



# National Institute of Technology Sikkim

## General guidelines of Leave

# General Guidelines for Leave



**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**



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## General guidelines of Leave

<b>1.</b>	<b>Introduction</b>
	<p>The National Institute of Technology Statutes of the Ministry of Human Resources Development, Government of India Clause 24(5) has made provisions for certain types of leave as per CCS rules available to all the employees of the Institute, to meet their family, medical and social liabilities.</p> <p>As per CCS rules, the Institute has provisions for different kinds of leave. The present document is meant to provide guidelines on different types of leave and how they can be availed. Certain rules and guidelines are common to both academic and non-academic staff of the Institute, while certain rules and guidelines have been devised specifically with reference to the academic staff of the Institute. These rules and guidelines should be used for better understanding and utilization of the leave by the employees of the Institute and are only complementary and explanatory in nature and in no way meant to supersede the leave provisions of the Government of India. Besides, the Institute may adopt the recommendations of Government of India from time to time in terms of providing the facility of different kinds of leaves for the benefit of the employees of the Institute.</p>
<b>2.</b>	<b>General principles governing leave with relevant CCS provisions</b>
	<p>Leave is a provision given to an employee to stay away from work for genuine reasons with prior approval of the competent authority. It may be granted for a casual purpose or a planned activity or on medical ground or in extra ordinary conditions.</p>
<b>2.1</b>	<b>General provisions as per CCS rules</b>
	<p>2.1.1. <b>Leave cannot be claimed as a matter of right</b> – Rule 7 (1)</p> <p>2.1.2. The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for – Rule 7 (2)</p> <p>2.1.3. Leave of one kind taken earlier may be converted into leave of a different kind at a later date at the request of the official and at the discretion of authority who granted the leave. The employee should apply for such conversion within 30 days of completion of the relevant spell of leave. This, however, cannot be claimed as a matter of right by the official – Rule 10 (i)</p>



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	<p>2.1.4. Conversion of one kind of leave into a leave of a different kind is permissible only when applied for by the official while in service and not after quitting service – Rule 10 G11</p> <p>2.1.5. The leave sanctioning authority may commute retrospectively periods of absence without leave into Extra Ordinary Leave – Rule 32 (6)</p> <p>2.1.6. No leave of any kind can be granted for a continuous period exceeding 5 years except with the sanction of the President – Rule 12</p> <p>2.1.7. An official on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority – Rule 13</p> <p>2.1.8. Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action – Rule 25 (2)</p> <p>2.1.9. Absence without leave not in continuation of any authorized leave will constitute an interruption of service unless it is regularized audit instruction under Rule 25 (1)</p> <p>2.1.10. Leave will not be granted to an employee under suspension.</p>
<b>2.2</b>	<b>Applicability</b>
	The provisions contained in the present document shall apply to all the permanent employees of the National Institute of Technology Sikkim.
<b>2.3</b>	<b>Leave Sanctioning Authority</b>
	<p><b>2.3.1.</b> Applications for leave, except casual leave shall be addressed to the Director by the employees of the Institute.</p> <p><b>2.3.2.</b> 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 employees of the Institute except casual leave.</p> <p><b>2.3.3.</b> In case of casual leave, the Head of the Department/FIC will be the sanctioning authority for all the employees working in the Department and Director will be the sanctioning authority for all other employees. Casual leave account of all the employees working in a Department is to be maintained by the Head of the Department/FIC. Director is the sanctioning authority for casual leave to the Registrar.</p>



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<b>2.4</b>	<b>Start of leave and termination of leave</b>
	<p><b>2.4.1.</b> Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.</p> <p><b>2.4.2.</b> Saturdays, Sundays and other holidays or vacation, if any, may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.</p>
<b>2.5</b>	<b>Combination of leave</b>
	<p><b>2.5.1</b> Except as otherwise provided, any kind of leave under these guidelines may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.</p>
<b>2.6</b>	<b>Combination of holidays with leave</b>
	<p><b>2.6.1</b> When the day, immediately preceding the day on which an employee's leave (other than leave on medical certificate) begins or immediately following the day on which his/her leave expires, is a holiday or one of series of holidays, the employee shall be deemed to have been permitted to leave the Institute at the close of the day before, or return to it on the day following such holiday or series of holidays provided that such actions does not affect the normal working of the Institute.</p> <p><b>2.6.2</b> In case on leave on medical certificate,</p> <p>(a) When the employee is certified medically unwell to attend office, holiday(s) if any, immediately preceding the day he/she is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any, immediately succeeding the day he/she is so certified (including that day) shall be treated as part of the leave.</p> <p>(b) When the employee is certified medically fit for joining duty, holiday(s), if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave and holiday(s) preceding the day he is so certified shall be treated as part of the leave.</p> <p><b>2.6.3.</b> A compensatory leave granted in lieu of duty performed by an employee on a holiday for a full day may be treated as a holiday for the purpose.</p>
<b>2.7</b>	<b>Grant of leave on resignation / date of retirement</b>



