

## **7.1 LEAVE RULES**

### **7.1.1. Introduction**

*Leave* is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.

Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Government of India. The following leave rules and norms give details about the different types of leave and how they can be availed off. Certain rules are common to both faculty and non-faculty of the Institute. Certain rules and norms have been designed specifically with reference to faculty of the Institute. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature and in no way meant to supercede the leave provisions of the Government of India.

#### **Applicability**

These leave rules shall be applicable to all the permanent employees of this Institute with retrospective effect from 1.1.2004 , as far as Earned Leave (EL) and Half Pay Leave (HPL) are concerned. Other leaves will be effective from the date as approved by the Board.

#### **Guidelines for carrying over the Earlier Leave Accounts**

- i. The EL account of a staff member as on 31.12.2003 shall be carried forward and credited to his/her EL account in the Institute subject to the prescribed limit of accumulation of leave. The maximum limit at that time was 240 days for EL. Then an advance credit of 15 days on 1<sup>st</sup> January and 15 days on 1<sup>st</sup> July will be made. If a staff member is having 133 days EL at credit as on 31.12.2003 and if he/she has not availed any EL or vacation during the period 1.1.2004 to 30.6.2004, then on 1.7.2004 his/her EL account will have  $133 + 15 + 15 = 163$  days at credit. Other details regarding EL are available in section 7.1.7

- ii. There is no provision for unearned leave on medical certificate, usually called medical leave in Government of India. Only HPL/Commuted Leave is available which can be availed on medical grounds.

Since the HPL is calculated at the rate of 20 days for each completed year of service and credited in advance at the rate of 10 days on 1<sup>st</sup> January and 10 days on 1<sup>st</sup> July, HPL in credit of an employee is calculated as follows:

If the years of service put in by the employee is 'n' as on 31.12.2003 and the number of days of Medical leave availed upto 31.12.2003 is 'm', then, the number of days of half pay leave at the credit on 31.12.2003 is '20n -2m'. If this number becomes negative, it is made as zero. From 1.1.2004, onwards, the half pay leave is credited at the rate of 10 days on 1<sup>st</sup> January and 1<sup>st</sup> July every year. Other details regarding HPL are available in section 7.1.8

*Illustration: 1*

If an employee has put in a service of 8 years and 7 months on 31.12.2003, and he/she has availed Medical Leave for 34 days upto 31.12.2003, then the number of days of HPL at credit as on 31.12.2003 is  $160 + 12 - 68 = 104$ . On 1.1.2004 HPL at credit is 114

For 8 years : 160 days of HPL *plus* for 7 Months : 12 days of HPL  $[(7/12) \times 20 = 12]$  (rounded off to the nearest integer) *minus* for Medical Leave of 34 days : 68 days of HPL = 104 days of HPL

*Illustration: 2*

If an employee has put in a service of 34 years and 1 month on 31.12.2003, and he/she has availed Medical Leave for 427 days upto 31.12.2003, then the number of days of HPL at credit as on 31.12.2003 is zero (since  $682 - 854$  is negative)

- iii. The EL accumulation at the Institute, including the leave accumulated prior to 1.1.2004 (under State Government service), shall be eligible for encashment at the time of retirement subject to limits prescribed in these rules. The leave encashment availed prior to 1.1.2004 shall not be taken

into account for the purpose of the ceiling of number of days for which encashment is admissible at the time of retirement from this Institute. For example, if a staff has encashed 40 days of EL before 1.1.2004, and if he/she has accumulated 300 days EL as on the date of his/her retirement on or after 1.1.2004, he/she will be entitled to encashment of 300 days of EL at the time of his/her retirement from the Institute, provided no encashment of EL has been done for the purpose of LTC on or after 1.1.2004.

- iv. As on date, the maximum limit for accumulation of EL is 300 days and there is no limit for accumulation of HPL.

The Administrative Section under the control of Registrar shall maintain leave account for each staff. Staff of NITT can refer his/her leave account in the month of January every year with prior information. Administrative section should send the leave accounts of staff to individual member once in a year.

## **7.1.2 General Principles Regarding Grant Of Leave**

### **Applicability**

The provisions contained in these rules shall apply to all employees of the National Institute of Technology, Tiruchirappalli.

### **Right to leave**

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- ii. Leave sanctioning authority cannot alter the kind of leave due and applied for.
- iii. Leave will be granted to staff under suspension.

### **Authority empowered to sanction Leave**

- i. Applications for leave shall be addressed to the Board by the Director and to the Director/Registrar by the other members of staff. (Refer Appendix :7.1.1)

- ii. Leave may be sanctioned by the Director or by a member of staff to whom the power has been delegated by the Director. Normally, the Registrar will regulate the leave accounts of the staff members (Faculty and Non-faculty).
- iii. The Board may sanction leave other than Casual Leave to the Director. The Director can avail himself of Casual Leave on his own authority.

