



# RIMT UNIVERSITY

"education for life"

Delhi-Jalandhar GT Road (NH1), Sirhind Side, Mandi Gobindgarh, Punjab - 147301 (India)

RIMT/2023/R/23

Dates: April 21<sup>st</sup>, 2023

## Notification

### Rules and Regulations Relating To Leave For Teaching and Non-Teaching Staff Working In the University

"These Rules shall come into force on the date of notification"

#### 01. Definitions:

- 01.1 **Leave:** Leave is a provision to stay away from work, for genuine reasons, with prior approval of the competent authorities.
- 01.2 **Holiday:** It is a provision to stay away from work without prior approval of competent authority, unless specifically called through an office order.

#### 02. Admissible Leave and General Conditions :

- 02.1 **Leave cannot be claimed as a matter of right.**
- 02.2 When the exigencies of service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due. Provided that leave applied shall not be refused or revoked without reference to the Medical Authority, whose advice shall be binding.
- 02.3 Any application for leave or for extension of leave shall be made to the authority competent to grant leave. Prior approval of leave is required before going on leave, except in case of emergency otherwise leave shall be considered as leave without pay. If employee remains absent without applying for leave for 10 continuous working days, employee will be considered to have been terminated.
- 02.4 Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.
- 02.5 Unless the competent authority to grant leave or extend the leave, if an employee remains absent after the end of approved leave, the period of such absence shall be treated as leave without pay even if an employee has leave to his/her leave account.
- 02.6 The leave account shall be maintained by the HR for each Staff in the university. The grant of leave shall be subject to verification by the authority maintaining the leave account and a modified sanction for the period of leave may be issued by

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HR, where necessary.

- 02.7 Leave shall not be granted to an employee in certain specific/emergent circumstances (Like examination duty, inspection etc.).
- 02.8 The leave year shall run from 1<sup>st</sup> January in every year to the 31<sup>st</sup> December.
- 02.9 Any staff member, who is on leave, can be recalled for emergent university work
- 02.10 A staff, who is dismissed or removed from service and is reinstated on appeal or revision, shall be entitled to count for leave his/her service prior to dismissal or removal, as the case may be.
- 02.11 An employee who is on leave of any kind shall not be permitted to take up any remunerative work during that period, otherwise breach of this condition shall attract disciplinary action .
- 02.12 An employee shall not be entitled for medical, summer, winter vacations and any other kind of leave during the probation period. Only casual leave will be allowed during the probation period.
- 02.13 Contractual employees shall be entitled for only casual leave.
- 02.14 Visiting/Part time / Guest Faculty members are not entitled for any kind of leave except gazetted holidays.
- 02.15 Academic Leave, Long Leave, On Duty Leave or any other kind of leave will be sanctioned by the Registrar. Such leave applications shall be routed through proper channel. Such leaves will only be sanctioned if supporting documents are attached.
- 02.16 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.
- 02.17 No leave can be availed during the notice period.
- 02.18 In case of any dispute, interpretation or any other matter concerning the Leave Policy, the decision of the Vice Chancellor shall be final and binding on all concerned.
- 02.19 If any member of non teaching staff is required to work extra time beyond the normal timing for more than 4 hours (in Campus) full day Compensatory Leave will be granted. Compensatory leave will be consumed in the same month or in the next month otherwise leave shall be cancelled.
- 02.20 If an employee work on Gazetted Holiday (notified by the University) or Sunday, he /she will be eligible for Compensatory Leave.

**03. Casual Leave:**

- 03.1 A whole time regular/contractual staff of the University shall be eligible for 12

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days casual leave in a calendar year.

- 03.2 Casual leave cannot be carried over to the next year.
- 03.3 Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness duly supported by medical certificate.
- 03.4 An employee on casual leave is not treated as absent from duty and his/her pay is not affected.
- 03.5 Casual leave can be taken for half day also.
- 03.6 Casual leave will be sanctioned proportionately.
- 03.7 Casual leave can't be taken more than two in the last month of calendar year.
- 03.8 Sundays/public holidays/restricted holidays/weekly offs falling during a period of leave shall be counted as part of leave except in case of casual leave.

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

- 04.1 Special casual leave, maximum 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.
  - 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

**05. Medical Leave (ML):**

- 05.1 An employee working on regular basis is entitled to 08 days of medical leave in a year.
- 05.2 ML cannot be taken as half day.
- 05.3 ML not availed in the Calendar Year shall be carried forwarded to the next Calendar Year. The total accumulated ML does not exceed 60 days.
- 05.4 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.
- 05.5 To avail ML upto 03 days medical certificate is not required but this is possible only if Casual leave balance is Zero.
- 05.6 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

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be prescribed.

- 05.7 Submission of fictitious medical certificate as supporting document shall lead to disciplinary action against the employee.
- 05.8 Competent authority may grant leave on the basis of medical certificate by a Government Hospital or Authorized Doctor of a recognized private hospital and will produce fitness certificate issued by the same Doctor at the time of joining the duty. A certificate given by a registered Ayurvedic, Unani or Homoeopathic medical practitioner or by a registered Dentist in the case of dental ailments may also be accepted.

**06. Compensatory Duty Leave (CDL) :**

- 06.1 Residential Employees (RE's) on essential duties are not allowed any other kind of leave or holiday except 52 CDL in a calendar year which shall not be more than 26 in one tranche preferably during vacations.
- 06.2 CDL shall be applied in advance.
- 06.3 Unutilized CDL cannot be accumulated.

**07. Study Leave:**

- 07.1 With pay Study Leave for a maximum of 15 days in three academic years may be granted to Permanent whole-time teachers with not less than two years service in RIMT, to undergo, in or out of India, specialized training in a professional or a technical subject having a direct and close connection with the sphere of his/her duty. Provided that not more than 1/3<sup>rd</sup> of the teachers of the School/Department may be granted study leave in a single year.
- 07.2 The particulars for study leave shall have to be submitted to the Vice Chancellor through the Registrar and Dean Academic affairs duly recommended by the Dean/Director/Principal/HOD for the approval and grant of leave.
- 07.3 Study leave may be granted during the non teaching period only.
- 07.4 Expenses incurred during the study leave and any other fee shall be borne by the teacher.
- 07.5 The employee should submit, on his/her return a report on the work done by him/her while on study leave..

**08. Vacation Leave (VL):**

Vacation Leave shall be allowable to teaching and non teaching staff members in summer and winter only during Non Teaching Period as notified by the

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authority of the University from time to time.

**09. Extraordinary leave:**

Extraordinary leave may be granted to an employee in special circumstances-

- (a) When no other leave is admissible.
- (b) When other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
- (c) However, under special circumstances like Natural Disaster / Epidemic / Pandemic / National or State emergency / Riots etc., the Chancellor, on the recommendation of Vice Chancellor, will have the power to sanction Suo Moto extra ordinary leave to any employee of the University for the period he or she deems fit.

**10. Privilege leave:**

Three days special family leave can be granted in the unfortunate event of the death of a family member which covers parents, spouse and children only, subject to a maximum of 15 days during the entire service at RIMT University.

*Permit No. 4*  
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Registrar