

IITM/IP/LR/04

**LEAVE RULES**

**1. Objectives and General Principles for the implementation of Leave Rules:**

These Leave Rules are framed to ensure smooth implementation of employee welfare measures in alignment with the Institute's requirements.

**Applicability**

Provisions contained in these rules are applicable to all employees of the Institute.

**Right to Leave**

Leave is a privilege and not an inherent right. The grant of leave is subject to the exigencies of the situation and can be denied or revoked by the competent authority.

**Authority Empowered to Sanction Leave**

The Director of the Institute or any other designated member of staff with delegated authority has the power to sanction leave. Special leave requires approval from the Chairman or a Management representative.

**2. General Provisions of Leave: -**

Following general provisions are to be adhered to by all concerned:

- 2.1 Leave entitlement is based on calendar year, from January 1st to December 31st.
- 2.2 An employee must obtain prior sanction before proceeding on leave. Mere submission of leave application does not automatically grant leave. In exceptional cases, staff must obtain telephonic permission from the Director/office.
- 2.3 Any absence without prior sanction may be considered 'Leave Without Pay', regardless of available leave balance.
- 2.4 Recurrent cases of leave without pay or unauthorized absence will be treated as violation of the expected code of conduct and handled accordingly.
- 2.5 Employees can return from leave before its expiry, and any unutilized leave will be credited. A written request is required to be submitted to the Director.



- 2.6 Generally, no leave is granted after an employee's resignation during the notice period. The Director may consider exceptions if circumstances warrant. Leave granted in such cases will not exceed the leave balance prior to resignation.
- 2.7 Sundays and holidays can be prefixed/suffixed to any type of leave.
- 2.8 All authorized leave is paid unless any provisions specifies otherwise.
- 2.9 Leave of absence cannot be claimed as a matter of right.
- 2.10 The authority granting leave of absence may arrange for the efficient discharge of duties of the absentee during their absence.
- 2.11 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 ordinarily not be open to the authority to alter the kind of leave applied for except on the written request of the employee
- 2.12 Any claims to leave credits cease upon dismissal, removal or resignation of an employee.
- 2.13 Unless the Chairman of the Institute determines otherwise due to exceptional circumstances, no employee shall be granted continuous leave exceeding two years. In these exceptional cases, the employee must execute the Surety Bond prepared by the Institutes.
- 2.14 Prefixing and suffixing holidays to leave shall be automatically allowed except in cases where administrative reasons explicitly withhold permission for prefixing/ suffixing holidays to leave.
- 2.15 In situations where an employee is called back to duty before the expiry of leave, such recall is deemed compulsory.
- 2.16 An employee on-leave should not return to duty before the expiry of leave without permission of the leave granting authority. An employee on medical leave is required to submit a fitness certificate to resume duty.
- 2.17 An employee on leave is prohibited from engaging in any external service or employment without obtaining the sanction of the Chairman of the BOM.
- 2.18 Absence without sanctioned leave or overstaying sanctioned leave, including vacation, without permission from the leave sanctioning authority will lead to forfeiture of pay and interruption of service.

## **2A Provisions for Vacation Leave**

The following provisions shall govern the granting of vacation leave to eligible employees:

- Vacation leave is granted exclusively during the non-teaching period of the academic calendar and only to faculty members with at least one year of regular service. Those with less than one year of service receive vacation leave on a proportional/pro-rata basis.
- Vacation leave can be taken in staggered periods during winter and summer periods for a



maximum of two times in a year and only with the prior approval from the sanctioning authority. In general, vacation leave shall not extend beyond June 30th, ensuring all faculty members are present in the Institute from July 1<sup>st</sup> for the next session.

- At any given time, a maximum of 50% of faculty members can be on vacation leave.
- Special leave for Faculty Development Programs (FDP) can be combined with vacation leave, but only with prior sanction. This applies to authorized FDPs lasting 15 days or more, and it becomes applicable after completing a one-year probation period.
- Vacation leave not availed lapses on December 31st of the respective calendar year.