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	No leave shall be granted beyond the date on which an employee must compulsorily retire. If an employee of the Institute resigns; he shall not be granted either prior or subsequent to his resignation, any leave due to his credit. Provided that the Director may, in any case, grant leave to an employee prior to his resignation, if in the opinion of the Director, the circumstances of the case justify such grant of leave.
<b>2.8</b>	<b>Reporting duty before the expiry of leave</b>
	Except with the permission of the authority, who granted leave, no employee on leave may report for duty before the expiry of the period of leave granted to him.
<b>2.9</b>	<b>Reporting duty on return from leave on medical grounds</b>
	An employee who has been granted leave on medical certificate is required to submit a medical certificate of fitness before resuming duty. Leave sanctioning authority may secure second medical opinion, if considered necessary.
<b>2.10</b>	<b>Maximum period of absence</b>
	An employee who remains absent from duty for a continuous period exceeding 5 years other than on foreign service or other service approved by MHRD, whether with or without leave, shall be deemed to have resigned from the service of the Institute.
<b>3</b>	<b>Types of leave</b>
	The following kinds of leave shall be admissible to the employees of this Institute. 3.1. Casual Leave (CL) 3.2. Special Casual Leave (SCL) 3.3. Earned Leave (EL) 3.4. Vacation (Only for academic staff) 3.5. Half Pay Leave (HPL) 3.6. Commuted Leave (CML) 3.7. Leave Not Due (LND) 3.8. Extra Ordinary Leave (EOL) 3.9. Paternity Leave (PL) 3.10. Adoption Leave (AL)



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- 3.11. Child Care Leave (CCL)
- 3.12. Hospital Leave (HL)
- 3.13. Sabbatical Leave [SBL – Only for Academic Staff]
- 3.14. Special Leave (STL)
- 3.15. On Duty Leave (ODL)

The details are as follows.

### 3.1

#### Casual Leave

**Casual Leave is not a recognized form of leave** and is not subject to any rules made by the Government of India. An employee on casual leave is not treated as absent from duty and his pay is not intermitted.

**3.1.1** Entitlement (per Calendar Year – Jan to Dec); 8 days for those entitled to 17 holidays; 10 days for those not entitled to 17 holidays.

**3.1.2** Employees joining during the year may avail proportionately or the full period at the discretion of the competent authority.

**3.1.3** Casual Leave can be combined with Special Casual Leave/ Vacation/ any holidays; but not with any other kind of leave.

**3.1.4** Holidays falling during a period of casual leave are not counted as part of CL.

**3.1.5** Saturday/ Sunday/ public holidays/ weekly offs can be prefixed/ suffixed to CL.

**3.1.6** Casual Leave can be taken on tour, but no daily allowance will be admissible for the period.

**3.1.7** Casual Leave can be taken for half-day also.

**3.1.8** Casual Leave should not normally be granted for more than 5 days at any one time.

**3.1.9** LTC can be availed during casual leave.

**3.1.10** Half a day's casual leave should be debited to the CL account of an employee for each late attendance but late attendance up to an hour, or not more than two occasions in a month may be condoned by the competent authority, if he is satisfied that it is due to unavoidable reasons.

**3.1.11.** Casual Leave cannot be combined with joining time.



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### 3.2. Special Casual Leave

Special Casual Leave may also be granted to the employees for other purpose, as approved by the Board from time to time. The Special Casual Leave can be granted up to a maximum of 15 days in a calendar year. The Director is empowered to examine the purpose for which absence can be treated as ON DUTY and SPECIAL CASUAL LEAVE. An employee's absence from the Institute can be marked as ON DUTY when the employee is doing Institute/Dept. work outside the Institute with the approval of the competent authority and not for any invitation or personal lecture or viva exam or PhD evaluation or attending workshops or conferences.

Special Casual Leave can be granted for,

**3.2.1** To serve as Juror Assessor or to give evidence before a Court of law as a witness in a civil or criminal case in which employee's private interests are not issue.

**3.2.2** To conduct M.Tech / PhD Viva or an examination.

**3.2.3** To attend a conference, workshop, seminar.

**3.2.4** Deputed to attend a meeting / gathering of professionals in the interest of the Institute, participate in AICTE committee etc.

**3.2.5** To attend invited lecture/ chief guest/ panel member of technical talk without any remuneration.

**3.2.6** To treat the absence of the employee in their efforts towards funds raising and building of corpus funds etc.

**3.2.7** For any visit in connection with the consultancy and sponsored research activities.

**3.2.8** To the office bearers of recognized unions / associations to attend meetings subject to a maximum 12 days in a calendar year.

**3.2.9** When the employees are unable to attend office due to natural calamities/ bandh, subject to the approval of the authorities. The Institute may seek the report/ help from the District Collector/ Superintendent of Police. It is mandatory that such SCL sanctioned is to be reported to the MHRD.

**3.2.10** LTC can be availed during Special Casual Leave.

**3.2.11** To participate in sports events, SCL up to a maximum of 30 days in a calendar year for coaching or training camps of all India coaching or training schemes.



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**3.2.12** To re-employed disabled military pensioners when called upon to attend Resurvey Medical Board to assess their disability element.

**3.2.13** To employees participating in inter-Ministerial and inter-departmental tournaments and sporting events up to a maximum of 10 days.

**3.2.14** To sports persons getting seriously injured or being hospitalized during sports subject to the overall ceiling of 30 days in a year.

