

## **Leave Rules**

### **1. Leave : General Principles**

The following general principles shall govern the grant of leave to the employees:

- 1.1 Leave cannot be claimed as a right.
- 1.2 Except in an emergency, leave must be applied for in advance through proper channel in the prescribed form.
- 1.3 Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- 1.4 Depending upon exigencies of service, the leave sanctioning authority may :
  - (a) Refuse, postpone, revoke or reduce leave of any type,
  - (b) Recall any member of staff from leave before it is wholly availed,
  - (c) Permit an employee, if he/she so requests, to rejoin duties before expiry of leave period.
- 1.5 An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted.
- 1.6 Competent Authority may sanction or refuse the leave applied for, but shall not change the type of leave applied for by an employee.
- 1.7 Except in the case of casual leave, it is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.
- 1.8 If an employee, who is on leave, seeks extension thereof, he/she shall make an application in writing to the competent authority giving reasons for seeking the extension. Such an application shall be made sufficiently in advance, so as to enable the office to process the application and communicate the decision to the employee before expiry of the leave sanctioned earlier.
- 1.9 No leave or extension of leave shall be deemed to have been granted unless it is sanctioned. The sanction shall be communicated by the office.
- 1.10 Absence in excess of the sanctioned leave shall be treated as leave without pay. However, before taking this action, the competent authority shall satisfy itself that there were no sufficient reasons that prevented the employee from obtaining prior sanction.

## **2. Types of Leave for Employees**

Employees are entitled to the following types of leaves:

- 2.1 Casual leave
- 2.2 Compensatory Leave
- 2.3 Special Leave (Duty Leave)
- 2.4 Earned Leave
- 2.5 Medical Leave (Half Pay Leave)
- 2.6 Maternity Leave – Paternity Leave
- 2.7 Study Leave
- 2.8 Sabbatical Leave
- 2.9 Extraordinary Leave (Leave Without Pay)

### **2.1 Casual Leave**

- 2.1.1 An employee shall be entitled to eight (8) days of casual leave during the calendar year. An employee, appointed in the midterm, shall avail proportionate casual leave.
- 2.1.2 The application for casual leave shall ordinarily be sent before the date from which casual leave is required.
- 2.1.3 Casual leave cannot be combined with any other kind of leave or cannot be prefixed or sufficed with vacation.
- 2.1.4 Holidays and Sundays falling between two periods of casual leave as well as Holidays and Sundays, immediately preceding or following the day/days of casual leave shall not be counted as casual leave.
- 2.1.5 An employee shall not be entitled to casual leave of more than four days at a time together with prefix or suffix Sundays/Holidays.
- 2.1.6 Casual leave, not availed by an employee during the calendar year, cannot be carried over to the next calendar year.
- 2.1.7 Half day casual leave may also be granted for absence of half or less than half working day.

### **2.2 Compensatory Leave**

- 2.2.1 An employee in Group C and D, who is required to work on a holiday, shall be entitled to compensatory leave. The faculty is not entitled for compensatory

leave(i.e. Lecturer, Assistant Professor, Associate Professor, Professor, Dean, Director, Principal etc)

- 2.2.2 Compensatory Leave may be sanctioned only if the employee has been called to duty in writing by the competent authority on the recommendation of the divisional head.
- 2.2.3 The officer requisitioning the services of a subordinate on a holiday shall give the reasons for asking the employees to be present and shall also indicate the nature of work required to be done.
- 2.2.4 The officer shall maintain a record of the work done on that particular day.
- 2.2.5 Ordinarily compensatory leave shall be taken within three months of the date on which the employee has worked and shall not be allowed to be carried forward to the next calendar year.
- 2.2.6 Compensatory leave must be got sanctioned in advance before it is availed.

### **2.3 Special Leave / Duty Leave**

- 2.3.1 An employee's absence at his/her usual workplace, shall be treated as absence on duty if, at that time, he/she is attending meeting/conference/seminar/any other non-remunerative official business of NCRD or its Institutes/ a UGC approved Universities/ any other statutory body(Ex. AICTE / DTE / PCI / MSBTE / DEC etc.), provided prior sanction is obtained therefor.
- 2.3.2 The employees of NCRD or its institutes attending any business of other university/central or state government bodies/other statutory bodies in India/ constituent colleges/institutes, with prior sanction, shall be treated as on duty leave, which shall not ordinarily exceed 30 days in a calendar year.
- 2.3.3 The teachers of the NCRD institutes, attending the examination work of the any University / state or central government bodies, with prior sanction of the head of the college / institute, shall be treated to be on duty leave.
- 2.3.4 The employee of the NCRD institutes, who is deputed/sponsored by NCRD or its institutes for any special training/ teaching/academic visit to other place in the country/ any foreign country, shall be treated to be on duty leave for the period of his/her absence from duty.