#### **Commencement and termination of leave**

- i. Leave ordinarily begins from the date on which leave as such is actually availed and ends on the day preceding the date on which duty is resumed.
- ii. Saturdays, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

#### **Combination of leave**

Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

#### **Grant of leave beyond the date of retirement and in the event of resignation**

- i. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- ii. If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Director may, in any case, grant leaves to an employee prior to his/her resignation if, in the opinion of the Director, the circumstances of the case justify such grant of leave.

#### **Conversion of one kind of leave into another kind**

Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after leave by the employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

### **Special provision for conversion**

*The staff who have applied for Medical Leave on or after 1.1.2004 but were sanctioned only EL can apply for conversion of EL to HPL/Commutated leave within 30 days after the notification by the Registrar for this effect.*

### **Rejoining of duty on return from Leave on medical grounds**

- i. An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.
- ii. Leave sanctioning authority may secure second medical opinion, if considered necessary.

### **Rejoining of duty before the expiry of leave**

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

### **Maximum period of absence from duty**

- i. No member of the Service shall be granted leave of any kind for a continuous period exceeding five years.
- ii. Unless the Board, in view of the special circumstances of the case, determines otherwise, a member of the service who remains absent from duty for a continuous period exceeding five years other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

### **General**

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- ii. Absence from duty after expiry of leave entails disciplinary action.
- iii. Absence without leave will constitute an interruption in service
- iv. A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.

### **7.1.3 Kinds of Leave:**

The following kinds of leave shall be admissible to the members of the staff of this Institute.

- i. Casual Leave. (CL)
- ii. Special Casual Leave.(SCL)
- iii. Special Leave
- iv. Earned Leave (EL)
- v. Half Pay Leave (HPL)
- vi. Commuted Leave
- vii. Leave Not Due (LND)
- viii. Extra-ordinary Leave (EOL)
- ix. Maternity Leave
- x. Adoption Leave
- xi. Paternity Leave
- xii. Hospital Leave
- xiii. Sabbatical Leave
- xiv. Study Leave

#### **7.1.4 Casual Leave (CL)**

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 8 days in a calendar year.
- ii. CL can be combined with Special Casual Leave/Vacation but not with any other kind of leave.
- iii. Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or sufficed, shall not be counted as Casual Leave.
- iv. CL should not be granted for more than 5 days at any time, except under special circumstances.
- v. CL can be taken for half a day also.
- vi. LTC can also be availed during CL.
- vii. CL cannot be combined with joining time.
- viii. Staff appointed and joined duty during the middle of a year may avail of CL proportionately or to the full extent at the discretion of the competent authority.
- ix. Half-day's CL should be debited to the CL account for each late attendance. However, late attendance upto one hour for not more than two occasions in a month can be condoned by the competent authority, if convinced that it is due to unavoidable reasons.
- x. Employees who have got only half day's leave at credit when applying for half-day CL for the afternoon of a day should ensure that they attend office the next day since CL can not be combined with EL. However, if due to sickness other compelling grounds he/she is not able to attend the next day combining with EL can be permitted as an exception.

### 7.1.5. Special Casual Leave (SCL)

- i Special Casual Leave, not counting towards ordinary Casual Leave, may be granted to a member of the staff when he/she is:
  - a) Summoned to serve as Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his/her private interests are not at issue.
  - b) Deputed to attend a reference library of another Institute or conferences and scientific gatherings of learned and professional societies in the interest of the Institute.
  - c) Required to be absent for any other purpose approved by the Board of Governors.
  
- ii. SCL may also be granted for other purposes, as approved by the Board from time to time. The Special CL can be granted up to a maximum of 15 days in a calendar year. In case it exceeds more than the 15 days' limitation, the cases of those staff have to be placed before the Board for further consideration.
  
- iii. The Director is empowered to examine the purposes for which absence can be treated as "ON DUTY" and purposes for which SCL can be granted. The Director is also empowered to examine the possibility of advising the staff members to fix up programmes like conduct of Viva-Voce for Ph.D on Saturdays or on holidays
  
- iv. The additional purposes for which the SCL can be granted, are specified below:
  - a) To attend committee meetings, invited lectures with out remuneration which are not treated as on duty.
  - b) To conduct Ph.D. Viva or an Examination
  - c) To present a paper in a conference or just to attend a conference.



