the aforesaid ground.

- ii. If any employee of the Institute resigns, he shall not be granted either prior or subsequent to his resignation, any leave due to his credit. Provided that the Director, may, in any case, grant leave to an employee prior to his resignation if, in the opinion of the Director, the circumstances of the case justify such grant of leave.

8. Conversion of one kind of Leave into another kind

- i. The request of a member of the staff the sanctioning authority may convert any kind of leave including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on **the date on which the member of staff proceeded on leave**; but the member of the staff cannot claim such conversion as a matter of right.
- ii. If one kind of leave is converted into another the amount of leave salary and allowances admissible shall be recalculated and the arrears of leave salary and allowances paid or amounts overdrawn recovered, as the case may be.

9. Rejoining of Duty on Return from Leave on Medical Grounds

A member of the staff who has been granted leave on medical certificate shall be required to produce a medical certificate of fitness before resuming duty.

10. Rejoining of Duty before the Expiry of Leave

Except with the permission of the authority which granted the leave, no member of the staff an leave may return to duty before the expiry of the period of leave granted to him.

11. General

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- ii. Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of leave.

12. Kinds of Leave

The following kinds of leave shall be admissible to members of the staff :-

- (a) Casual Leave
- (b) Special Casual Leave
- (c) Special Leave
- (d) Half-pay leave
- (e) Commuted Leave
- (f) Earned leave
- (g) Extraordinary Leave
- (h) Maternity Leave
- (i) Hospital leave
- (j) Quarantine Leave
- (k) Leave not due
- (l) Sabbatical leave
- (m) Compensatory leave

13. Casual Leave

- i. Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave cannot be claimed as of right and its grant is always subject to a maximum of **12 days** in the aggregate in a calendar year.
- ii. Casual leave may be granted at the discretion of the sanctioning authority, as and when occasion arises, provided that the total period of absence including Sundays and other holidays intervening, prefixed or suffixed shall not ordinarily exceed eight days at a time. Sundays and holidays, whether intervening, prefixed or suffixed, shall not be counted as casual leave.
- iii. Casual leave cannot be combined with any other kind of leave.
- iv. All Casual Leave to which an employee may be entitled during any calendar year shall cease to be due to him at the end of the said year and shall not accumulate or be carried over to the year following.

14. Special Casual Leave

- i. Special casual leave, not counting towards ordinary casual leave, may be granted to a member of the staff when he is -
 - i. summoned to serve as a Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his private interests are not at issue;
 - ii. deputed to attend a reference library or other Institutes or conferences and scientific gatherings of learned and professional societies in the interest of the Institute;
 - iii. required to be absent for any other purposes approved by the Governing Body.
- ii. The period of such leave admissible in a year shall ordinarily not exceed fifteen days but should, however, be sufficient to cover the period of absence necessary. The conditions under which such leave will be granted will, if necessary, be laid down by the Governing Body.

15. Special Leave

Members of the staff deputed for practical training in or out of India shall be entitled to special leave provided that leave shall be admissible to a member of the academic staff-

- i. After the completion of six years' continuous service or more, with the Institute,
- ii. Where he avails of special leave, after the completion of six years' service or more with the Institute after his return from such special leave; but in any case such leave shall not exceed three times (inclusive of special leave in case such leave has been granted) during the entire service of such member.

16. Half-pay leave

- i. The half-pay leave admissible to a member of the staff in respect of each completed year of service shall be 20 days.
- ii. Half-pay leave may be granted to a member of the staff on medical certificate or on private affairs. No half-pay leave may be granted to a member of the staff in temporary appointment except on medical certificate. Provided that in case of a temporary member of staff, no half pay leave will be granted unless the authority competent to sanction leave is ready to believe that the officer will return to duty on the expiry of the leave, except in the case of an officer who has been declared completely and permanently incapacitated for further service by medical authorities.

17. Commuted Leave

- i. Commuted leave not exceeding half the amount of half-pay leave may be granted on medical certificate to a member of the staff subject to the following conditions
 - a) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
 - b) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days provided that no commuted leave may be granted under this provision unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.
- ii. Half pay leave upto a maximum of 180 days may be allowed to be commuted during the entire service where such leave is utilised for an approved course of study such as a course which is certified to be in public interest by the leave sanctioning authority;

18. Earned Leave

Earned leave admissible to members of the vacation staff.

- During the period of one academic year, the period of vacation for an employee entitled will be generally guided by University Calendar.

Number of days detained in a vacation period (excluding Saturdays and Sundays & Other gazetted holidays) in a year

----- X 33

Total No. of days of vacation in a year excluding
Saturdays and Sundays & other gazetted holidays

= Equation of calculating EL for vacation staff

Earned leave admissible to members of the non-vacation staff.

- The earned leave admissible to a member of the staff other than vacation staff, shall be 30 days in a calendar year.

The leave account of every said permanent employee shall be credited with earned leave in advance in two installments of 15 days each on the first January and first July every year. The leave at the credit of an employee at the close of the previous half year shall be carried forward

to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.

A member of the staff shall cease to earn such leave when the earned leave amounts to 300 days.

