



January 01, 2025

**LEAVE RULES  
TEACHING STAFF**

**1. GENERAL CONDITIONS:**

- 1.1 'Leave' cannot be claimed as a matter of right.
- 1.2 The faculty member may be granted leave on his/her request based on availability of the leave due in his/her account. The faculty member shall proceed on leave only after receiving approval from the competent authority.
- 1.3 In case of exigencies of the service, where the presence of faculty member on duty is essential, no leave will be granted.
- 1.4 The Authority can also recall the faculty member from leave if exigencies of work arise and he/she shall report for duty forthwith.
- 1.5 Any absence without approval will be treated as Leave Without Pay (LWP).
- 1.6 Working hours for all faculty members will be 8 hours per day.

**2. COMBINATION OF LEAVE -**

- 2.1 Any kind of leave may be granted in combination or in continuation of any other kind of leave except Casual Leave.

**3. CASUAL LEAVE (CL)-**

- 3.1 Employees can avail 8 days CL on pro-rata basis i.e., one day CL for every 45 days of duty. A maximum of 4 days of CL is allowed on pro rata basis in the first half of the Academic Year (July 01 to Dec 31) after ensuring that there is no disruption in the Institute's work. With prefix/suffix and intervening holidays (not to be counted as CL), the total period of absence from duty shall not exceed 7 days at a time.
- 3.2 Casual Leave cannot be combined with any other kind of leave. It may be combined with Holiday including Sundays.
- 3.3 Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- 3.4 CL for half a day can be granted to an employee.

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4. **VACATION-**

- 4.1 The faculty member shall be entitled to the vacation. (Six Weeks in an Academic year till notified otherwise)
- 4.2 The faculty member has to be present on the last day before commencement of vacation and on the first day of opening of the Institute on completion of vacation otherwise half of the vacation leave salary will be deducted in each case.
- 4.3 In case a faculty member works during his/her vacation for institutional responsibilities then vacation can be extended accordingly if there is no academic schedule with prior permission of HOI. In case vacation cannot be availed/extended due to institutional work then non availed days of that faculty member's vacation can be converted to Earned Leave in 2:1 ratio after approval from HOI.

5. **Optional Holidays** - Some of the Institute Closed days declared by Govt./University: Parsi New Year, Good Friday, Guru Nanak Jayanti & Muharram. Employees can either choose to avail these holidays or work on these. In case employee works on these holidays then he / she can avail alternate holiday in lieu of it on Janmashtami / Raksha Bandhan / Makar Sankranti / Akshaya Tritiya. Employees need to inform HOI well in advance about the choices and not make last minute choices.

6. **LEAVE ON HALF PAY (LHP) OR MEDICAL LEAVE-**

- 6.1 The faculty member is entitled to leave on Half Pay to the extent of 20 days for every completed year of service.
- 6.2 The Leave so earned can be accumulated without any limitations.
- 6.3 Leave on half pay may be granted either on medical ground, supported by certificate from medical practitioner, or for private reasons.
- 6.4 In case of leave application on medical grounds, the faculty member has to submit Doctor's Certificates for illness and fitness within 3 days of resuming duty.

7. **MATERNITY LEAVE -**

The female faculty members are entitled to maternity leave subject to the following:

- 7.1 During first year of probation, no maternity leave is permitted.
- 7.2 During second year of probation, the maternity leave shall be sanctioned on full pay.
- 7.3 On completion of probation, maternity leave on full pay may be granted to women faculty member.
- 7.4 Period not exceeding 180 days to be availed of twice in the entire career.

8. **SUMMARY-**

<b>Nature of Leave</b>	<b>1<sup>st</sup> year of probation</b>	<b>2<sup>nd</sup> year of probation</b>	<b>After completion of probation</b>
Casual Leave (CL)	8 days	8 days	8 days
Half Pay Leave (HPL) or Medical Leave	20 days (Half pay basis) or 10 days (Full pay basis)	20 days (Half pay basis) or 10 days (Full pay basis)	20 days (Half pay basis) or 10 days (Full pay basis)
Earned Leave	30 days	30 days	30 days
Maternity Leave	Nil	180 days	180 days (Full pay)

9. **OUTDOOR ON DUTY (OD): -**

- 1) Prior permission to accept external assignments by the HOIs and Deputy HOIs is required from management. In the case of other employees such permission is to be taken from HOI/Deputy HOI.
- 2) On receipt of the invitation from the authorities concerned, prior written approval is to be taken for the period of absence indicating the alternative arrangements for discharge of duties and by ensuring there is no disruption/postponement in the institutional work.
- 3) In the case of HOIs and Deputy HOIs, the written approval is to be taken from the management representative.
- 4) The external assignments are required to be undertaken, preferably on holidays/closed days leading to minimum absence on working days.

