

Regulation - 7

Leave Rules

Leave Rules (With effect from 1st January, 2015)

A. Leave Rules for Teaching Staff

The teaching staff is entitled to the following leave:

1. **Earned Leave** - 13 per annum

Total : 25

2. **Casual Leave** - 12 per annum

➤ 1 CL & 1 EL would be adjusted per month for the faculty members. **The faculty members are entitled for 1 CL and 1 EL per month from the joining month but EL can be availed only after completion of 1 year of service with the University.**

3. **Summer Vacation** - The teaching staff is entitled to **15 days' of summer vacation**, beginning from Sunday and ending on Sunday in a single block during the months of May and June. Summer vacation can be availed in two installments of equal periodicity beginning with Sunday or he/she may avail 1 week of winter vacation. (**Applicable for the employees already completed one year of service with the University**) The faculty members have to submit 1 month additional advance cheque to the Accounts Department before proceed for the leave and serve atleast one semester to the University after the vacation.

4. **Academic Leave (10 AL)** - All those faculty members who are pursuing higher studies, such as Ph. D, M. Phil, M. Tech, participating in Seminar/FDP/MDP/Paper Presentation etc. are entitled to **10 Academic Leaves** from January to December (**One per month**). The staff member must inform the specific purpose such as visit to the library or meeting with the guide, test/examination while availing this leave. A written proof is required for availing such leave **only after completion of one year of service with the University.**

5. **Study Leave Policy** - An employee who has put in at least 5 year service may be given study leave without pay subject to a max. of 2 years during the whole tenure of service. However, the Vice chancellor may relax the condition of 5 years in exceptional circumstances as he deems fit. Benefit of increment may be given at the discretion of Board of Management, if a person improves his/her Technical/Academic Qualification.

6. **Sabbatical Leave**

a) Permanent, full time teachers of the University who have completed six years of service may be granted sabbatical leave to undertake research solely for the object of increasing their proficiency and usefulness to the University and higher education system.

b) The duration of leave shall not exceed one year in the entire career of teacher with 10 days for each completed year of service. The leave will be sanctioned by Board of Management.

- c) A teacher, who has availed himself/herself of study leave, will not be entitled to the sabbatical leave.
Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any kind of training programme of duration of one year or more.
- d) A faculty shall, during the period of sabbatical leave, be paid salary as may be decided by Board of Management time to time.
- e) A faculty on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/She may, however be, allowed to accept a fellowship or a research scholarship or adhoc teaching & research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction sabbatical leave on reduced salary.

7. **Extra-Ordinary Leave without Pay**

An employee may be granted an extra ordinary leave without pay on any special ground for a period not exceeding 2 years during the whole tenure of service. The period spent on extra ordinary leave shall not count towards increments except when the board of Management is satisfied that such leave was taken on account of serious illness or for any cause beyond the control of the employee.

8. **Maternity Leave Policy**

Maternity leave of 15 days may be granted to those who have completed 3 year of service and 1 month who have completed 5 year of service with the University.

B. Leave Rules for Non – Teaching Staff

1. **Earned Leave** - 15 per annum

2. **Casual Leave** - 15 per annum

- 1 CL & 1 EL would be adjusted per month for the Non-teaching staff. **The staff members are entitled for 1 CL and 1 EL per month from the joining month but EL can be availed only after completion of 1 year of service with the University.**

3. **Academic Leave** - 07 per annum

- Staff Members may avail 7 academic leave in a year only for the purpose of examination and a proof for the same is required for availing such leave **only after completion of one year of service with the University.** Additional 2 days leave would be granted over and above 7 days for attending Seminar/ Conferences etc.

4. **Maternity Leave Policy**

Maternity leave of 15 days may be granted to those who have completed 3 year of service and 1 month who have completed 5 year of service with the University.

5. **Extra-Ordinary Leave without Pay**

An employee may be granted an extra ordinary leave without pay on any special ground for a period not exceeding 2 years during the whole tenure of service. The period spent on extra ordinary leave shall not count towards increments except when the board of Management is satisfied that such leave was taken on account of serious illness or for any cause beyond the control of the employee.

C. **Leave Accumulation**

1. All staff members who complete at least one year of service are entitled **either to carry forward facility of casual leave and earned leave or encash only the accumulated EL**
2. An employee can avail such carry forward leave in subsequent years of service.

For Example: If a faculty member avails 5 earned leave out of his/her 13 (surplus 8 leaves) during first year of service, then he/she will be entitled to $13 + 8 = 21$ earned leave in the second year.

The same is true for casual leave. However **there is no provision of accumulation of academic leaves and Compensatory Casual Leave.**

3. The accumulation of earned and casual leave shall be done on the basis of a **five year block**. It means that in this five year period, an employee shall either avail his/her entire accumulated leave (casual and earned) or get it encashed.

D. **Leave Encashment**

1. All employees can get their accumulated leave encashed after completing one year of service in the University.

Kindly note that the leave encashment will be only on the basic salary for Teaching Staff and on the gross salary for non-teaching staff as per the year in which this leave got accumulated.

For Example: Suppose an employee avails/ accumulates following leaves during the five year period.