- v. Faculty members deputed by the institute in connection with the institute work will be treated as on duty and the period will not count towards SCL
- vi. The absence of the faculty members in their efforts towards funds raising and building of corpus funds etc. will be regulated under SCL.
- vii. SCL shall be granted for other academic purposes from time to time subject to the approval of the Board.
- viii. For participation in Sports Events, SCL is admissible up to a maximum of 30 days in a calendar year like Coaching or Training camps of all India coaching or training schemes.
- ix. To give special lectures with honorarium, the faculty member must take leave at credit. No SCL is admissible
- x. SCL may also be granted to re-employed disabled Military Pensioners when called upon to attend Resurvey Medical Board to assess their disability element.
- xi. SCL is admissible upto a maximum of 10 days in any one year for participating in inter-Ministerial and inter-Departmental tournaments and sporting events.
- xii. SCL may also be granted to sportsperson getting seriously injured or being hospitalized during Sporting events subject to the overall ceiling of 30 days in a calendar year.
- xiii. SCL is admissible to 30 days in one calendar year for participation in cultural activities like dance, drama, music, poetic symposium etc., of an All India, or Inter-state character organized by or on behalf of the Central Secretariat Sports Control Board or on its behalf.
- xiv. SCL is admissible to employees participating in dancing and singing competitions at Regional, National or International level, organized by Govt. of India / Govt. Sponsored Bodies subject to maximum of 15 days in a calendar year.

- xv. SCL upto a maximum of 15 days in a year is admissible for visit in connection with the consultancy and sponsored research activities.
- xvi. SCL upto a maximum of 12 days in a year is admissible to the office bearers of recognized Unions/ Association to attend meetings.
- xvii. SCL shall be granted to the staff of the Institute when they are unable to attend office due to natural calamities/bandh etc. subject to the approval of the authorities.
- xviii. Combination of Casual Leave or regular leave (ex. EL, HPL, etc.) with SCL is permissible but combination of both CL and regular leave with SCL is not permissible.
- xix. LTC can also be availed during special casual leave.
- xx. For Family Planning:

a) Male Employee:

- i. Maximum of 6 working days admissible for vasectomy operation. If he undergoes the said operation for second time due to failure of the first, another 6 days will be admissible on the production of medical certificate.
- ii. Maximum of 21 days for undergoing recanalization operation.
- iii. Maximum of 7 days if his wife undergoes tubectomy, laparoscopy or salpingectomy operation. The leave should follow the date of operation.

b) Female Employee:

- i. Maximum of 14 days admissible for tubectomy/laparoscopy. If she undergoes the said operation for a second time due to failure of the first, maximum of 14 days will be admissible for the second time.
- ii. Maximum of 14 days admissible for salpingectomy operation after Medical Termination of Pregnancy (MTP).
- iii. Admissible for one day on the day of IUCD/IUD insertion/re-insertion.
- iv. Maximum of 21 days admissible for undergoing recanalization operation.
- v. Admissible for one day on the day of operation when her husband undergoes vasectomy operation.

### 7.1.6 Special Leave:

Special leave may be granted when a staff member wishes to attend conferences/seminars/symposia/practical training etc. in or out of India shall be entitled to special leave upto 15 days in a calendar year.

### 7.1.7 Earned Leave (EL)

- i. The EL admissible to a member of the staff shall be 30 days in a calendar year. 15 days of EL is credited in advance on the first January and first July every year.
- ii. The credit will be reduced by 1/10th of EOL and or period of *dies non* during the previous half-year, subject to a maximum of 15 days.
- iii. The advance credit for the half-year in which a staff is appointed will be at the rate of 2½ days for each completed calendar month of service.
- iv. EL credit for the half-year in which the staff retires/resigns/removed/dismissed or dies in service will be afforded at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the last calendar month of service. While affording credit, fraction shall be rounded off to the nearest day.
- v. EL can be accumulated up to 300 days (including the number of days for which encashment has been allowed along with LTC)
- vi. When the credit of EL at the start of any half year, results in the total accumulation of EL being more than 300 days, the 15 days EL for that half year shall be kept separately and set off against the leave availed during that half year. Any portion of this separately credited leave not availed within the half year, shall be accumulated with the previous EL to the credit of EL account, provided the total accumulated EL does not exceed 300 days. Such

procedure may be restored to in cases where the earned leave at the credit of the Institute employee on the last day of December or June is 300 days or less but more than 285 days.

- vii. The maximum amount of Earned Leave that can be granted to a member of the staff at a time shall be 180 days.
- viii. EL may be taken at a time up to 300 days as leave preparatory to retirement.
- ix. EL upto 300 days at a time may be granted to Group A and B Officers, if at least the quantum of leave in excess of 180 days is spent outside India, Bangladesh, Nepal, Bhutan, Burma, Sri Lanka and Pakistan.
- x. Encashment of EL while availing LTC upto 10 days on one each occasion and a maximum of 60 days in the entire service are permissible. At least equal number of days of EL should be availed along with encashment. The encashment so availed will be taken into account while computing the maximum admissible for encashment at the time of quitting service.
- xi. For leave encashment HRA, CCA and special increment for small family norms are not taken into account.

