

RULES AND REGULATIONS RELATING TO LEAVE FOR TEACHING, ACADEMIC AND ADMINISTRATIVE STAFF WORKING IN THE UNIVERSITY

Applicability:-

1. This leave Policy shall commence from 01.01.2017 onwards.

- 1.1 This policy shall apply to all staff members of the University unless separately specified.
- 1.2 It shall not be applicable to employees appointed on part time, contract and daily basis.
- 1.3 This policy shall supersede all existing leave policies issued.

2. Definitions:

- 2.1 Leave:** Leave is a provision to stay away from work, for genuine reasons, with prior approval of the competent authorities.
- 2.2 Holiday:** It is a provision to stay away from work without prior approval of competent authority, unless specifically called through an office order.
- 2.3 Resident Employees (RE):** These employees are to stay in campus. They are on duty as per duty schedule, but shall be available for 24 hours.
- 2.4 Shift Staff (SS):** These employees are deputed for 12 hours duty in two shifts (Day & Night).
- 2.5 Operational Staff:** The administrative staff which is to be deputed for repair, maintenance and other emergency services.

3. Classification of employees

Grade	Carde			
	Teaching	Non Teaching	Administrative	Operations
I.	All Directors/Deans/Principals/Professors	PVC/Dean Academic/ Director Academics	Registrar	
II.	Principal (ITI/ Polytechnic) HOD's Associate Professor Assistant Professor	University Librarian, Controller of Examination, Dy.Controller of Examination, DPEs	CFAO/ CIO/ HR Manager / Deputy Registrar	
III.	Teaching Assistant/ Lecturer	Director Media, Camera Operators Academic Officer/ Departmental Librarian/ Deputy Librarian/ Assistant Librarian/ Research Fellow/ IT-Technicians/ Network Restorers/ Lab Assistants/ Instrument Repairers, Coaches	Administrative officer/ Project Officer/ Placement & Training officer/ Councilors/ Tellears/Secretary to Vice-chancellor/ PA's/ Co-coordinators/ Estate Officer/ Accountant, Cashier/ Warden/ Technician/ Clerk/ Office Assistants	Technicians Carpenters/ Plumbers/ Electricians/ STP/ Work Shop Mechanics/ Caretakers
IV.		Photocopier/ Restorer	/Steno-typists/ Stenographers, Programme Assistants/ Placement Officer/ Assistant Placement Officers, Medical Officer, System Analysts/ Draftsmen/ Instructors/ Workshop Instructors/ Office Attendant/ Driver/ Conductors/ Restorers	Estate Attendants/ Sweeper/ Mali/ Peons/ Chowkidars

4. **Right of Leave :**

- 4.1 Leave cannot be claimed as a matter of right.** When the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.
- 4.2** Leave should always be applied for and got sanctioned before it is taken except, in case of emergency and for satisfactory reasons.
- 4.3** The leave account shall also be maintained (besides HR) for each Staff in the Department/Faculty concerned.
- 4.4** The leave year shall run from 1st Jan in every year to the 31st December.
- 4.5** In case a Staff is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

5. **Earning of Leave:**

Except as otherwise provided in these Rules, leave shall be earned by period spent on duty only.

6. **Commencement and Termination of Leave :**

- 6.1** Leave ordinarily begins from the day on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
- 6.2** Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

7. **Return to duty on Expiry of Leave:**

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

8. **Approving Authority for Leave:** Following are the leave approving authorities:

S. No.	Cadre	Leave Days	Approving Authority	Information to
1	VC	Any number	Chancellor	Chancellor
2	DA/Registrar	Any Number	VC	Chancellor

3	Grade –I(other than VC/DA/Registrar)	Any number	DA	Chancellor
4	HOD	Any number	Concerned Dean/Registrar/Director	VC/DA
5	Grade – II (Other than HOD's)	Up to 3 days	Concerned HOD	Concerned Dean/Registrar
		Above 3 days	Concerned Dean/Registrar/Director	VC
6	Grade –III & IV	Up to 3 days	Concerned HOD	Concerned Dean/Registrar/Director
		More than 3 days	Concerned Dean/Registrar/Director	VC

***Note:- 1) The employees who are appointed/working on regular basis in the Maintenance Wing of the University/Institutions ie. those who are working under the Chief Estate Officer and Officer In-charges Security & Transport shall also be entitled for Medical Leave, Earned Leave & compensatory leave or any other kind of leave at par with other Non-teaching/administrative staff. However, they will avail the said leave on rotation basis as per written adjustment to be made by the recommending/approving authority. The recommending authority. shall keep written record of the leave granted to the employees working under him/them.**

2) Proper 'Leave Record File and Leave Account Register of all the categories of employees of University/Institutions shall be maintained by the H.R.Department.

9. Casual Leave:

- 9.1 A whole time regular staff of the University shall be eligible for 12 days casual leave
- 9.2 Casual leave cannot be carried over to the next year.
- 9.3 Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate.
- 9.4 An employee on casual leave is not treated as absent from duty and his pay is not intermitted;
- 9.5 Public Holidays and Sundays falling in between the Casual Leave shall not be counted as Part of Casual Leave.
- 9.6 CL availed for half the duty hours shall be treated as half day Casual Leave except in the case of faculty who are not entitled to half day leave.