Year	Basic Salary p.m (Rs.)	Leave Entitled annual (EL) (days)	Leave Availed annual (days)	Leave Carried forward (accumulated) annual (days)	Formula (BS*Leave availed/30)	Encashment (Rs.)
Year1	10,000	15	5	10	10000*10/30 (days in number)	3333
Year2	12,000	15	5	10	12000*10/30 (days in number)	4000
Year3	15,000	15	5	10	15000*10/30 (days in number)	5000
Year4	20,000	15	5	10	20000*10/30 (days in number)	6666
Year5	22,000	15	5	10	22000*10/30 (days in number)	7333
TOTAL		75	25	50		26,332

Leave encashment and leave accumulation rules are applicable for all employees.

NOTE:

1. In case an employee **avails more than the entitled quota of leave** then the salary deduction shall taken place on the gross salary drawn.

2. Compensatory Leave and Absence on account of “Official Duty”.

Compensatory leave and leave of absence on account of official duty shall be granted on the basis of the merit of the case and specific situation by the competent authority. In the normal course of duty, employees are not entitled to any compensatory leave. This may be availed during that calendar year. *If an employee is on official duty for 12 hours then ½ day CCL and if on official duty for more than 15 hours in a day then 1 CCL would be granted.*

Holidays:

All employees are entitled to gazzetted holidays and other holidays as declared by the management from time to time. The holiday calendar shall be available before starting of calendar year.

General:

a. Kindly note that all kinds of leave are at the sole discretion of the Management. Leave should always be applied for and sanction obtained from competent officer, before it is availed, except in case of emergency and for unforeseen eventualities. In such cases the competent officer must be informed by

phone/SMS at the earliest and immediate after joining he/she has to submit the leave application otherwise it would be treated as LWP(Leave without Pay).

- b. Casual Leave can be availed in “half-day” units. 2-half-day leave amounts to one-day casual leave. Half-day means either forenoon (i.e. till lunch) or afternoon.
- c. **Sundays or other holidays may be prefixed or suffixed to leave, also holidays falling within the period of Casual Leave shall not be counted as leave i.e if a person is on Casual Leave on Saturday and Monday, then the Sunday will not be counted as leave. However this would be merged in case of Earned Leave.**
- d. Leave will be calculated on prorata basis w.r.t date of joining.
- e. Allowing any faculty/staff for attending any Seminar/Workshop/FDP/MDP are at the sole discretion of the management.
- f. Faculty/staff members may report 1 hour late twice in a month and leave 2hours early once in a month.
- g. Late coming up to 10 min. more than 4 times a month will be debited as one day casual leave.
- h. The EPF scheme of the Central Govt. will be followed.

Rules and Regulations Regarding Participation in Seminar, Conference, Workshop, fdp etc.

In order to encourage participation in co-curricular activities, the University offers various facilities to faculty members for participating in Seminar/ Conference/ Workshop/FDP etc.

1. For attending seminars/ conferences/ workshops/ FDPs etc. :

- 1.1. It is mandatory for all faculty members to attend at least **one such events per year** .
- 1.2. The participation fee **up to Rs. 3000 for the event** shall be borne by the University.
- 1.3. The participant must submit the detailed proposal to V.C/PVC through respective Dean/H.O.D before proceed for the event
- 1.4. The faculty members must submit a detailed report of the deliberations, discussions and learning outcome of the event.
- 1.5. For those faculty members who want to attend these events over and above the mandatory requirement, the participation fee and other expenses may be borne by the host institute or by the concerned faculty member.
- 1.6. The faculty members must take prior approval of the Dean/H.O.D in all cases and should ensure that their classes are not disturbed.

2. For Research Paper / Article published in any refereed journal:

- 2.1. In case a faculty member's Research Paper/ Article (one or more) is accepted for publication in a refereed journal the publication fee **not exceeding Rs.5000 per annum** shall be paid by the University .
- 2.2. A copy of the published paper must be enclosed with the bill

3. For Travel Entitlement and Reimbursement:

3.1. For Local (Bahadurgarh Region)

3.1.1 The traveling expense for local participation in Seminar/Conference/Workshop/FDP etc. will be reimbursed **subject to a maximum of Rs.300**

3.2. Outside Bahadurgarh:

3.2.1.Full reimbursement for *attending one event in a year* (Seminar/Conference/Workshop/FDP etc)as per the following entitlement:

- a. Associate Professor/Assistant Professors : A.C.-3-tier fare
- b. Directors/ Deans/Professor : A.C..-2-tier fare

4. For Boarding and Lodging:

4.1. In case the participation fee includes boarding and lodging, no allowance will be made on this account.

4.2. In case the hospitality is extended by the host institution, no allowance will be made

4.3. In all other cases, actual reimbursement shall be made (on submission of proper bills) subject to the following upper limit:

Category	Max permissible limit/Day
Associates Professor/Asst. Professor	1500 (2000)
Director/ Dean/Professor	3000 (3500)

***Figures in brackets are for Metro towns – Mumbai, Calcutta, Chennai, Bangalore, Hyderabad.**

5. Rules for participation in International Seminars held abroad:

Participation in these events shall be permitted as per the merit of the case.

NOTE: 1. All these entitlements are at the sole discretion of the management.