## 2B Provisions for Earned Leave

The following provisions apply when granting earned leave:

- **For Vacation Staff:** Five days of leave are credited on completing six months of continuous service in the Institute on January 1st and July 1st each year.
- **For Non-Vacation Staff:** Five days of leave are credited on completing four months of continuous service in the Institute on January 1st, May 1st and September 1st each year.
- Employees who join in between the cycle receive leave credits on a proportional/ pro-rata basis.
- For every five days of unauthorized absence/ leave without pay without directorial approval in the previous cycle, one day's earned leave is deducted. Exceptions apply in cases of medical exigencies with submission of supporting documents and for prior approved leave during non-teaching days as per GGSIPU academic calendar.
- Earned leave can be accumulated up to 10 days for Vacation Staff and 15 days for Non-Vacation Staff, with carryover to succeeding years to a maximum of three years.
- Earned leave cannot be split, i.e., Sundays and holidays during the leave period will be counted towards the leave entitlement.

## 2C Provisions for Casual Leave

The following provisions apply when granting casual leave:

- **For Vacation Staff:** Two days of casual leave are credited on every January 1st, April 1st, July 1st and October 1st each year.
- **For Non-Vacation Staff:** Three days of casual leave are credited on January 1st, April 1st, July 1st and October 1st each year.
- Upon joining, the first-time casual leave is credited on a pro-rata basis after serving for one month.



- Casual leave application should generally be submitted and sanctioned by the competent authority before being availed, except in unforeseen/ emergency circumstances.
- Casual leave not availed in a calendar year cannot be carried over to the next calendar year. Such leave shall lapse on December 31st.
- Employees can split half a day's entitled casual leave into two time slots, accommodating exigencies of less than 2 hours, up to two times a month, with the discretion of the Competent Authority.
- Casual leave cannot be combined with other types of leave. Generally, consecutive casual leave days should not exceed three days. (Given at a stretch.)
- Casual leave can be split, i.e., Sunday and holidays during the leave period will not be counted towards the leave entitlement.
- In case an employee resigns after availing casual leave without completing the total cycle period, the equivalent number of days of leave availed will be deducted from the final settlement of dues.

## **2D Provisions for Official Duty (OD)**

- Faculty members will be granted four days of Official Duty for paper evaluation as University Representative (UR) or External Examiner.

### **Note:**

- Faculty members who are deputed as External Examiner or University Representative and claim OD leave for Paper Evaluation must submit proof or else OD will not be sanctioned.
- OD leave will be sanctioned each semester, subject to approval from the Director.
- OD leave cannot be combined with Earned Leave.

## **2E Provisions for Special Leave (Academic)**

The following provisions apply when granting Special leave:

1. Faculty members will be granted academic leave for participating in Seminars, Conferences, FDPs, or presenting papers or chairing sessions, with the condition that no more than 10% of the total faculty in a department can avail this leave simultaneously. Additionally, the



- concerned faculty member must have served the Institute for a minimum period of one year on a regular basis (including one year of probation and one year of regular service).
2. After attending such event, the concerned faculty member must submit a written report to the Director, detailing salient features of the program and benefits accrued, along with a copy of the participation certificate.
  3. In case a faculty member resigns after availing full Six-day academic leave without completing one year of service, an amount equivalent to the number of days of leave availed will be deducted from the final dues.

### **Study Leave**

Study Leave may be granted to regular employees with at least 5 years of service, for pursuing approved study programs in or out of India. Conditions for study leave include:

- a. The course selected should be in line with employee's teaching responsibilities and be approved by Institute's Governing Body and AICTE/GGSIPU or other relevant statutory body.
- b. The employee must submit an undertaking, committing to serve the Institute for at least 1 year after completing the study course.

### **2F Rules for Maternity Leave**

The following provisions apply when granting maternity leave:

Maternity leave may be granted to regular female employees for up to two surviving children.

Note: Application for maternity leave should be supported by a medical certificate from a registered private hospital, clinic or government hospital.