### **2.4 Earned Leave**



- 2.4.1 Every non-vacational employee shall be eligible for earned leave after completing one year's service.
- 2.4.2 Every non-vacational employee, including Dean, Director or Principal, is entitled to thirty days of earned leave for every completed year of service from the date of joining. Leave becomes due only at the end of six months of physical service. Subsequent entitlement of earned leave will be in proportion to the length of service calculated on monthly basis.
- 2.4.3 Earned leave can be accumulated up to a maximum of three hundred days.
- 2.4.4 An employee, wishing to avail earned leave, must apply for the same for a minimum period of three days at a time. Application shall be made to the appropriate authority, through proper channel, at least seven days in advance in the prescribed form with alternative arrangements of duties.
- 2.4.5 Employees cannot encash earned leave at their credit.

## **2.5 Medical Leave (Half Pay Leave)**

- 2.5.1 An employee is entitled to fifteen days of full pay leave in respect of each completed year of service, in lieu of 30 days of half pay leave / medical leave.
- 2.5.2 Half pay leave may be granted on medical grounds only.
- 2.5.3 An employee applying for leave on medical grounds shall produce a medical certificate from a registered medical practitioner.
- 2.5.4 The Medical Certificate issued by a private doctor may be subject to scrutiny by a Medical Board specially constituted for the purpose. In such an event, leave will be granted only if the Medical Board approves it.
- 2.5.5 Half pay leave may be combined with earned leave, provided that the employee has actually served for a complete one year, excluding all periods of absence, if any.
- 2.5.6
- (i) When medical leave is granted on full pay, twice the number of days of such leave shall be debited against the half pay leave due.
  - (ii) Medical Leave can be accumulated up to a maximum of one hundred and fifty full days.
  - (iii) The maximum commuted leave that may be granted at a time shall be 60 (Sixty) full days. If commuted leave is combined with the earned leave, the total period shall not exceed ninety days.

- (iv) If an employee on Medical Leave resigns from service or is permitted to retire voluntarily without returning to duty, the Medical leave shall be treated as leave without pay. However, no such recovery may be made, if the retirement is by reason of ill health, rendering the employee unfit for further service and approved by the Medical Board, or in the event of his death.
- (v) Half pay leave has to be availed of during service and cannot be encashed.

## **2.6 Maternity Leave - Paternity Leave**

- 2.6.1 A female employee shall be eligible for maternity leave after completing one year's service.
- 2.6.2 Maternity leave is granted up to two living children. Entitlement is based on the number of living children and not on the number of deliveries. A woman employee giving birth to twins in the first delivery, is not entitled for the maternity leave for a second delivery. However, a woman employee with one living child from the first delivery is eligible for the maternity leave, even if she gives birth to twins in the second delivery.
- 2.6.3 The maximum period of entitlement for maternity leave shall be ninety days with full pay.
- 2.6.4 In the case of a miscarriage or a medical termination of pregnancy, for her health or for the health of the offspring, a woman employee, on production of prescribed proof, shall be entitled to thirty days leave with half-pay, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee. Maternity leave under 2.6.3 is not admissible in such cases.
- 2.6.5 A woman, suffering from illness arising out of pregnancy or delivery or premature birth of child, shall, on production of a medical certificate from the duly constituted Medical Board, be entitled to additional one-month leave without pay.
- 2.6.6 Leave of any other kind may be granted in continuation of maternity leave, if a medical certificate from the duly constituted Medical Board supports the request for its grant.
- 2.6.7 Paternity leave of fifteen days (15) shall be allowed to a male employee (who has completed one year of service) with less than two surviving children during the period of confinement of his wife, i.e., up to fifteen days before or up to six months

from the date of a delivery of a child. However, if such leave is not availed of within this period, it shall be treated as lapsed.

## **2.7 Study Leave**

- 2.7.1 Study leave may be granted to an employee for the purpose of study, leading to a higher degree or for research or for training, leading to the acquiring of higher skills.
- 2.7.2 For the grant of study leave, the employee must have put in a minimum of three years of service.
- 2.7.3 The employee shall execute a bond that he will serve the college/institute for a minimum period of two years or twice the period of his absence, whichever is less, after he/she returns from the study leave.
- 2.7.4 In the case of a breach of clause 2.7.4 above, the employee will pay to the college/institute an amount equivalent to the salary he/she would have drawn for the remaining period of the contract.

