LEAVE RULES FOR OFFICERS AND NON-TEACHING STAFF

139. The following kinds of leave shall be admissible to the Officers and Non-teaching staff of the University with the conditions mentioned in the different clauses under the Statutes 140 to 153:

(i) Casual Leave
(ii) Earned Leave
(iii) Half-pay Leave
(iv) Commuted Leave
(v) Compensatory Leave
(vi) Study Leave
(vii) Quarantine Leave
(viii) Maternity Leave
(ix) Leave in extraordinary circumstances
(x) Special disability Leave
(xi) Leave on Duty

140. CONDITIONS OF LEAVE:

(a) Leave of any description cannot be claimed as a matter of right. Authorities granting leave shall have the power to refuse or revoke leave of any description at any time according to the exigency of University Service.

(b) Leave ordinarily shall begin on the day on which the transfer of charge is effected and end on the day proceeding that on which duty is resumed. Saturdays, Sundays and holidays may be prefixed or affixed to 1 (one) leave. Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays but cannot be affixed and prefixed to holidays when leave is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in
calculating the amount of leave on full pay that may be admissible at a time.

(c) An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority which sanctioned the leave.

(d) An employee who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from Registered Medical Practitioner.

(e) An employee who remains absent after the expiry of leave is entitled to no leave salary for the period of unauthorized absence and that period will be debited to leave, as though it were leave on full pay provided leave on full pay is available to such an employee.

(f) No employee shall be allowed to absent himself from office without prior permission.

(g) All applications for leave of absence and/or for leaving station should be previously made in writing and sanction obtained before leave is availed of, except in case of emergency in which case the report of such absence must be sent, if possible, on the very day the employee is forced to absent himself and, in any case, within three days of such absence unless he is prevented from doing so due to physical incapacity to be certified by a registered medical practitioner or any other unavoidable cause.

(h) If any employee is on unauthorized absence or on unreported absence or on overstayal of leave for more than three months at a stretch without any report, the leave sanctioning authority shall inform the concerned employee at his recorded address asking him to rejoin duty within a specified date. If the employee does not join duty by the stipulated date, it would be open to the disciplinary authority to institute disciplinary action against him. If during the course of
disciplinary proceedings the employee comes for rejoining duty he shall be allowed to do so without prejudice to the disciplinary proceedings already initiated against him (unless he is placed under suspension) and the disciplinary proceedings concluded as quickly as possible. The question of regularization of the period of unauthorized absence or unreported absence or overstaying of leave shall be left over for consideration till the finalization of disciplinary proceedings.

(i) Habitual irregularities or frequent absence without proper authorization will be considered gross negligence of duty and shall involve disciplinary action at the discretion of the appropriate authority of the University.

(j) Leave at the credit of an employee in his leave account shall lapse on the date the employee retires on superannuation or retires voluntarily or resigns or is dismissed from the service.

(k) Unless the Executive Council, in view of the special circumstances of a case, shall otherwise determine, after one year of continuous unauthorized and unreported absence from duty the concerned employee shall cease to be in service of the University.

(l) Date of retirement in relation to calculation of leave due to the credit of an employee shall mean the afternoon of the last day of the month in which the employee attain the age of superannuation for retirement under the terms and conditions governing his/her service.

(m) Each employee on arrival at office shall sign the attendance register putting the time of arrival and at the time of departure shall sign the attendance register putting the time of departure. Normal office hours should be fixed generally from 10 a.m. to 5.30 p.m. on all working days with half an hour recess. With provision for late marking for arriving late after 10.15 a.m. and for marking absent at 10.45 a.m. Attendance Register for making time for departure should not be placed before the employees before 5.15 p.m. Anybody leaving office
before that time will be marked absent and action as per University rule will be taken in such cases. For every three days' late attendance in a month one day's casual leave shall be deducted from the credit of an employee. If there is no casual leave at his credit, earned leave shall be deducted from the accumulated earned leave of an employee.