5) Outdoor duty leave (OD) will be granted for absence on working days and no Compensatory Off will be given for Outdoor Duty assigned on Sundays, Saturday offs and holidays (asper institute calendar) by External Agencies.

6) The Outdoor Duties assigned by external agencies undertaken by employees including HOIs/Deputy HOIs should not exceed ten days in an academic year. Beyond ten days, the absence because of such duties shall be treated as leave.

Period of OD prevailed	Name & body of programme attended	Record of Learning & Knowledge sharing with relevant staff including their attendance	Plan of Incorporation in teaching learning process and enhancing students' employability

10. **LEAVE WITHOUT PAY (LWP)-**

10.1 The faculty member can avail Leave Without Pay (LWP) by applying in advance and getting sanction for the same.

10.2 LWP will result in postponement of increment and extension of probation.

11. **SPECIAL LEAVE-**

11.1 Special leave is granted by the Institute to the faculty members for acquiring higher degrees/research under sponsorship scheme.

12. **LATE ATTENDANCE/LEAVING EARLY -**

12.1 In a month, late arrival/leaving the campus before the scheduled time will be permissible thrice which should not exceed 10 minutes each. If a faculty member reports late/ leaves early for the 4<sup>th</sup> time or reports late/leaves early beyond 30 minutes overall, then half day CL will be deducted. In case no balance is available in any of the leave accounts of the faculty member, then half day's salary will be deducted in lieu thereof. Cases other than above can be approved by HOI, depending on the work requirement.

13. **SHORT TRIPS OUTSIDE CAMPUS –**

- 13.1 The “**EXIT/ENTRY SLIP**” should be obtained duly approved by Senior Designate & Head of Institute for going out during office hours.
- 13.2 The faculty member should register exit and entry in the register maintained at the reception.
- 13.3 The said approved slip should be shown to the security at the respective gate while exiting and entering the Institute to allow smooth entry/exit.
- 13.4 On return, the slip should be handed over to the Administration In-charge for record.

14. **PROCEDURE FOR GRANT OF LEAVE -**

14.1 **Leave Application:**

The faculty member shall have to apply on ERP with alternate load arrangement and faculty member should email to Director for grant of leave with a CC to Deputy Director, HOD, Section Incharge and HR.

14.2 **Absence without Formal Application:**

(a) In exceptional circumstances, when the faculty member cannot attend the office due to illness/accident, etc. and has to remain absent, s-he may inform HOD/Section In-charge and Telephone Operator. He / She should also ensure that the assignments for the day are taken care of by a colleague as per the system in order that there is no disruption of the work.

(b) The leave application for such absence should be submitted on joining day of duty explaining the circumstances with evidence. If the leave sanctioning authority is not satisfied about the exceptional circumstances of absence and/or frequency of repeated unauthorized absenteeism, such absence without prior permission shall be treated as LWP.

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**15. WEEKLY OFF (OTHER THAN SUNDAY) & SATURDAY OFF-**

- 15.1 Institute will function on all Saturdays, for involvement of alumni and industry experts in the teaching- learning process. The employees are permitted to avail the benefit either on 1st & 3rd or 2nd & 4th Saturdays in staggered manner by managing institute operations intact.
- 15.2 On request from employees, including HOI and Deputy HOI, in exceptional case not more than two times in an Academic Year and by not combining the same with any other leave, holidays and OD, the swapping of Saturday off combination can be done with prior intimation and approval of authorities.

**16. LEAVE RULE FOR FACULTY MEMBER WHO HAS RESIGNED/RETIRED FROM SERVICES-**

- 16.1 Faculty member resigning from the Institute shall have to serve full notice period for smooth functioning of the Institute.
- 16.2 In case the faculty member desires to leave before completion of the notice period, he/she will have to pay the Institute proportionate salary for the relevant period.
- 16.3 In exceptional case, the faculty member who has resigned from the post, may be permitted to adjust the leave due to him against the notice period, as per the discretion of higher authority.
- 16.4 In case the faculty member is dismissed or removed or terminated from service, the leave at her/his credit will lapse.
- 16.5 The person who retires from service may be given leave preparatory to retirement as per the discretion of higher authority.

  
Dr. REKHA SINGH

**DIRECTOR I/C**