#### **7.1.8 Vacation**

- i. Teachers including Librarians and Physical Directors can avail 60 days vacation in an academic year partly in winter and partly in summer period or entire 60 days in summer period. Other employees are not eligible for vacation.
- ii. A new faculty joining in the summer vacation period is not eligible for vacation during that summer.

- iii. A faculty joining in the middle of the academic year is eligible for a proportionate vacation for that academic year.
- iv. The duration of winter vacation period and summer vacation period will be notified by the Registrar.
- v. Vacation can be suffixed or prefixed with any leave but the duration of vacation and other leave combined should not exceed 180 days at a time.
- vi. If a staff member avails any vacation half of that period will be debited from his/her EL account

For example, if a staff member avails 40 days vacation in an academic year, 20 days will be deducted totally from his/her EL account in the concerned half year EL account. It is equivalent to say that if a staff member avails, 40 days vacation in a year, only  $[30 - (40/2)] = 10$  days EL benefit will accrue for that year in his/her account, instead of 30 days

**7.1.9. Half Pay Leave (HPL):**

- i. The Half Pay Leave admissible to a member of the staff in respect of each completed year of service shall be 20 days. Service includes periods of duty and leave including extraordinary leave with or without Medical certificate, but does not include periods of suspension treated as *dies non*, overstayal of leave/joining time unless otherwise regularized.
- ii. HPL is credited in advance at the rate of 10 days on the 1<sup>st</sup> January and 1<sup>st</sup> July every year.
- iii. The advance credit for the half-year in which a staff is appointed will be at the rate of 5/3 days for each completed calendar month of service.

- iv. The advance credit will be reduced by 1/18th of the period of dies-non/suspension treated as *dies-non* during the preceding half-year, subject to a maximum of 10 days.
- v. HPL credit for the half-year in which the staff retires/resigns/removed/dismissed or dies in service will be afforded at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the last calendar month of service. While affording credit, fraction shall be rounded off to the nearest day.
- vi. HPL may be availed either on medical certificate or on private affairs.
- vii. Encashment of HPL is explained under Retirement Benefits.

**7.1.10 Commuted Leave:**

- i. Commuted Leave not exceeding half the amount of half pay leave due can be taken on medical certificate.
- ii. Commuted Leave can be taken without medical certificate:
  - a. upto a maximum of 180 days in the entire service if utilized for an approved course of study certified to be in public interest by the Director.
  - b. upto a maximum of 60 days by a female staff if it is in continuation of maternity leave.
  - c. upto a maximum of 60 days by a female staff with less than two living children if she adopts a child less than one year old.
- iii. Commuted Leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of staff returning to duty on its expiry. So it cannot be granted as leave preparatory to retirement.

- iv. If commuted leave is taken, twice the number of days availed should be debited in the HPL account.
- v. Where the staff granted commuted leave quits service voluntarily without returning to duty, the commuted leave shall be treated as HPL and excess leave salary shall be recovered. If the retirement is by reason of ill-health incapacitating him for further service or in the event of death, no such recovery should be made.
- vi. Commuted leave may be granted at the request of the staff even when EL is available.

#### **7.1.11 Leave Not Due (LND)**

- i. Leave Not Due may be granted only on medical grounds to a permanent staff with no HPL at his/her credit.
- ii. Temporary staff with minimum of one year's service and suffering from TB, Leprosy, Cancer or Mental illness may also be granted LND if the post from which the staff proceeds on leave is likely to last till his/her return.
- iii. LND is granted only if the leave sanctioning authority, i.e. Director, is satisfied that there is a reasonable prospect of the staff returning to duty on expiry of the leave.
- iv. LND may be granted without medical certificate to a female staff in continuation of maternity leave, or for adoption of a child.
- v. The amount of leave should be limited to the half pay leave that the staff is likely to earn subsequently.
- vi. LND during the entire service is limited to a maximum of 360 days.
- vii. LND will be debited against the half pay leave that the staff earns subsequently and infact LND is HPL taken in advance..
- viii. LND cannot be granted in the case of Leave preparatory to retirement

- ix. When a staff granted LND resigns from the service or is permitted to retire voluntarily without returning to duty, the LND should be cancelled. The resignation/retirement will take effect from the date on which such leave had commenced and the leave salary should be recovered.