**3.2.15** 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. SCL will not be admissible for practice or for participation in cultural activities organized locally.

**3.2.16** SCL is admissible to employees participating in dancing and singing competitions at Regional, National and International level, organized by Government of India / Government sponsored Bodies subject to maximum of 15 days in a calendar year.

**3.2.17** For family planning:

**a) Male Employee:**

1. 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.

2. Maximum of 21 days for undergoing recanalization operation.

3. Maximum of 7 days if his wife undergoes tubectomy, laparoscopy of salpingectomy operation. The leave should follow the date of operation.

**b) Female Employee:**

1. 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.

2. Maximum of 14 days admissible for salpingectomy operation after Medical Termination of Pregnancy (MTP).

3. Admissible for one day on the day of IUCD / IUD insertion / re-insertion.

4. Maximum of 21 days admissible for undergoing recanalization operation.





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	<p>5. Admissible for one day on the day of operation when her husband undergoes vasectomy operation.</p> <p>Sanctioning Authority: - The sanctioning authority for the Special Casual Leave for Academic Staff and non-teaching staff will be the Director on recommendation from FICs, and Dean (Admin, Faculty &amp; Staff Affairs). After the approval of the sanctioning authority, the leave is recorded in the SCL account maintained in the Establishment Office for all.</p>
<b>3.3</b>	<b>Earned Leave (EL)</b>
	<p>All the employees of the Institute are eligible for Earned Leave. However, there exists a difference in crediting the earned leave to academic staff and non-academic staff.</p> <p><b>3.3.1</b> The earned leave admissible to an employee except academic staff shall be 30 days in a calendar year.</p> <p><b>3.3.2</b> Earned Leave is credited to an employee in advance at a uniform rate of 15 days on the 1st January and 1st July every year.</p> <p><b>3.3.3</b> Earned Leave can be accumulated up to 300 days, including the number of days for which encashment has been allowed along with LTC – Rule 26 (1)</p> <p><b>3.3.4</b> The advance credit for the half-year in which an employee is appointed will be at the rate of 2 ½ days for each calendar month of service.</p> <p><b>3.3.5</b> Earned Leave credit for the half-year in which the employee 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 month preceding the last month of service. While affording credit fraction shall be rounded off to the nearest day.</p> <p><b>3.3.6</b> Academic staff entitled for vacation, who remains on duty during the whole or part of the vacation, will be eligible to get one day of earned Leave for each two days of vacation not availed of with a maximum of 30 days for the entire period of vacation of 60 days in a calendar year.</p> <p><b>3.3.7</b> When the credit of earned Leave at the start of any half-year, result in the total accumulation of earned Leave being more than 300 days, the 15 days Earned Leave for the half-year shall be kept separately and set off against the leave availed during the half-year. Any portion of this separately credited leave not availed within the half-year, shall be accumulated</p>



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	<p>with the previous Earned Leave to the credit of EL account, provided the total accumulated Earned Leave does not exceed 300 days. Such procedure may be restored to in cases where Earned Leave at the credit of the employee on the last day of December or June is 300 days or less but more than 285 days.</p> <p><b>3.3.8</b> Earned Leave record for academic and Non-academic staff is to be approved by the Director and the records are to be kept in the Establishment Office. Prior approval is must for taking Earned Leave; such cases, the employee must apply for Earned Leave at least 10 days in advance.</p> <p><b>3.3.9</b> The maximum amount of earned leave that can be granted to an employee at a time shall be 180 days; however, earned Leave my be taken at a time up to 300 days as leave preparatory to retirement.</p> <p><b>3.3.10</b> Earned Leave up to 300 days at a time may be granted to Group A and Group B employees, if at least the quantum of leave in excess of 180 days is spent outside India, Nepal, Bangladesh, Bhutan, Srilanka and Pakistan.</p> <p>While availing LTC, encashment of earned leave up to 10 days on each occasion and a maximum of 60 days in the entire service are permissible. A balance of at least 30 days Earned Leave may be available to his/her credit after taking into account the period of encashment as well as leave. The encashment so availed will be taken into account while computing the maximum admissible for encashment at the time of quitting service.</p>
<b>3.4</b>	<b>Vacation</b>
	<p>During the period when the semester is closed (vacation period) academic staff (as per NIT Statutes) can avail vacation. The Dean (Admin &amp; Faculty Affairs) will notify the vacation period, to enable the academic staff to avail vacation.</p> <p><b>3.4.1</b> Maximum vacation that can be taken is 60 days per annum</p> <p><b>3.4.2</b> 60 days vacation is arrived based on the academic calendar of the year.</p> <p><b>3.4.3</b> The duration of winter vacation period and summer vacation period shall be notified by the Dean (Admin &amp; Faculty Affairs) based on the recommendations of the Dean (Academic Affairs)</p> <p><b>3.4.4</b> No academic staff is allowed to take vacation other than the notified dates.</p>