Leave is not debited from the leave account and is granted at full pay drawn prior to proceeding on leave.

- a. Female employee proceeding on maternity leave must inform the Institute in writing at least six months before taking leave. The notice should be accompanied by a medical report and the number of living children, to allow the institute to make alternative arrangements for her assigned duties.
- b. After the completion of maternity leave, the concerned faculty/staff must serve the Institute for at least one year.



- c. Failure to adhere to the above conditions will be addressed as per MLSS provisions.

### Special Provisions

#### (A) Leave Without Pay (LWP)/ Extraordinary Leave:

1. All cases of absence from duty, other than authorized leave, will be treated as 'Leave Without Pay'.
2. Extraordinary leave without pay and allowances may be granted to an employee under special circumstances:
  - (i) When no other leave is applicable.
  - (ii) When other leave is applicable, but the employee applies in writing for extraordinary leave.

a) Extraordinary leave without pay and allowances may be sanctioned to regular employees subject to the following limitation - extraordinary leave cannot be claimed as a matter of right.

b) Compensatory Off: It may be granted to employees in lieu of working on a Sunday or holiday. However, pre-sanctioning of the day and date of absence, i.e., compensatory off, is mandatory and not at the discretion of the employee.

### 3. Types & Quantum of Leave

For the purpose of leave, employees have been categorized into two categories, viz.

(a) **Vacation Staff:** All faculty members.

(b) **Non-Vacation Staff:** Director, Registrar, Training & Placement Officer, Accounts Staff, Audit Officer, Storekeeper, Office Supdt, Librarian, Deputy/Assistant Librarian, Lab Assistants, Office Assistants, Receptionist and Maintenance Staff.



S. No.	Type of Leave	Vacation Staff	Non- Vacation Staff
1	Vacation Leave	2 Weeks (to be given in winter/summer breaks during non-teaching period). <i>Director may structure the vacation as per the requirements.</i>	Nil
2	Earned Leave	10 Days in a calendar year	15 Days in a calendar year
3	Casual Leave	8 Days in a calendar year	12 Days in a calendar year
4	Maternity Leave	3 months	3 months
5	Special Leave	Maximum 5 days in a year for participating in activities related to faculty development or presenting papers.	Maximum 6 days in a year for participating in activities related to staff development.

**Disclaimer:** The content of this policy are intended to ensure smooth implementation of employee welfare measures in alignment with the Institute's requirements at IITM (For internal use only).



# LEAVE RULES FOR BOTH TEACHING AND NON-TEACHING STAFF

## 1. Objectives and General Principles for the implementation of Leave Rules:

These Leave Rules are framed to ensure smooth implementation of employee welfare measures in alignment with the Institute's requirements.

### Applicability

Provisions contained in these rules are applicable to all employees of the Institute.

### Right to Leave

Leave is a privilege and not an inherent right. The grant of leave is subject to the exigencies of the situation and can be denied or revoked by the competent authority.

### Authority Empowered to Sanction Leave

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Director may consider exceptions if circumstances warrant. Leave granted in such cases will not exceed the leave balance prior to resignation.

- 2.7 Sundays and holidays can be prefixed/suffixed to any type of leave.
- 2.8 All authorized leave is paid unless any provisions specifies otherwise.
- 2.9 Leave of absence cannot be claimed as a matter of right.
- 2.10 The authority granting leave of absence may arrange for the efficient discharge of duties of the absentee during their absence.
- 2.11 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 ordinarily not be open to the authority to alter the kind of leave applied for except on the written request of the employee
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less than one year of service receive vacation leave on a proportional/pro-rata basis.

- Vacation leave can be taken in staggered periods during winter and summer periods for a maximum of two times in a year and only with the prior approval from the sanctioning authority. In general, vacation leave shall not extend beyond June 30th, ensuring all faculty members are present in the Institute from July 1<sup>st</sup> for the next session.
- At any given time, a maximum of 50% of faculty members can be on vacation leave.
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