141. **CASUAL LEAVE**:

a) Casual Leave for short period, not exceeding four days at a time and fourteen days in a calendar year may be granted to an employee on account of emergency, which may arise.

b) Casual Leave can not be combined with any other kind of leave or Puja Holidays; but can be prefixed and/or suffixed to Saturdays, Sundays and holidays, provided such leave shall not exceed seven days at a time including Saturdays, Sundays and/or holidays.

c) An employee may enjoy casual leave for half of the day. For enjoying such casual leave for half of a day prior sanction of the authority sanctioning casual leave must be obtained by the employee concerned.

d) An employee on casual leave shall be treated as on duty.

e) In no case casual leave and half-day casual leave taken together shall exceed 14 days in a year.

f) Casual Leave, if not taken within the calendar year will lapse.

142. **EARNED LEAVE**:

a) Earned Leave is the leave which is earned by an employee by discharge of duties for a certain period as mentioned herein below and granted to him at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all cases applications for earned leave shall be made at least seven days
prior to the date on which he proposes to proceed on leave for twenty
days or more. Prior sanction should be obtained before leaving station
and/or proceeding on leave as well as for extension of leave.

b) Earned Leave shall be credited to the leave account at the rate of 2½
days for each completed calendar month of service which he is likely
to render in a half-year of the calendar year in which he is appointed.

In the event of death, resignation, retirement or dismissal from service
on any day of a month, that incomplete calendar month of service shall
not be taken into consideration for calculation of leave account at the
rate of 2½ days per calendar month.

Earned Leave shall be credited to the leave account, in advance, in two
installments of 15 days each on the first day of January and July of
every calendar year not exceeding maximum limit of 240 days till
30.06.98 and 300 days with effect from 01.07.98.

While affording credit of Earned Leave, fractions of a day shall be
rounded off to the nearest day.

c) Earned Leave can be combined with any other kind of leave except casual
and quarantine leave.

ENCASHMENT OF EARNED LEAVE

a) An employee who retires on attaining the age of superannuation, shall
be entitled to cash equivalent of leave salary for earned leave, if any, at
the credit of the employee on the date of retirement, subject to a
maximum of upper limit to be fixed by the State Government time to
time.

b) An employee who retires from the service on attaining the age of
superannuation, while under suspension, shall become eligible for the
benefit of cash equivalent of earned leave that was at his/her credit on the date of retirement on conclusion of the proceedings against him/her, if the authority competent to reinstate him/her in service holds that the suspension was wholly unjustified.

c) An employee who retires voluntarily may be granted cash equivalent of leave salary in respect of earned leave at his/her credit subject to a maximum of upper limit of accumulation of earned leave prescribed by the State Government from time to time provided this period does not exceed the period between the date on which he/she so retires and the date on which he would have retired in the normal course after attaining the age of superannuation.

d) An employee who resigns from service, shall be entitled to cash equivalent earned leave at his credit on the date of cessation of service to the extent of half of such leave at his credit, subject to a maximum of half of upper ceiling of accumulation of earned leave fixed by the State Government from time to time.

143. **HALF-PAY LEAVE:**

a) An employee may be granted leave on half-pay for 20 days for each completed year of service subject to a maximum period of two years during the whole period of service on medical ground on production of certificate from a medical practitioner.

Provided that the authority granting leave may ask the employee to submit to an examination by a medical practitioner/Medical Board appointed by the same authority before granting him leave.

Provided further that all employees on half-pay leave will be required to produce a certificate of fitness for resumption of duty from a qualified registered medical practitioner.
b) Half-pay leave may be combined with any other kind of leave except casual and quarantine leave.

144. **COMMUTED LEAVE**:

a) An employee will be entitled to commute the half-pay leave that he has earned to full pay leave for half that period on medical ground subject to production of a certificate from a registered medical practitioner and such commuted full pay leave shall not exceed six months in the whole period of service.