#### **7.1.12. Extra-Ordinary Leave(EOL)**

- i. Extraordinary Leave shall always be without leave salary and may be granted when no other kind of leave is admissible, or when other leave being admissible, the staff concerned has specifically applied in writing for the grant of EOL.
- ii. The period of EOL shall not count for increment except when such leave is granted due to sickness on medical certificate or for prosecuting higher studies, provided that in case of any doubt as to whether the EOL taken was for prosecuting higher studies or not, the decision of the Board shall be final.
- iii. Except in the case of permanent staff, the duration of EOL on any one occasion shall not exceed the following limits:
  - a. Three Months
  - b. Six months, where the staff has completed 3 years continuous service on the date of expiry of the leave admissible to him/her under the rules and his/her request for such leave is supported by Medial Certificate.
  - c. Eighteen months, where the staff is suffering from TB, Leprosy, Cancer or Mental illness and undergoing treatment in a recognized clinic or under a specialist.
- iv. EOL may also be granted to regularized periods of absence with out leave retrospectively.



- v. Depending upon the nature and purpose for which the period of leave is to be availed of, EOL without pay and allowances will be granted only after the completion of a qualifying minimum service of 5 years at this Institute. It may be availed of for any one of the following purposes:
- a. EOL for regular appointment.
  - b. EOL along with or without leave at credit for carrying out research at higher levels in R & D organizations, universities, etc.
  - c. EOL with or without leave at credit for the purpose of availing of research fellowships and other similar activities.
  - d. EOL along with or without leave at credit for pursuing higher studies leading to the award of a degree.
  - e. At any given time EOL (including leave at credit) availed of will be for a minimum period of six months. However, for availing of academic fellowship, the Institute may permit EOL for a period of upto 90 days.
- vi. EOL granted to staff members for short-term / long-term assignments in India or abroad may be regulated on Foreign Service Terms (FST) for the limited purpose of annual increments and terminal benefits. Pension and leave salary contribution as per rules shall be paid either by the employer or by the staff members concerned to NITT during the period of Foreign Service. These contributions will entitle the staff member to count his period of Foreign Service towards Pension, Annual Increment and Earned Leave/HPL. However, such period of EOL will not count towards continuity of service for Sabbatical Leave eligibility.
- vii. For the staff members who do not wish to utilize Foreign Service terms, extra-ordinary leave may be granted under the existing rules and they will not be eligible for counting of service and will not earn leave for the period and will also not be eligible for notional increment.

- viii. The period of EOL availed for the purpose of prosecuting higher studies leading to award of degrees or for the purpose of research fellowships (not salaried jobs) will count for annual increments and qualifying service for terminal benefits as well. EOL availed of for all other purposes will not be counted for terminal benefits unless they are regulated on Foreign Service terms.
- ix. A staff member will be eligible to avail himself of a maximum of 5 years of EOL without pay and allowance during the entire period of his service at this Institute (including periods of service elsewhere if these are taken into account for retirement benefits).
- x. For all purposes other than for prosecuting higher studies leading to the award of a degree, a staff member will be eligible for EOL at the rate of one year for every 5 years of qualified service put in at this Institute. If a staff member has joined NITT after previous service at other NITs / Central Universities, a maximum of 2 years can be added towards the qualifying service for the purpose of working out the eligibility for long leave other than Sabbatical Leave, provided such services at other NITs / Central Universities were transferred to this Institute.
- xi. On any single occasion a staff member can avail himself of EOL (including leave at credit that may be attached) for a maximum of 2 years or the eligible period as per 1:5 norms, whichever is less.
- xii. There must be a minimum interval of 3 years between two consecutive periods of long leave.(i.e.) whose duration exceeds 6 months including sabbatical leave.
- xiii. The eligible period of EOL (excluding leave at credit) shall be calculated as follows:
  - a. total period of service from the date of joining the Institute = n years
  - b. total period of Special Leave and Sabbatical Leave already availed of (excluding leave at credit = a years)

c. Total period of EOL availed of other than for higher studies and on medical grounds and excluding leave at credit = b years

d. EOL availed of for higher study = c years

e. Eligible period of EOL (excluding leave at credit)

is  $[n - (7a - 6b - c)]/5$  or 5 years whichever is less.

The above period may be rounded off to a month.

xiii. Whenever senior faculty/professors of the Institute go on deputation to a higher position in an Institute of National importance, he/she can be allowed for a maximum of 5 years and in all other cases they should not be allowed for more than two years at a stretch. After completing the first term in service ranging from 3 to 5 years depending upon the nature of the initial contract, they should join back the Institute. In case they get a second term of their contract they should be willing to resign or retire from the services of the Institute before taking up second term of the office.

#### **7.1.13 Maternity Leave:**

- i. Maternity Leave may be granted to a female staff with less than two surviving children, for a period of upto 135 days from the date of its commencement.
- ii. Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.
- iii. Maternity Leave shall not be debited to the leave account.
- iv. Maternity Leave may be combined with leave of any other kind except Casual Leave.

- v. Any leave (including commuted leave upto 60 days and leave not due) may be taken without medical certificate up to one year in continuation of Maternity leave.
- vi. During maternity leave, leave salary equal to last pay drawn is admissible.