## **2.8 Sabbatical Leave**

2.8.1 Sabbatical Leave is to be utilized for the purpose of engaging in academic and/or professional pursuit at an institution of academic merits, subject to the following conditions : -

- (i) Only permanent faculty members of the level of Professor/Associate Professor are eligible for the leave.
- (ii) Sabbatical Leave of one year will be permissible for every period of ten years of service as faculty in the institute.
- (iii) In special cases, a maximum of two years of Sabbatical Leave may be granted for a period of fifteen years of service as faculty in institute.
- (iv) The Board of Management shall decide about the pay, during the period of sabbatical leave.
- (v) The period of sabbatical leave shall count for seniority.
- (vi) A teacher, desirous of availing this leave shall have to furnish a service bond for three years for every year of leave. The amount of bond shall be equivalent to one-year emoluments of the concerned teacher.
- (vii) The applicant shall also have to furnish a bank guarantee for an amount equal to three months' salary.
- (viii) Not more than one professor at a time shall be permitted to go on Sabbatical Leave in a department.



- (ix) On completion of Sabbatical Leave, the teacher shall submit a report, incorporating the result of the work done during the period of Sabbatical Leave. This may be in the form of a memoir, a scientific report or a book.

## **2.9. Extraordinary Leave**

2.9.1 Extraordinary Leave (leave without pay and allowances) may be granted to an employee in special circumstances -

- (i) when no other leave is admissible
- (ii) when other kind of leave is admissible but the employee applies in writing for the grant of extraordinary leave.

2.9.2 Unless the leave sanctioning authority, in view of the exceptional circumstances of the case, otherwise determines, no employee, who is not in permanent employment, shall be granted extraordinary leave on any one occasion in excess of the following limits:

- (i) three months
- (ii) six months,

Where the employee has completed three years continuous service or if the extraordinary leave is required on account of illness of the employee as certified by a medical authority.

2.9.3 The period of extraordinary leave shall not count for increment.

2.9.4 The extraordinary leave shall not ordinarily be granted to an employee for more than a year at a time, that if the employee is suffering from Tuberculosis, Leprosy, Cancer or other disease, which may be specified by the leave sanctioning authority and undergoing treatment in a recognized clinic or under a specialist, extraordinary leave up to 24 months may be granted by the leave sanctioning authority.

2.9.5 The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of confirmation if the concerned employee is on probation, and affect such other privileges as may be dependant on the period of such leave.

2.9.6 The extraordinary leave may be availed in combination with any other kind of leave with the approval of the leave sanctioning authority.

2.9.7 The leave sanctioning authority may commute, retrospectively, the period of absence without leave, not exceeding one year on each occasion, into extraordinary leave. The power of commuting retrospectively the period of

absence without leave into extraordinary leave is absolute and subject to any conditions, that may be laid down by the leave sanctioning authority.

### 3. Vacations

- 3.1 Dean/Principal/Head/Director of College/Institutes and office staff shall be a non-vacational staff.
- 3.2 Teaching staff shall be generally treated as vacational staff.
- 3.3 The period of vacation will be same for all vacational employees of the same department
- 3.4 Non-academic staff (employees other than teachers who are not concerned with teaching / practicals) shall be treated as non-vacational staff and shall be entitled to earned leave in lieu of vacation period
- 3.5 A vacation, as specified by the concerned University / Board in case of affiliated courses and as decided by the respective Academic Council in case of autonomous courses, shall be generally admissible to vacational staff and not be admissible to non-vacational staff.
- 3.6 A vacation department is a department where vacations are permitted on regular basis. The staff of the vacation department may be permitted to be absent from duty during the whole or a part of vacations.
- 3.7. Vacation staff shall not be entitled for the earned leave. However, if they are made to work in vacation, i.e. detained for institutional work during the vacation the conversion ratio will be: two days of vacation equal to one day of earned leave. They shall earn one day of earned leave for every two days they have worked during a vacation. This conversion ratio will be applicable if the total period of vacation during a year (Summer + Winter + Any other) is 60 (Sixty) days. If the period of vacation changes from 60 days to some other number of days, the earned leave credited will change proportionately.
- 3.8. Vacation will be admissible only if a person has put in a minimum of six months of physical service in the vacational department.
- 3.9. A member of the staff, holding an appointment in non-vacation department, will not be deemed to be employed in a vacation department, even though he/she may hold an additional appointment there.
- 3.10. When an employee is transferred from a vacation department to a non-vacation department, his period of service in the former will be considered to have terminated with effect from the close of the last vacation of the department.



- 3.10 When an employee is transferred from a non-vacation department to a vacation department, his period of service in the latter will be held to have commenced from the date of joining. Vacation will be admissible to him as per rules
- 3.11. A member of the staff serving in a vacation department shall normally be expected to avail of the vacation or a part thereof unless he/she has been required by general or special order of an appropriate authority to forgo his vacation or a part thereof.
- 3.12. Vacation cannot be availed in parts except when exigencies of service so demand.
- 3.13. If a member of the staff working in the vacation department avails a vacation, he/she should be on duty on the last working day before the vacation starts and the first working day after the vacation. Otherwise, the total period of absence will be treated as earned leave or, in case no earned leave is due, as leave without pay.
- 3.14. If an employee, entitled to the vacation, is not permitted to avail the same, he/she will be entitled to corresponding earned leave.
- 3.15. If there are two or more vacations in an academic year, the period of all the vacations should be regarded as combined into one, provided that no vacation is of less than ten days duration.
- 3.16. Grant of vacation is subject to the condition that the department will continue to function, if necessary, during the vacations. Before the commencement of the vacation, the Head of the vacation department should submit to the Head of the college / institute, a proposal indicating the persons in each department who would avail the vacation either in full or in part and the personnel staying back(if required) to ensure that the department would be functioning during the vacation.