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	<p><b>3.4.5</b> Academic staff must put up proposal for working during vacation stating work plan through FIC; failing to do so, it is presumed that the staff is on vacation for the period.</p> <p><b>3.4.6</b> Academic staff, who remain on duty during the whole or part of the vacation, will be eligible to get one day earned leave for each two days worked during the vacation.</p> <p><b>3.4.7</b> Vacation can be suffixed or prefixed with any leave but the vacation and other leave combined should not exceed 180 days at a time. This is subject to sanction and for special cases only.</p> <p>Academic Staff who remains on duty during vacation period will not be allowed to take any other leave.</p>
<b>3.5</b>	<b>Half Pay Leave (HPL)</b>
	<p>All permanent employees of the Institute are eligible for 20 days Half Pay Leave for each completed year of service in the Institute. The service includes periods of duty and leave including extra ordinary leave with or without medical certificate, but does not include periods of suspension treated as dies non, overstayed of leave and joining time unless otherwise regularized.</p> <p><b>3.5.1</b> Every employee shall be credited with half pay leave in advance, in two installments of 10 days each on the 1st January and 1st July of every calendar year.</p> <p><b>3.5.2</b> The leave shall be credited to the account at the rate <math>5/3</math> days for each completed calendar month of service which the employee is likely to render in the half year of the calendar year in which the employee is appointed.</p> <p><b>3.5.3</b> Where a period of absence or suspension of an employee has been treated as dies non in a half year, the credit to be afforded to his half pay leave account at the commencement of next half-year, shall be reduced by one-eighteenth of the period of dies non subject to a maximum of 10 days.</p> <p><b>3.5.4</b> Half pay leave credit for the half-year which the employee retires / resigns / removed / dismissed or dies in service will be afforded at the rate of <math>5/3</math> days per completed calendar month up to the end of the month preceding the last calendar month of service. Any fraction shall be rounded off to the nearest day.</p> <p><b>3.5.5</b> Half pay leave may be availed of either on medical ground or on medical certificate or</p>



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	<p>on private affairs.</p> <p><b>3.5.6</b> Half pay leave may be granted even when Earned Leave is due/at credit to an employee. Head of the Department/ FIC/Section shall forward the Half pay leave request to the Establishment and onwards to Director for approval.</p>
<b>3.6</b>	<b>Commuted Leave (CML)</b>
	<p>All the permanent employees of the Institute is eligible for Commuted Leave not exceeding half the amount of Half Pay Leave due, may be granted on medical certificate (with full pay).</p> <p><b>3.6.1</b> The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.</p> <p><b>3.6.2</b> When commuted leave is granted, twice the amount of such leave shall be debited against the Half Pay Leave due.</p> <p><b>3.6.3</b> Commuted leave can be granted without medical certificate up to a maximum of 90 days in the entire service if utilized for an approved course of study certified to be in public interest by the Director.</p> <p><b>3.6.4</b> Commuted leave up to a maximum of 60 days can be granted, without medical certificate to a female employee if it is in continuation of maternity leave.</p> <p><b>3.6.5</b> Commuted leave up to a maximum of 60 days can be granted without medical certificate to a female employee with less than 2 living children if she adopts a child less than one year old.</p> <p><b>3.6.6</b> Commuted leave can be granted on the strength of a medical certificate from a hospital / medical authority registered with the Indian Medical Council.</p> <p><b>3.6.7</b> Employees who join after availing the Commuted leave will have to submit fitness certificate from the hospital / medical authority registered with the Indian Medical Council.</p> <p><b>3.6.8</b> Commuted leave cannot be granted as a leave preparatory to retirement.</p> <p><b>3.6.9</b> Commuted leave can be granted even when Earned Leave is available.</p> <p><b>3.6.10</b> Where an employee granted Commuted leave quits service voluntarily without returning to duty, the Commuted Leave shall be treated as Half Pay Leave and excess leave salary shall be recovered. However, ill health incapacitating the employee for further service or in the event of death, no such recovery should be made.</p>



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	Head of the Department/FIC/ Section shall forward the leave request to the Establishment and onwards to Director for approval.
<b>3.7</b>	<b>Leave Not Due (LND)</b>
	<p>Leave Not Due may be granted to a permanent employee with on half pay leave at his / her credit on medical grounds (with medical certificate) only. This is granted by the Director if there is a reasonable prospect of the employee returning to duty on expiry of the leave.</p> <p><b>3.7.1</b> The amount of leave should be limited to the half pay leave that the employee is likely to earn subsequently. Leave Not due during the entire service is limited to a maximum of 360 days.</p> <p><b>3.7.2</b> Leave Not Due may be granted without medical certificate to a female employee in continuation of maternity leave or for adoption of a child.</p> <p><b>3.7.3</b> Leave Not Due will be debited against the half pay leave that the employee earns subsequently (Leave Not Due is Half Pay Leave taken in advance).</p> <p><b>3.7.4</b> Leave Not Due may also be granted to temporary employees with minimum one year service suffering from TB, Leprosy, Cancer or Mental illness for a period not exceeding 300 days if the post from which the employee proceeds on leave is likely to last till his/her return.</p> <p><b>3.7.5</b> An employee granted Leave Not Due resigns from the Institute or is permitted to retire voluntarily without returning to duty, the Leave Not Due 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.</p> <p><b>3.7.6</b> The Head of the Department/FIC/ Section may forward the request to the Director with proper medical certificate/recommendation to Establishment and onwards to Director for Approval.</p>
<b>3.8</b>	<b>Extra Ordinary Leave</b>
	<p>Extra Ordinary Leave may be granted to an employee when no other leave is admissible or when the employee applies in writing for the grant of Extra Ordinary Leave when other leave is admissible.</p> <p><b>3.8.1</b> Extra Ordinary Leave shall always be without leave salary.</p>



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**3.8.2** For temporary or contract employees; the duration of extra ordinary leave on any one occasion shall not exceed 3 months and 6 months when the employee has completed one year continuous service on the date of expiry of leave admissible to the employee under the rules and the request for such leave is supported by Medical Certificate.