#### **7.1.14 Adoption Leave**

A female member of the service on her adoption of a child may be granted leave of the kind due and admissible(including commuted leave without production of medical certificate for a period not exceeding 60 days and leave-not-due) upto one year subject to the following conditions:

- (i) The facility will not be available to an adoptive mother already having two living children at the time of adoption
- (ii) The maximum admissible period of leave of the kind due and admissible will be regulated as under.
  - a. If the age of the adopted child is less than one month, leave upto one year may be allowed;
  - b. If the age of the child is six months or more leave upto six months may be allowed.
  - c. If the age of the child is nine months or more leave upto three months may be allowed.

#### **7.1.15 Paternity Leave**

- i. Male staff with less than two children may be granted 15 days Paternity Leave during the confinement of his wife for childbirth.
- ii. The Paternity Leave can be availed upto 15 days before or upto six months from the date of delivery of the child.
- iii. Paternity Leave shall not be debited to the leave account.
- iv. During paternity leave, leave salary equal to last pay drawn is admissible.

#### **7.1.16 Hospital Leave:**

- i. Hospital Leave is admissible to Group C staff whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs and the like or performance of hazardous tasks and all Group D staff.
- ii. Hospital Leave may be granted to staff under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of his official duty. This concession will be available to such staff, the nature of whose duties exposes them to such illness or injury.
- iii. Hospital Leave may be granted on leave salary, either average or half average, as the authority granting it may consider necessary.
- iv. The staff eligible for Hospital Leave will be entitled to such leave without any restriction on the quantum of leave and the leave can be granted for such period as is considered necessary by the authority competent to grant it.
- v. Hospital Leave is not debited against the leave account and may be combined with any other leave, which may be admissible, provided that the total period of leave after such combination shall not exceed 28 months.
- vi. Leave salary for the first 120 days will be pay last drawn and for the remaining period, it will be equal to leave salary during half-pay leave.

#### **7.1.17 Sabbatical Leave:**

- i. The Sabbatical Leave is a special facility to the academic staff members in order to enable them to update their knowledge and experience so that they will be of greater use to the Institute on their rejoining. It should be applied 4 months in advance to the BOG through proper channel.

ii. Sabbatical Leave shall be admissible to a permanent member of the academic staff:-

- a. After the completion of 6 years of continuous service, or more in the Institute,
- b. Where he/she avails of Special Leave, after the completion of 6 years service or more in the Institute after his/her return from such Special Leave,
- c. The continuous service will commence from the date of joining the Institute or from the date of rejoining on return from Sabbatical Leave/Special Leave/EOL without leave salary except EOL granted on medical grounds.
- d. In any case, sabbatical leave shall not exceed three times (inclusive of Special Leave in case such leave has been granted) during the entire service of such a member.

iii. Sabbatical Leave may be granted for one or more of the following purposes, namely:-

- a. to conduct research or advanced studies in India /abroad;
- b. to write text books, standard works and other literature;
- c. to visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields;
- d. to visit or work in a University, Industry or Government research laboratory in India and Abroad; and
- e. any other purposes for the academic development of the staff as approved by the Board.

iv. The grant of Sabbatical Leave shall be subject to the following conditions, namely:-

- a. The period of Sabbatical Leave shall not exceed one year at a time inclusive of vacations, if any but the Board may grant in

addition any other leave (EL/HPL) upto a maximum of 120 days which the staff might have earned during the service at the Institute;

- b. Academic staff shall, during the period of Sabbatical Leave, be paid full salary and allowances as admissible under the normal rules but he/she shall not be entitled to any traveling allowance or any extra allowance in India or Abroad;
- c. No substitute shall be appointed in the vacancy and his/her work shall be shared by the other staff;
- d. Academic staff shall not undertake during the period of Sabbatical Leave, any regular appointment under any other organization in India or abroad. He/She shall, however, be free to receive a scholarship or fellowship or bursary or any other adhoc honorarium other than regular employment;
- e. Academic staff availing himself /herself of sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of 3 years on return to duty and it is reduced to 2 years in cases where the staff member is unable to serve the Institute for a period of 3 years on the expiry of Sabbatical leave due to superannuation.
- v. Sabbatical Leave shall not be granted for less than 6 months at a time and splitting of Sabbatical Leave is not permissible and cannot be utilized in parts
- vi. If the leave availed of is less than the maximum permissible period, it would still be presumed that the opportunity has been fully utilised and the eligibility criteria would apply afresh from the date of reporting back from such leave.
- vii. The faculty member shall specify the places he proposes to visit, the nature of work he proposes to do and how this would contribute to his academic development.