#### **4. Miscellaneous**

- 4.1 No leave other than casual leave shall be granted to an employee once he/she gives notice of resignation.
- 4.2 In case an employee is given notice of termination of his services by the appointing authority, the employee shall not be permitted to avail whatever leave he/she is entitled to. till the last day of the period of notice of termination.
- 4.3 Where a weekly holiday or an authorized holiday immediately follows the period of leave without pay or unauthorized absence, such weekly holiday or authorized holiday will be included in the period of the leave without pay or unauthorized absence and the employee shall not be entitled to pay and allowances

### 5. Special Casual Leave

The following kinds of Casual Leave shall be granted to an employee under the Family Planning Scheme:

| Occasion   | Special Casual Leave Admissible   |
|--|---|
| (i) Vasectomy / Tubectomy operation.                           | Not exceeding 6 (six) days, subject to production of a medical certificate.   |
| (ii) Female employee undergoing non-puerperal sterilization.   | Not exceeding 10 (ten) days, subject to production of a medical certificate.  |
| (iii) Female employee undergoing I.U.C. D. insertion.          | For a day, subject to production of a medical certificate.                    |
| (iv) Employee's wife undergoing a non-puerperal sterilization. | Not exceeding 3 (three) days, subject to production of a medical certificate. |

This leave shall not be debited to the Casual Leave admissible to an employee

### 6. Leave Sanctioning Authorities

Subject to the overall control of the Competent Authority, the following shall be the Leave Sanctioning Authorities.

| Sr.No | Kind of Leave | Category of Employee  | Leave Sanctioning Authority   |
|-------|---------------|---|---|
| 1.    | Casual Leave  | Controller of Examinations/Dean/Director/Principal / Head of the institute.   | Board of Management or Authorised Director Trustee  |
| 2.    | Casual Leave  | Other employees in Groups= A, B, C, D of Institutes<br>All teachers in the college/institute<br>Administrative employees in Group B,C, D in the college/institute | Dean/ Director / Principal on recommendation of the Head of the respective sections.<br>Principal/Dean/Director of the college/institute. |

|    |   |   |   |
|----|---|---|---|
|    |   |   | Dean/ Director /<br>Principal on<br>recommendation of<br>the Head of the<br>respective sections.  |
| 3. | Earned Leave,   | Principal/ Dean/ Director of college<br>/ institute<br><br>All Categories of employees in<br>Group B, C, D of the college /<br>institute<br><br>Teachers in the constituent<br>college/institute<br><br>Employees in Group B, C, D of the<br>constituent college/institute. | Board of Management<br>or Authorised Director<br>Trustee<br><br>Dean/ Director /<br>Principal on<br>recommendation of<br>the Head of the<br>respective sections.<br><br>Dean/ Director /<br>Principal on<br>recommendation of<br>the Head of the<br>respective sections.<br><br>Dean / Director /<br>Principal of the<br>college/institute. |
| 4  | Half-pay Leave,<br>Medical Leave,<br>Maternity/Paternit<br>y Leave,<br>Extraordinary<br>leave | All categories.   | Dean/ Director /<br>Principal on approval<br>from the Board of<br>Management or<br>Authorised Director<br>Trustee   |
| 4. | Leave not due,<br>Special leave.  | All categories.   | Dean/ Director /<br>Principal on approval<br>from the Board of<br>Management  |



|   |                                 |                 |                     |
|---|---------------------------------|-----------------|---------------------|
| 5 | Study Leave<br>Sabbatical Leave | All categories. | Board of Management |
|---|---------------------------------|-----------------|---------------------|

Provided, that the Leave Sanctioning Authority may further delegate the authority to Director / Principal or such other subordinate officer the powers to sanction a particular kind of leave.

For this bye-law the employees are classified in various groups as below:

**Group A**

**Employees in Pay Band 3 and 4 (Grade Pay 5400 - 12000)**

**Group B**

**Employees in Pay Band 2 (Grade Pay 4200-5400)**

**Group C**

**Employees in Pay Band 1 (Grade Pay 1800-2800)**

**Group D**

**Employees in Pay Band 1 (Grade Pay 1800)**

(The Pay scales mentioned above are as per VI Pay Commission recommendations)

G. M. M. /