10. Special Casual Leave (SCL): (only for Teaching staff)

- 10.1 Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher for the following purposes.
 - a) To conduct examination of a university/Public Service Commission/Board of examination or other similar bodies/Institution; and
 - b) To inspect academic institutions attached to statutory board, etc.
 - c) Attending conferences, congresses, symposia and seminars, delivering lectures etc.

NOTE:

- 1. In computing the ten day's leave admissible, the day of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(1) Duty Leave may be granted 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 Universities at the invitation of such institutions or universities 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 delegation or working on committee appointed by the Government of India, State Government and University Grants Commission, a sister university or any other academic body

11. Medical Leave (ML):

- 11.1. An employee working appointed/working on regular basis is entitled to 08 medical leaves in a year.
- 11.2. ML cannot be taken as half day.
- 11.3. ML not availed in the Calendar Year shall be carry forwarded in the next Calendar Year.
- 11.4. ML availed for more than 3 continuous days will be granted by the approving authority, if it is supported by a Medical Certificate from a competent Medical Authority duly countersigned by the Medical Officer of the University/**Institutions** at the time of joining after availing ML.
- 11.5. To avail ML upto 03 days medical certificate is not required but this is possible only if Casual leave balance is Zero.
- 11.6. An employee who has availed medical leave for more than 03 days will be required to submit a certificate of fitness at the time of resuming duties as may be prescribed.
- 11.7. Submission of factitious medical certificate as supporting document shall lead to disciplinary action against the employee.

12. Earned Leave:

- 12.1. Earned leave admissible to a Staff shall be:-
1/2 of the period of the un-availed vacation leave subject to maximum limit of 10 dyas. Provided further that non availing of vacation leave shall not be option of an employee. It will be allowed only if the employees are retained by the RIMT University and prior approval for the same will be required
- 12.2. Regular employee entitled for vacation leave shall avail with the permission of sanctioning authority. However, in case of any reason the competent authority of the University does not allow or instructs the employee to do official duty during the vacation period, the same shall be availed at later stage or shall be credited to his earned leave account maximum upto 60 days.

- 12.3 An employee can encash the earned leaves at the time of his retirement. In case of contractual appointment, encashment will be possible at the end of the contract. In case maximum encashment shall not exceed 60 days.

13. Compensatory Duty Leave: - (CDL)

13.1 Residential Employees (RE's) are not allowed any other leave or holiday except 52 CDL in an academic session.

13.2 CDL shall be applied in advance.

13.3 The staff who is performing additional duty on campus beyond the normal working hours such as warden & care taker shall be entitled for Vacation leave (as per the annexure 1) besides the CDL.

13.4 Unutilised CDL cannot be accumulated.

14. STUDY LEAVE

14.1 Study Leave may be granted to Permanent whole-time teachers (other than a Professor of the University) with not less than Five years continuous service, to pursue a special line of study or research directly related to the various aspects of University Organization and methods of education giving full plan of work. The existing staff will have to bear the burden of the teacher who may be allowed for such leave.

14.2 A teacher availing of Study Leave shall undertake that he shall serve the University continuously for double the period of Study Leave.

15 Maternity Leave

15.1 Maternity Leave shall be granted to a woman staff as per the rules of University.

16 Maternity leave may be combined with earned leave, half pay leave but the same should be sported by medical certificate.

17 Vacation Leave (VL):

17.1 VL shall be permissible only during Non Teaching Period.

17.2 Only Regular Teaching Staff is allowed to avail Vacation Leave in an academic session as per the details attached in the annexure.

18 Leave without Pay (LWP):

18.1 One day salary shall be deducted for one day LWP, if approved by competent authority.

18.2 Two days salary shall be deducted for one day LWP, if availed without verbal or written or online approval of approving authority

19 Effect of Leave on Service Record:

19.1 Any period away from place of work without any approved leave shall be treated as absent from duty.

19.2 Experience certificate offered at the time of exit shall include the period of approved leave towards the number of months/years of experience only in those cases where staff member on resuming the duties after leave serve for the equivalent period of availed leave. In case the staff member is unable to serve for equivalent duration after availing leave, then the experience letter offered shall include period up to the date of proceeding for leave.

19.3 Only entitled leave can be availed during the notice period of exit from the services, however because of some genuine reasons leave over and above the entitlement can be availed. All such leaves shall be treated as equivalent to two days without pay leave.

19.4 In case of any disputes, interpretation or any other matter concerning the Leave Policy, the decision of the VC /DAA shall be final and binding on all concerned.

20 Any clause in this policy can be deleted, added and amended with the permission of Board of Management.

21 Staff appointed on specific contractual terms and conditions shall be given leaves as per the terms of the contract. The rules relating to accumulation of leave and encashment shall be as per clauses stated in the previous paragraphs

For Temporary Staff:

Temporary teachers shall be entitled to casual leaves only in proportion to the time period spent by them in the university.

TEACHERS APPOINTED ON CONTRACT :

22. Teacher appointed on contract will be granted leave in accordance with the terms of the contract. However the rules relating to quantum of commutation and encashment shall be the same as applicable to other employees.

HONORARY AND PART-TIME TEACHERS

23. Honorary and Part-time teachers of the University shall be entitled to only casual leave on the same terms as are applicable to whole-time temporary teachers of the University.

Vice-Chancellor