**3.8.3** Eighteen months extra ordinary leave can be granted to an employee suffering from TB, Leprosy, Cancer or Mental illness and undergoing treatment in a recognized clinic/hospital/under a specialist.

**3.8.4** After completing 3 years of continuous service in the Institute an employee can avail 24 months extra Ordinary Leave for the purpose of pursuing studies certified to be in the public interest (leading to award of degree).

**3.8.5** The period of extra ordinary leave availed for the purpose of pursuing higher studies leading to award of degree or illness on medical certificate will count for annual increments and qualifying service for terminal benefits as well. Extra ordinary Leave availed for all other purpose will not be counted for increment and terminal benefits; provided that in case of any doubt the decision of the Board shall be final.

**3.8.6** Extra ordinary leave may be granted for the purpose of availing research fellowships or for pursuing higher studies leading to the award of a degree from Institution in India/abroad. Such requests forward through the HOD/FIC to the Director. Director is authorized to sanction Extra Ordinary Leave up to six months period; beyond, the Board approval is required.

**3.8.7** Extra ordinary leave can be granted to employees for short term /long term assignments in India or abroad. Such assignments may include visiting faculty, technical expert / special officer / technical consultant or any other responsibilities approved by the Board. Extra Ordinary Leave of this type will not be eligible for counting of service or will not earn leave for that period and will also not be eligible for notional increment.

**3.8.8** A minimum of 5 years service in the Institute is essential for an employee to take extra ordinary leave beyond six months, for other than study purpose.

**3.8.9** An employee will be eligible to avail a maximum of 5 years of Extra ordinary leave, without pay and allowance, during the entire period of the service.

**3.8.10** An employee will be eligible for extra ordinary leave at the rate of one year for every 5



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	<p>years of service put in at this institute except for higher studies leading to the award of a degree. Pension Contribution/PF Contribution/NPS as per rules shall be paid either by the employer or by the employee concerned to the Institute during the period of extra ordinary leave, where ever it is required as per rules.</p> <p><b>3.8.11.</b> Any single occasion, an employee can avail extra ordinary leave for a maximum of 2 years for clause 3.8.7. Also, there must be a minimum interval of 3 years between 2 consecutive Extra Ordinary Leave with duration of which exceeds 6 months.</p> <p><b>3.8.12.</b> A bond is to be executed to the Institute to serve the Institute for a period of</p> <ul style="list-style-type: none"><li>(i) One year for EOL : up to 6 months</li><li>(ii) Two years for EOL : 6 months to one year</li><li>(iii) Three years for EOL : beyond one year</li></ul> <p>On completion of the extra ordinary leave.</p> <p><b>3.8.13.</b> At any point of time, in Department, a maximum of 15% of the sanctioned strength of the faculty of the Department, may be permitted to avail any of the leave such as Sabbatical Leave, Study Leave or leave under QIP and extra ordinary leave for study purpose (<i>etc</i> put together).</p>
<b>3.9</b>	<b>Maternity Leave (ML)</b>
	<p>Maternity Leave is a special kind of leave applicable to all female employees of the Institute.</p> <p><b>3.9.1</b> A female employee of the Institute with less than 2 surviving children be granted Maternity Leave for a period of 180 days from the date of its commencement.</p> <p><b>3.9.2</b> During maternity leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.</p> <p><b>3.9.3</b> Maternity Leave not exceeding 45 days may also be granted to a female employee (irrespective of the number of surviving children) during the entire service of that female employee in case of miscarriage including abortion on production of medical certificate.</p> <p><b>3.9.4</b> Leave of the kind due and admissible (including Commuted Leave for a period not exceeding 60 days and Leave Not Due) up to a maximum of two years may, if applied for, be granted without medical certificate in continuation of Maternity Leave.</p> <p><b>3.9.5</b> Maternity Leave may be combined with leave of any other kind except casual leave.</p>



