

## Leave Rules

### Preamble

**1.1** The term 'leave' shall mean

- (i) Casual Leave
- (ii) Earned Leave
- (iii) Medical Leave
- (iv) Maternity Leave
- (v) Study Leave

**1.2** Leave of absence from duty cannot be claimed as a matter of right and may, on application by an employee, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave of any description or any such leave is granted, revoke such leave or part thereof.

**1.3** No employee who is under suspension shall be granted any leave.

**1.4** Absence without leave shall render an employee subject to disciplinary action.

**1.5** All applications of leave or for extension of leave shall be made in writing and addressed to the Reporting Authority and sanction for the leave or extension of leave as the case may be, applied for shall be obtained before it is availed of:

Provided that if the authority competent to grant leave, is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand leave may be granted with retrospective effect ; but all applications of leave with retrospective effect shall be filed within 1 day from the date of joining

**1.6** If an employee of a Institute is absent from duty on all the days of a week on which he/she has been assigned duties, whether such days are consecutive or not, he/she shall be deemed to be absent from duty for the whole of the week.

**1.7** No leave shall be credited in the leave account of an employee after he/she retires on superannuation or retires voluntarily or resigns.

**i) Casual Leave (CL):**

- a)** Casual Leave on full pay may be allowed to an employee of the institution/organization upto a maximum of 12 days in any one academic year (July to June) but not more than 4 days at a time.
- b)** Casual Leave cannot be combined with any other kind of leave or Puja holidays/Summer Vacation/Winter vacation, but can be prefixed and or suffixed to Sundays and other holidays, provided such leave shall not exceed 7 days at a time including Sundays and Holidays.
- c)** All casual leave to which any teacher of a college may be entitled during any academic year shall cease to be due to him at the end of such academic year and cannot be

*[Signature]*  
30/6/18

*[Signature]*  
30/6/18

Amit Sharma  
21/7/18

*[Signature]*  
2006/18

①



accumulated or taken over or brought forward to any other academic year.

- d) All confirmed employees will be given Casual Leave at the rate of 3 days per quarter.
- e) All probationers will be entitled for one CL on pro rate basis.
- f) Casual Leave cannot be availed of for less than half a day.
- g) Superannuated employees and employees on Probation are eligible only for Casual Leave.

ii) **Earned Leave (EL):**

- a) EL means Leave earned in respect of completed years of service spent on duty including that as probationer / Trainee and will be granted to a person at the discretion of the competent authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all cases, applications for earned leave shall be made at least fifteen days prior to the date on which the concerned employee proposes to proceed on leave. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave.
- b) For proper utilization of Human Resources, the Institute decided on a broad classification of two categories of full time employee.
  - **Vacational Staff :** All members of faculty and all heads of academic departments will be considered as vacational staff. Vacational staff would be entitled to leave during summer and winter holidays to be announced by the Institute amounting to 22 days, and an earned leave of 8 days in an academic year. The exact days of holidays would be notified to the staff before the vacation starts.
  - **Non-vacational staff :** All officials and member of staff of the administration (including Registrar/Assistant Registrar), library, accounts, projects etc, , deans, Vice Principal, Principal, Director, Vice Chancellor and all technical assistants would be considered as Non- vacational staff. Non-vacational staff would be entitled to avail earned leave of 20 days in an academic year but would not be entitled to enjoy vacation during recess.
- c) The upper limit of accumulation of earned leave shall be 120 (One hundred & Twenty) days and the maximum period of earned leave that may be granted at a time shall not exceed 30 (Thirty) days at a time and may be sanctioned in case of higher study/training /leave with medical certificate or any other reason as per order of Higher Management at Head Office.
- d) Earned leave can be combined with any other kind of leave except casual leave.
- e) When an employee moves from one institution to another within the Group on lien or otherwise, his / her accumulation of earned leave in the new institution will be as per previous accumulation of leave i.e. in other words his/her leave account will be a continuous procedure.

B. 30/6/18

Amit S. 27/18

2  
22/6/18

25/6/18  
②



- f) The leave account of every employee shall be credited with EL twice a year, on 1st January and on 1st July of every calendar year, at the rate of 4 days for every completed half year of service for vocational staff & 10 days for Non-vocational staff.
- g) EL cannot be availed of for less than 4 (Four) days.
- h) EL can be taken for a maximum of 4 (Four) times in an academic year.