Provided further that when commuted leave is granted twice the number of days of actual leave of absence on half-pay shall be debited against the leave account.

Provided further that commutation shall be allowed only if the number of days of leave of absence of the concerned employee on medical ground exceed ten days at a time.

b) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

145. **COMPENSATORY LEAVE**:

a) An employee of the University may be granted compensatory leave with full pay and allowance in lieu of full work done on Saturdays, Sundays and other University holidays on the condition that there will be no accumulation of such compensatory leave and it is to be availed of within 3 (three) months.

b) Such leave shall be granted for the equal number of days the employee concerned is detained for duty.
d) Compensatory leave may be combined with any other kind of leave except casual leave, quarantine leave and leave in extraordinary circumstances.

146. STUDY LEAVE:

a) Study Leave for advanced study and training which are not taught in a regular or semi academic course directly related to his work in the University may be granted to a permanent employee by the University/Executive Council provided the concerned employee has put in at least five years of continuous service and is not due to retire therefrom within three years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

Executive Council may grant any allowance during study leave as per rules framed by the University from time to time, subject to a maximum of pay an employee has been drawing just before proceeding on study leave on his furnishing an undertaking that he will serve the University for at least three years on his return from study leave on such terms and conditions as the University may decide, failing which he will be required to refund the amount paid to him as leave salary for the period of study leave.

Provided that if the concerned employee in receiving any pay, allowance, stipend, scholarship, fellowship from any other source while on study leave, leave salary shall be reduced to that extent.

b) The maximum period for which study leave may be granted is limited to two years during the whole course of an employee's service. Such leave may be combined with any other kind of leave as may be due or holidays except casual and quarantine leave.
a) Quarantine Leave is leave of absence from duty necessitated by order to attend office due to suffering from infectious diseases as mentioned below by a member of the family of the employee concerned. Such leave may be granted on the basis of a certificate of Public or Municipal Health Officer for a period not exceeding 21 days or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.

b) For the above purpose small-pox may be considered as infectious disease, chicken-pox shall not, however, be considered as infectious disease unless the medical officer or Public Health Officer, considers that because of doubt as to the true nature of disease, e.g., small-pox, there is reason for the grant of such leave.

c) The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave :-

i) Scarlet Fever
ii) Plague (Bucokmenic or Bubonic)
iii) Thyphus
iv) Cerobro-spinal meningitis

d) For persons employed in the preparation and distribution of food, the following additional diseases shall also be treated as infectious :-

i) Dysentry
ii) Enteric Fever (Typhoid fever)
iii) Melta fever
iv) Paratyphoid fever

e) An employee himself/herself suffering from the infectious diseases as mentioned will not be granted such leave.
148. MATERNITY LEAVE:

a) Maternity Leave may be granted to a whole-time female employee for a period not exceeding 120 days including the period of confinement as per advice of a registered medical practitioner.

b) Maternity leave may also be granted in case of miscarriage, including abortion for a period not exceeding six weeks provided the application for leave is supported by a registered medical practitioner.

c) Maternity leave will not be debited against leave account.

d) The concerned employee on maternity leave will be entitled to normal annual increment in time-scale of pay.

149. LEAVE IN EXTRA-ORDINARY CIRCUMSTANCES:

a) Extra-ordinary leave without pay may be granted to a whole-time permanent employee in special circumstances on the following conditions:

i) when no other leave is admissible.

ii) when other leave is admissible but the employee applied in writing for the grant of extra-ordinary leave.

iii) not more than 3 months extra-ordinary leave be granted to an employee.

b) Executive Council in view of exceptional circumstances in the following cases may grant extra-ordinary leave in excess of the limit prescribed in clause (a):-
Six months, where the University employee has completed one year's continuous service on the date of expiry of the leave of the kind due and admissible under these rules, including three months extra-ordinary leave under clause (a) and his/her request for such leave is supported by a medical certificate as required under these rules.