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	<p><b>3.9.6</b> Maternity Leave shall not be debited against the leave account.</p> <p><b>3.9.7</b> Unmarried female employees are also eligible for maternity leave.</p> <p><b>3.9.8</b> The leave applications forwarded through the Department/FIC/Section to establishment and onwards to the Director for approval.</p>
<b>3.10</b>	<b>Paternity Leave (PL)</b>
	<p>The Paternity Leave is a special kind of leave applicable only to the male employees of the Institute.</p> <p><b>3.10.1</b> A married male employee with less than two surviving children be granted Paternity Leave for a period of 15 days</p> <p>(a) During the confinement of his wife for child birth; up to 15 days before, or up to six months from the date of delivery of the child.</p> <p>(b) On valid adoption of a child below the age of one year, within 6 months from date of valid adoption.</p> <p><b>3.10.2</b> During Paternity Leave, the employee shall be paid salary equal to the pay drawn immediately before proceedings on leave.</p> <p><b>3.10.3</b> Paternity Leave may be combined with leave of any other kind except casual Leave.</p> <p><b>3.10.4</b> Paternity Leave shall not be debited against the leave account.</p> <p><b>3.10.5</b> If Paternity Leave is not availed within the period specified, Paternity Leave shall be treated as lapsed.</p> <p><b>3.10.6</b> Paternity Leave applications are to be forwarded through the Department/FIC/Section to the establishment and onwards to Director for approval.</p>
<b>3.11</b>	<b>Adoption Leave (AL)</b>
	<p>Adoption Leave is a special kind of leave applicable to female employees of the Institute.</p> <p><b>3.11.1</b> A female employee, with less than 2 surviving children on valid adoption of a child below the age of one year may be granted Adoption Leave for a period of 3 months to one year immediately after the date of valid adoption.</p> <p><b>3.11.2</b> During Adoption Leave, the employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.</p>





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	<p><b>3.11.3</b> Adoption Leave may be combined with leave of any other kind except Casual Leave.</p> <p><b>3.11.4</b> Adoption Leave is not available to an employee already having two living children at the time of adoption.</p> <p><b>3.11.5</b> The maximum admissible period of Adoption Leave will be regulated as:</p> <p>(a) If the age of the adopted child is less than one month, leave up to one year may be allowed.</p> <p>(b) If the age of the adopted child is 2-6 months, leave up to 6 months be allowed.</p> <p>(c) If the age of the adopted child is 7-10 months, leave up to 3 months may be allowed.</p> <p><b>3.11.6</b> The applications with relevant adoption documents be forwarded through the department/FIC/Section to the establishment and onwards to Director for approval.</p>
<p><b>3.12</b></p>	<p><b>Child Care Leave (CCL)</b></p>
	<p>Child Care Leave is a special kind of leave for women employees of the Institute to take care of their children at the time of need.</p> <p><b>3.12.1</b> Women employees having minor children be granted Child Care Leave for a maximum period of 730 days during their entire service for taking care of up to two children whether for rearing or to look after any of their needs like examinations, sickness etc.</p> <p><b>3.12.2</b> Child Care Leave cannot be demanded as a matter of right. Under no circumstances can any employee proceed on Child Care Leave without prior proper approval of the leave by the competent authority.</p> <p><b>3.12.3</b> Child Care Leave shall be admissible for two eldest surviving children only.</p> <p><b>3.12.4</b> For availing the Child Care Leave, the age of the child should be 18 years or below. However, age up to 22 year is admissible for disabled child having a minimum disability of 40%. Documents relating to the disability as well as a certificate from the employee regarding dependency of the child would have to be submitted.</p> <p><b>3.12.5</b> Child Care Leave may not be granted in more than 3 spells in a calendar year.</p> <p><b>3.12.6</b> Child Care Leave may not be granted for less than 15 days at any one spell.</p> <p><b>3.12.7</b> Child Care Leave is to be treated like Earned Leave and sanctioned as such. CCL for academic staff is to be approved by the Assistant Dean (Faculty Welfare) and the records are to be kept in the Establishment Office and for all other employees by the establishment section.</p>



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	<p>Prior approval is required for taking CCL of more than 15 days; such cases, the employee must apply for CCL at least 10 days in advance.</p> <p><b>3.12.8</b> Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the Director is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.</p> <p><b>3.12.9</b> Child Care Leave may also be allowed for the third year on Leave Not Due (without production of medical certificate)</p> <p><b>3.12.10</b> Child Care Leave may be combined with leave of the kind due and admissible except Casual Leave</p> <p><b>3.12.11</b> During Child Care Leave, the employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave</p>
<b>3.13</b>	<p><b>Hospital Leave</b></p>
	<p>Hospital Leave (HL) is a special kind of leave applicable to group IV employees and group III employees whose duties involve the handling of dangerous machines, explosive materials, poisonous drugs and the like or the performance of hazardous tasks.</p> <p><b>3.13.1</b> Hospital Leave may be granted to an employee for treatment of illness or injury; if such illness or injury is directly due to risk incurred in the course of official duty of employees whose appointing authority is Director.</p> <p><b>3.13.2</b> Hospital Leave may be granted for such period by the Director on leave salary, equal to leave salary while on Earned Leave, for the first 120 days of any period of such leave and equal to leave salary during half pay leave for the remaining period of any such leave.</p> <p><b>3.13.3</b> Hospital leave be granted on production of medical certificate from the authorized medical attendant</p> <p><b>3.13.4</b> 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</p>
<b>3.14</b>	<p><b>Sabbatical Leave (SL)</b></p>



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Sabbatical Leave is a special kind of leave applicable only to the academic staff of the Institute. Sabbatical Leave is granted to academic staff to enable them to update their knowledge and experience so that they will be of greater use to the Institute on their joining.

**3.14.1** For grant of sabbatical leave for the first time since joining; at least 6 years should have been spent at this Institute including leave as due availed but restricted to earned Leave and Commuted Leave.

**3.14.2** For any subsequent sabbatical leave, at least 6 years should have been spent in this Institute since return from the last Sabbatical Leave.