- viii. While recommending the leave, the Head of the Department/Centre has to certify that alternative arrangements have been made for sharing of the academic, research and project activities and other departmental duties and commitments of the staff member concerned during his absence.
- ix. A staff member having a long term project may request for permission to avail himself of Sabbatical Leave only after completion of one year from the commencement of a project and only if a co-investigator as approved by the funding agency is available to take care of the project.
- x. At any point of time, in a Department a maximum of 15% of the sanctioned strength of the academic staff members of the Department (subject to any fraction in the figure thus arrived at being rounded off to the next higher integer) may be permitted to avail of long leave either within India or abroad. No substitute will be appointed in the vacancy and the other members of the Faculty will share the work. This 15% rule will not apply in the case of staff members who are 55 or more years old.
- xi. No other type of leave except leave at credit EL/HPL up to a maximum of 120 days will be permitted as an extension of Sabbatical Leave.
- xii. A staff member who does not have the required period of service in the Institute on his return, may, however, be eligible for leave at credit such as EL and HPL for visit abroad to accept academic responsibilities.
- xiii. The Board may constitute a sub-committee as Standing Committee to look into the proposals received from the faculty/scientific staff for sabbatical leave and EOL (Long Leave) to recommend to the Board for further consideration and approval:



xiv. The constitution of the Board Standing Committee may be;

- |   |                          |
|---|--------------------------|
| 1. Director                                     | : Chairman (Ex-officio)  |
| 2. A Nominee from BOG                           | : Member                 |
| 3. Professor representing<br>Engineering Stream | : Member                 |
| 4. Professor representing<br>Science Stream     | : Member                 |
| 5. Dean (Academic)                              | : Member (Ex-officio)    |
| 6. Dean (Administration)                        | : Member Ex-officio      |
| 7. Registrar                                    | : Member (Ex-officio)    |
| 8. Deputy Registrar (Admn)                      | : Secretary (Ex-officio) |

The term of membership will be two years for Sl.No.2,3,4.

The terms and reference of the Board Standing Committee:

- a. To scrutinise requests of faculty members and to make recommendation to the Board regarding the applications for long leave (EOL) /Sabbatical Leave/other Long Leave for going abroad or within India to take up any assignment or academic work.
- b. To examine the request of faculty members seeking financial assistance for attending international conferences abroad including scrutiny of research papers published by them.
- c. To go into the rules/norms for financial assistance as well as revision of the format of the proforma for applying assistance.

#### **7.1.18 Study Leave:**

- i. Study Leave is granted to staff with not less than five years of service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties or

being capable of widening his/her mind in a manner likely to improve his ability.

- ii. Course should be certified to be of definite advantage to the Institute from the point of view of public interest.
- iii. The competent authority to grant leave should approve the particular study or study tour.
- iv. The official on his/her return should submit a full report on the work done during study leave.
- v. Study leave is not admissible
  - a. for studies out of India if facilities for such studies exist in India;
  - b. to an official due to retire within three years on return from the study leave;
  - c. to same official with such frequency as to remove him from contact with his regular work or cause cadre difficulties owing to his absence on leave.
- vi. Maximum period of study leave is 24 months in the entire service and may be granted at a stretch or in different spells.
- vii. Study leave shall not be debited to the leave account. Study leave may be combined with any other leave due, but maximum period of continuous absence, including vacation, if any but excluding extraordinary leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.
- viii. Requisite Bonds in the prescribed forms are required to be executed by the official before proceeding on study leave. The bond amount will be decided by the BOG .
- ix. Before grant of study leave for study outside India, Finance Ministry's agreement for release of foreign exchange is necessary.

- x. If the course falls short of the study leave, the official should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.
- xi. Leave Salary:
  - a. Outside India: Pay last drawn plus Dearness Allowance, HRA, CCA and in addition, Study Allowance admissible;
  - b. In India: Leave salary will be equal to pay last drawn plus DA, HRA and CCA. No study allowance admissible.
  - c. Stipend, scholarship or remuneration for any part-time employment during the period of study leave should be adjusted against the leave salary subject to the conditions that the leave salary will not be less than that admissible during half pay leave.

### APPENDIX : 7.1.1

#### PROCEDURE FOR PROCESSING APPLICATIONS FOR VARIOUS TYPES OF LEAVE.

Sl. No.	Type of leave	Sanctioning authority	Through	Request for leave must be received at least
1.	Sabbatical Leave / Study leave/ EOL (Long Leave)	BOG	Head of Dept./Centre / Dean	4 months in advance
2.	For any type of leave for going abroad/ for attending Conference/ Seminar/ Workshop/ Symposium	Board / Director / Board Standing Committee	Head of Dept./Centre	2 months in advance.
3.	On duty/ Special Leave (Short leave) / Leave not due(LND)	Director/ authority nominated by Director	Head of Dept./Centre	15 days in advance
4.	Vacation/EL/HPL/Commutated Leave/ Maternity leave/ Adoption leave / Paternity leave/EOL (Short)/Hospital leave	Registrar	Head of Dept./Centre	15 days in advance (except on Medical Grounds)
5.	CL/SCL	HOD / Head of Centre		