Eighteen months, where the employee is undergoing treatment for:

a) pulmonary tuberculosis or pleurisy of tubercular origin in a recognized sanatorium.

b) Tuberculosis of any other part of the body by a qualified tuberculosis specialist.

c) Leprosy in a recognized leprosy institution by a Medical Officer or specialist in leprosy recognized by the University authority.

d) Cancer or mental diseases, in an institution recognized for the treatment of such diseases or a specialist in such diseases recognized as such by the University authority.

Twenty four months, where leave is required for the purpose of prosecuting studies certified to be in the interest of the University, provided the employee has completed three years’ continuous service on the date of expiry of leave of the kind due and admissible under rules including three months extra-ordinary leave clause (a).

Where an University employee is granted extra-ordinary leave in terms of the provision contained in sub-clause (iii) of clause (b) he/she shall be required to execute a bond as in the case of leave undertaking to refund to the University actual amount of expenditure incurred by the
University during such leave plus that incurred by any agency with

in any person at the event of his not returning to duty on the expiry

of such leave or quitting the service before a period of three after

return to duty.

d) The bond shall be supported by sureties from two permanent whole
time employees having status comparable to or higher than that of the
University employee concerned.

e) Two spells of extraordinary leave, if intervened by any other kind of
leave including maternity leave, shall be treated as one continuous
spell of extraordinary leave for the purpose of sub-rule (b).

f) The authority competent to grant leave may commute retrospectively
periods of absence without leave into extraordinary leave.

g) An employee shall not be allowed to enjoy extraordinary leave
(including other kind of leave) for more than two years at a stretch.

h) Such leave shall not count towards annual increment in the time-scale
of pay.

150. **SPECIAL DISABILITY LEAVE**:

a) An employee who is disabled by injury accidentally incurred in
consequence of the due performance of any particular duty which has
the effect of increasing his liability to illness or injury beyond the
ordinary risk attaching to the post, may be allowed special disability
leave on full pay and allowances for the period of four months during
the whole course of service.

b) Such leave shall not be granted unless the disability manifested itself
within 3 months of the occurrence to which it is attributed, and the
person disabled acted with due promptitude in bringing it to notice,
disability such leave may be granted in cases where the disability manifested more than three months after the occurrence of its cause.

c) The period of leave granted shall be such as is certified by a medical board to be necessary.

d) Special disability leave may be combined with any other kind of leave except casual leave and quarantine leave.

e) The concerned employee is entitled to normal annual increment in time scale of pay during such leave of absence.

f) Such leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.

151. **LEAVE ON DUTY** :

An employee may be granted leave of absence on duty for a maximum period of 30 days in a year on the following grounds -:

a) for participating in International, All India or Regional Games, Sports or Cultural activities organized by bodies recognized as such by the University or State Government.

b) for attending meetings of recognized public bodies as an elected representatives of the people.

c) for participating in conference/symposium/seminar/workshop or the like to be conducted by any organization recognized by the University.

Provided that such leave of absence on duty shall not be combined with any other kind of leave and duty leave is not debited against leave account.
Provided further that the date of annual increment in the time-scale of pay shall not be disturbed on account of an employee being on leave of absence on duty.

152. **LEAVE FOR CONTRACTUAL NON-TEACHING STAFF INCLUDING OFFICER**:

He/She will be treated as non-vacation staff and will be entitled to following kinds of leaves that will expire at the end of each year:

(a) Casual Leave: 14 (Fourteen) days per year.

(b) Sick Leave: 10 (Ten) days per year.

(c) Earned Leave: 15 (Fifteen) days per year.

(d) Maternity Leave: Will be granted to a female employee including adaptive mother for a period of four months at a stretch after the first twelve months of her service. Maternity leave can be combined with sick leave supported by a medical certificate.

(e) Quarantine Leave: As per new leave rule as applicable for the whole time staff of the University in the same category.

(f) Compensatory Casual Leave: Leave shall be accumulated year-wise for performing during vacations/holidays.