**3.14.3** Sabbatical Leave may be granted by the Director for one or more of the following objects

- (a) To conduct research or advanced studies in India or abroad.
- (b) To write text books, standard works and other literature.
- (c) To visit or work in industry/ corporate firms and technical departments of government to gain practical experience in their respective field.
- (d) To visit or work in an Institute/University, research laboratory in India and abroad.
- (e) Any other purpose for the academic development as approved by the Board.

**3.14.4** For availing sabbatical leave, the academic staff must apply to the Director, through Assistant Dean(Faculty Welfare) forwarded by the Head of the Department/ FIC at least 3 months in advance from the date the leave is to be sanctioned.

**3.14.5** The period of sabbatical leave shall not exceed one year at a time including vacations, if any.

**3.14.6** An academic staff can take maximum 3 sabbatical Leave, each for a maximum of one year, during the entire service in the Institute.

**3.14.7** Academic staff shall, during sabbatical leave, be paid full salary and allowance as admissible under the rules but shall not be entitled to any traveling allowance or any extra allowance in India or abroad.

**3.14.8** No substitute shall be appointed against sabbatical leave, and the work load is to be shared by other staff members of the Department.

**3.14.9** During the period of sabbatical leave, the academic staff shall not undertake any regular



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appointment and receive any salary from organization in India or abroad. They shall, however, be free to receive any scholarship or fellowship or bursary or any other ad hoc honorarium other than the salary from the Institute/organization.

**3.14.10** The members of the staff availing sabbatical leave shall furnish a bond to service the Institute for a minimum period of 3 years on return to duty.

**3.14.11** If the Staff availing sabbatical leave resigns/ takes voluntary retirement before the expiry of the 3 year bond period, the salary received during sabbatical Leave will have to be refunded. Terminal benefits may be granted after adjusting the bond period salary.

**3.14.12** 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.

**3.14.13** If the leave availed is less than the maximum permissible period, it would still be presumed that the opportunity has been fully utilized and the eligibility criteria would apply afresh from the date of reporting back from such leave. Faculty holding any administrative responsibility must themselves get relieved before availing sabbatical leave.

**3.14.14** Faculty holding funded projects or principal investigators of projects must transfer these responsibilities to a co-investigator and the same must be approved by the funding agency to avail the sabbatical leave.

**3.14.15** Those availing sabbatical leave shall specify the places proposed to visit, the nature of work proposes to do and how they would contribute to the academic development. No change in place or nature of work is permitted once the leave is availed.

**3.14.16** At any point of time, in Department a maximum of 15% of the sanctioned strength of the faculty of the Department, may be permitted to avail any of the leave such as Sabbatical Leave, Study Leave or leave under QIP and Extra Ordinary Leave for study purpose (etc put together).

**3.14.17** No other leave can be clubbed with Sabbatical Leave. However, if any extension of duration is required to complete the work undertaken on sabbatical, staff may apply for Earned Leave/Half Pay Leave at credit. Depending on the merit of the case, the Board may approve Earned Leave/Half Pay Leave up to a period 90 days as an extension of sabbatical leave. For this, the faculty must apply before 3 months of the expiry of the sabbatical leave availed.



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	<p><b>3.14.18</b> Director is authorized to sanction sabbatical leave up to 6 months for all the objectives specified in this document 3.14.3. If the duration of leave is more than 6 months and for any other objective, approval of the Board of Governors is required.</p>
<b>3.15</b>	<b>Study Leave (SL)</b>
	<p>Study Leave is a special kind of leave granted to an employee with not less than 3 years of service in the Institute 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 of being capable of widening his/her mind in a manner likely to improve his/her ability.</p> <p><b>3.15.1</b> The Board should approve the particular study keeping in view that the course should be certified to be of definite advantage to the Institute from the point of view of public interest.</p> <p><b>3.15.2</b> The employee on return should submit the certificate and a full report on the work done during study leave.</p> <p><b>3.15.3</b> Study leave is not admissible for studies outside India if facilities for such studies exist in India.</p> <p><b>3.15.4</b> Study leave can be granted not more than two times during the entire service in the Institute.</p> <p><b>3.15.5</b> Maximum period of study leave is 24 months in the entire service and may be granted at a stretch or in different spells. However, study leave for PhD, another 12 months can be granted if there is adequate progress as reported by the research guide.</p> <p><b>3.15.6</b> The employee shall execute a bond to serve the Institute for a minimum period of 3 years on completion of the study.</p> <p><b>3.15.7</b> For granting study leave to go abroad, the approval from the respective Ministry is necessary.</p> <p><b>3.15.8</b> The leave salary is regulated for study in India equal to pay last drawn plus allowance. No study allowance is admissible.</p> <p><b>3.15.9</b> The leave salary is regulated for study outside India equal to pay last drawn plus allowance.</p> <p><b>3.15.10</b> Stipend, scholarship or remuneration for any part time employee during the period of</p>