## APPENDIX : 7.1. 2

### LEAVE RULES AT A GLANCE

S. No.	Type of Leave	Duration	Purpose	Remark
1.	Casual Leave (It cannot be combined with any other leave).	8 days per year	Personal work etc.	Absence limited upto 8 days including prefix, suffix and intervening holidays. But prefix, suffix, intervening holidays shall not be counted as CL.
2.	Special Casual Leave for Consultancy/ sponsored /Project	15 days per year.	Visit in connection with consultancy & sponsored research activities.	
3.	Special Casual Leave (without institute financial assistance)	15 days per year	To attend:  * National / Int.national conferences within India/ Abroad to present paper/ chairing a session (No paper credits) * committee meetings (not treated as on duty) * Ph.D Viva	
4.	On Duty (Holidays can be prefixed/ suffixed)	Duration of Conference plus upto a maximum of two days.	To attend: * National / Int. National conferences within India/ Abroad to present paper (3 paper credits) with Institute financial assistance. * Serve on committees / evaluation of specific academic research activities at the instance of MHRD / AICTE with/without Institute finance. * Meetings of AICTE without Institute finance.	
5.	Half-Pay Leave (HPL) (20 days for each year of completed service)	10 days credit for every six months	Medical grounds / private affairs	
6.	Commutated Leave (based on medical certificate)	--	Medical grounds  Study purpose	Twice the amount of commuted leave granted will be debited against HPL.  Commutated upto 180 days during the entire service.(EL and Commuted Leave together should not exceed 240 days).
7.	Earned Leave (can be combined with any leave and also can be prefixed and suffixed with holidays but Intervening holidays will be treated as EL).	EL can be availed upto a maximum of 180 days at a stretch.		Accumulated upto 300 days only.

Formula for calculating EL:

Non-Vacation Staff :

30 days per year (15 days for every six months)

Vacation Staff:

No of days on duty during vacation period /2

No.	Type of Leave	Duration	Purpose	Remark
8.	Vacation (it can be suffixed and prefixed with holidays EL/HPL)	As notified by Registrar	--	Teachers can avail 60 days in an academic year partly in winter and summer period or entire 60 days in summer period. <b>New faculty join in the summer vacation is not eligible for summer vacation.</b>
8.	Extraordinary Leave (EoL) (eligible after 5 years continuous service) 1:5	5years during the entire service and limited to 2 years on one occasion.	* Short / long term assignments in India/ abroad  * Higher studies.  * Research activities * Fellowship * Sickness / medical certificate	EOL of 1 year for 5 years of qualifying service.
<p><b>Formula for calculating eligible period of EOL:</b>  Total period of service from  Date of joining : n years  Total period of Sab. Leave (excluding leave at credit) : a years  Total period of EoL availed (other than leave on medical, higher studies &amp; leave at credit) : b years  EOL availed for study leave : c years  Eligible period of EOL = <math>(n - a \times 7 - b \times 6 - c) / 5</math> years or 5 years whichever is less (may be rounded off)</p>				
9.	Maternity Leave	Maternity: 135 days Miscarriage: 45 days	Maternity/ miscarriage	Not to be debited to Leave account. Can be combined with any other leave except CL.
10.	Adoption Leave	2 months to one year depending upon the age of child	Adopt the child	Only to female employees Not to be debited to Leave account. Can be combined with any other leave except CL.
11.	Paternity leave	15 days	Take care of the child and wife	Only to male member. Not to be debited to Leave account. Can be combined with any other leave except CL.
10.	Hospital Leave	--	Injury/ illness directly due to risk incurred in the course of official duty.	Not to be debited to leave account. May be combined with anyother leave upto a max. of 28 months.
11.	Leave Not Due	360 days	Medical grounds / private affairs	Entitled to only Half Pay. Will be debited in the HPL accrued later.
12.	Sabbatical Leave (Every 6 years of continuous service as faculty member)	Minimum of 6 months & Maximum of 1 year at a time incl. Vacation (In addition, eligible for 120 days leave at credit.)	• Research work, writing text books & visiting industrial concerns of Govt, University, Industry or Govt Research Laboratories in India/ Abroad.	To furnish a Bond to serve the Institute for 3 years on return to duty.
13	Study Leave	Maximum 24 months including vacation , 28 months, for Ph.D 36 months,	To acquire higher qualification	Minimum 5 years of service
For any short and long leave of the following duration, <u>undertaking</u> has to be given to serve for the following period noted against each.				
Duration of Leave			Period of service to be put in the Institute	
More than 1 month and upto 8 months			One year	
Above 8 months and upto 15 months			Two years	
Above 15 months			Three years	