**iii) Sick Leave (SL) :**

- a) An employee may be granted Sick leave for 10 days for each completed year of service on medical ground on production of certificate of fitness (MC) for resumption of duty from a qualified registered medical practitioner. He/she has to submit the MC on the day he/she joins duty.
- b) Sick Leave cannot be availed of for less than 2 (Two) days.
- c) Sick Leave cannot be carried forward to the next academic year

**iv) Maternity Leave (ML) :**

- a) ML is admissible to permanent female employees of the Institute on full pay for a period of continuous 90 days from the date the staff desires to proceed on maternity leave or from the date of actual confinement, whichever is earlier provided she has already served the College for a period of two year immediately preceding the date of her leave. Any long vacation will also be covered within this ML, if it coincides with the same.
- b) Maternity leave, combined with any other leave, may be granted only if a medical certificate issued by the attending registered medical practitioner supports the application.
- c) Maternity Leave with pay shall be granted twice during the entire period of service of an female employee. ML will not be debitable to the leave account.
- d) Maternity leave may be granted to an permanent female employees of the Institute on full pay in cases of miscarriage including abortion subject to the condition that any registered medical practitioner supports the application but in no occasion the total maternity leave shall exceeds 30 days.
- e) Resumption of duties after expiry of the Maternity leave granted may be considered on submission of "Fitness Certificate" issued by the attending registered medical practitioner.

*Pratik*  
30/6/18

*[Signature]*  
30/6/18

*[Signature]*  
30/6/18

*Anil*  
27/18



**V a) Study Leave / Permission for higher studies on lien**

- a) Study leave for acquiring higher qualifications like Ph.D./Post Doc. from a University/ an Institute of higher learning located outside Kolkata will be admissible only to a confirmed member of faculty.
- b) Study Leave may be granted initially for a period of not more than 2 (two) years which can be extended by a further period of one year when the circumstances justify such extension.
- c) Study Leave can be granted twice during the entire period of service life maintaining a gap of 5 (five) years in between two Study Leaves. Total duration of Study Leaves during the Service Period shall not exceed 3 (three) years.
- d) The seniority of the employee would be maintained during the period of such leave.
- e) The Institute shall not be liable for any financial liability whatsoever during his/her study leave or for the purpose of study leave.

**V b) Study Leave- Policy for sponsoring Members of Faculty for pursuing Ph.D. under QIP Eligibility**

**Criteria for sponsorship:**

A confirmed Member of Faculty with at least 3 years of service in the Institute who has got admission to pursue a Ph.D programme in one of the following major QIP centers as approved by the AICTE : :

- (1) IISc, Bangalore
- (2) IIT, Bombay
- (3) IIT, Delhi
- (4) IIT, Kanpur
- (5) IIT, Kharagpur
- (6) IIT, Guwahati
- (7) IIT, Madras
- (8) IIT, Roorkee

& the Ph.D programme in which he/she is to be admitted should be in the discipline of which he/she is a Member of Faculty and the topic of research should be of relevance to the department concerned, to be duly recommended by the Principal and forwarded to the higher management at Head Office for approval

**Leave & Salary :**

A Member of Faculty who is eligible, as above, will be granted leave with full pay deducting the amount he/she will draw from the above mentioned QIP centers to pursue Ph.D in any of the above QIP centers, for a maximum period of 36 months.

Anita  
27/18

Bray  
30/6/18

30/6/18

30/6/18

(4)

The Member of Faculty on expiry of leave or earlier will rejoin in the same position which he/she was occupying before proceeding on leave. There would be no break in service for purposes of retirement benefits.

Number of such sponsorship:

Not more than 10% of the total strength of Faculty in any Department, subject to a maximum of 2, would be allowed to go on QIP programme at any point of time. The applications for QIP would be considered on a first-come-first-served basis.

Bond:

A Member of Faculty availing himself / herself of the benefit under 'QIP' would be required to execute a bond with the Institute agreeing to serve the Institute for a minimum period of 3 years after his/her return on completion of 'QIP', against which he/she would be required to provide a bank guarantee amounting his/her existing 18 (Eighteen) months salary.

Discontinuance:

If a QIP scholar discontinues the Ph.D. program midway, the scholar would have to refund to the Institute such salary and allowances paid to him / her for the period he /she attended the program.

Replacement :

During the period when a Member of Faculty is attending a QIP/on Study Leave, appointment may be made *only* on an ad-hoc basis to carry out the load.

Anil S. M.  
2/7/18

Bar  
30/6/18

Z  
20/6/18

Y. S. A.  
20/6/18