The maximum amount of earned leave that can be granted to a member of the staff at a time shall be 120 days. Earned leave may be granted for a period exceeding 120 days if the entire leave so granted or any portion thereof is spent outside India.

19. Extraordinary Leave

- i. Extraordinary leave shall always be without leave salary and may be granted when no other kind of leave is admissible or when other leave being admissible, the member of the staff concerned specifically applied in writing for the grant of extra-ordinary leave.
- ii. The period of extraordinary leave shall not count for increment except when such leave is granted due to sickness on medical certificate or for prosecuting higher studies provided that In case of any doubt whether the extraordinary leave taken was for prosecuting higher studies or not, the decision of the Chairman shall be final.
- iii. The authority empowered to grant leave may commute retrospectively period of absence without leave into extraordinary leave.

Note:- The power of commuting retrospectively periods of absence without leave into extraordinary leave is absolute and not subject to the conditions mentioned in [i] above.

20. Maternity Leave

- i. Maternity leave may be granted to a woman member of the staff on full pay for a period upto **90** days from the date of its commencement.
- ii. Maternity leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by medical certificate.

21-A. Quarantine leave arrear

Quarantine leave is granted when a member of staff is precluded under orders of the competent medical authority from attending office in consequence of an infectious disease in his family or household. Such leave can be granted only on the certificate of a medical or public health officer. Maximum duration of Quarantine leave is ordinarily twenty one days and may be extended upto thirty days in exceptional circumstances. Any absence beyond these limits has to be treated as regular leave. A member of staff on Quarantine leave is not treated as absent from duty and his pay is not interrupted.

Quarantine leave is not admissible if the member of staff himself is suffering from an infectious disease.

Cholera, Small-pox, Plague, Diptheria, Typhus fever and Cerebrospinal Meningitis can be treated as infectious disease for the grant of Quarantine leave. In the case of Chicken-pox, however, no Quarantine leave can be granted unless the Health Officer considers that in view of some doubt about the nature of the disease there is reason for grant of such leave.

21 -B. Leave Not Due

- i. Save as in the case of leave preparatory to retirement, leave not due may be granted to a permanent member of staff both on medical certificate and on private affairs for a period not exceeding 360 days during his entire service out of which not more than 180 days in all can be on private affairs.
- ii. Leave not due shall be granted to a member of staff only if the sanctioning authority is satisfied that there is reasonable chance of the member of staff returning to duty on expiry of leave and shall be limited to half-pay leave which he is likely to earn thereafter.
- iii. Leave not due is admissible when no other kind of leave is due and admissible.
- iv. A member of staff while on leave due is entitled to the same leave salary as during half-pay leave.

21 -C. Sabbatical Leave

Sabbatical leave may be granted for one or more of the following objects, namely:-

- i. to conduct research or advanced studies in India or abroad; to write text books, standard works and other literature;
- ii. to visit or work in Industrial concerns to gain practical experience in their respective fields;
- iii. to visit or work in a University, Industry or Government research laboratories in India and abroad; and
- iv. any other purposes for the academic development of the staff member, as approved by the Governing Body.

The grant of sabbatical leave shall be subject to the following conditions, namely.-

- i. the period of sabbatical leave shall not exceed one year at a time including vacations, if any, but the Governing Body may grant in addition any other leave upto a maximum of 120 days which the member might have earned during the service at the Institute;
- ii. a member of the academic staff shall, during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he shall not be entitled to any travelling allowance or any extra allowance in India or abroad.
- iii. a member of the academic staff shall not undertake during the period of sabbatical leave, any regular appointment under any other organisation in India or abroad; he shall, however; be free to receive a scholarship or fellowship or bursary or any other ad-hoc honorarium other than his regular employment;
- iv. a member of the academic staff availing sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty.

- v. No employee of the college shall be eligible for above Leave unless he has put in at least three years' full time, continuous active and approved service in a permanent post under the college and is not due to retire there from within five years of his return from such leave.

21 –D. Compensatory Leave(CCL):

(a)Compensatory Leave shall be equal to number of days for which an employee is required to work during Sunday(s) or holiday(s). Such Compensatory Leave shall be granted by the Director in advance but treated as Casual Leave. The leave sanctioning authority in case of urgent work for the interest of the Institute, as a special case, may grant compensatory leave to non-faculty category employees when additional working period in a day exceeds 5 hrs.

(b) CCL may be availed within 6 months from the date of work.

22. Increment during Leave

If the increment falls during the leave other than casual leave, the effect of increase in pay shall be given from the day following the day of expiry (last day) of the leave as such, without prejudice to the normal date of increment.

23. Limit of Total Absence

A member of the staff ceases to be in the service of the Institute if he is continuously absent from duty for five years, whether with or without leave unless such absence is absence on foreign service in India.

24. Cash equivalent of leave salary in certain cases

In case an employee dies while he is in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave on the date of death shall be given to his family subject to a maximum of leave salary for 180 days.

26. Cash payment in lieu of unutilised earned leave on the date of retirement.

An employee may be paid cash equivalent of leave salary admissible in respect of the period of earned leave at his credit at the time of retirement on superannuation in one lump sum as a one time settlement subject to a maximum of 180 days, and further subject to other conditions laid down by the Governing Body from time to time.