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	<p>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.</p> <p><b>3.15.11</b> As a special case, any study leave beyond 24 months the Board may consider, on the merit of the case based on the recommendation of the Director.</p>
<b>3.16</b>	<b>On Duty Leave (ODL)</b>
	<p>The Director or person delegated by the Director is empowered to grant maximum of 15 days in a calendar year.</p> <p><b>3.16.1</b> The following items / activity are treated as On Duty Leave.</p> <p>(a) Attending a conference (national or international) for presenting a paper.</p> <p>(b) Absence from the Institute to serve as an expert member for any committee formed by the MHRD / State Government / Central Government NIT Council etc.</p> <p>(c) Absence from the Institute for official purpose in IITs / NITs / MHRD Office / AG's Office/ specific department of state government or other places decided by the Director.</p> <p>(d) For the principal investigator for attending meetings / visiting organizations which sanctions funded projects.</p> <p>(e) For attending election duty arranged by the election commission.</p> <p><b>3.16.2</b> Director is authorized to sanction more days if any request, as and when it arises.</p> <p><b>3.16.3</b> Sanctioning Authority: - The sanctioning authority for the On Duty Leave for Academic/ non academic Staff will be the Director on recommendation from HOD/FIC. After the approval of the sanctioning authority, the leave is recorded in the ODL account maintained in the Department / FIC for faculty and staff working in the Departments, while the same is maintained for other staff in the establishment Office.</p>
	<b><i>Interpretation of Rules</i></b>
	<b><i>Any doubt or dispute arising about the interpretation of these rules shall be referred to the BOG, whose decision shall be final and binding on all.</i></b>



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### APPENDIX 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 <b>(Long Leave)</b>	BOG	Head of Dept / School / Center/ Dean concerned	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 / School / Center	2 months in advance
3	On Duty / Special Leave (Short Leave) / Leave not due (LND) / Special Casual Leave	Director / Dean / nominated by Director	Head of Dept / School / Center	15 days in advance
4	Vacation/EL/HPL/ Commuted Leave / Maternity Leave / Adoption Leave / Paternity Leave / (EOL (Short) / Hospital Leave / Child Care Leave	Director/Dean (Admin/ Faculty Affairs)/ nominated by Director	Head of Dept / School / Center	15 days in advance (except on medical grounds)
5	Casual Leave (CL)	Head of Dept / Center		



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### Appendix 2

#### Leave Rules at a Glance

Sl No	Type of Leave	Duration	Purpose	Remarks
1	<b>Casual Leave</b> (It cannot be combined with any other leave)	8 days per year	Personal Work etc.	Maximum 5 days at a stretch excluding intervening prefix Suffix holidays
2	<b>Special Casual Leave</b> for Consultancy/sponsored /Project	15 days per year		Visit in connection with consultancy & sponsored research activities
3	Special Casual Leave for (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) * PhD Viva	
4	On Duty (Holiday can be prefixed/suffixed)	Duration of Conference plus up to a maximum of two days	To attend : *National/International conference within India/Abroad to present paper (3 paper credits) with Institute financial assistance. * Serve on committees / evaluation of specific is academic research activities at the instance of MHRD /AICTE with/without Institute finance.	





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			* Meetings o AICTE without Institute finance	
5	Commuted Leave (based on medical certificate)		Medical grounds	Twice the amount of commuted leave granted will be debited against HPL
			Study Purpose	Commuted up to 180 days during the entire service (EL and Commuted Leave together should not exceed 240 days).
6	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  Formula for calculating EL	EL can be availed up to a maximum of 180 days at a stretch		Accumulated up to 300 days only
			<b>Non-Vacation Staff:</b> 30 days per year (15 days for every six months)  <b>Vacation Staff:</b> No of days on duty during vacation period /2	
7	Half-Pay Leave (HPL) (20 days for each year of completed service)	10 days credit for every six months	Medical grounds / private affairs	
8	Vacation(it can be suffixed and prefixed with holidays EL, HPL)	As notified by Dean, Faculty Affairs		Teachers can 60 days in an academic year partly in winter and summer period or entire 60 days



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				in summer period
9	Extraordinary Leave (EOL) (eligible after 5 years continuous service) 1:5	5 years 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.
	<b>Formula for calculating eligible period of EOL:</b> Total period of service from Date of joining: n years Total period of Sab. Leave : a years (excluding leave at credit) Total period of EOL availed : b years (other than leave on medical, higher studies & leave at credit) EOL availed for study leave : c years		Eligible period of EOL (excluding leave at credit) $= [n - (7a - 6b - c)] / 5$ or 5 years whichever is less (may be rounded off)	
10	Maternity Leave	Maternity 180 days Miscarriage 45 days	Maternity / Miscarriage	Not to be debited to Leave account. Can be combined with any other leave except CL
11	Adoption Leave	2 months to 1 year depending upon the age of the child	Adopt the child	Only to female employees Not to be of child debited to Leave account. Can be combined with any other leave except CL
12	Paternity Leave	15 days	Take care of the	Only to male member.



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			wife & child	Not to be debited to Leave account. Can be combined with any other leave except CL
13	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 another leave up to a max. of 28 months
14	Leave Not Due (LND)	360 days	Medical grounds / private affairs	Entitled to only Half Pay. Will be debited in the HPL accrued later
15	Sabbatical Leave (Every 6 years of continuous service as a faculty member)	6 months & maximum of 1yr.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
16	Study Leave	Maximum 24 months 28 months incl. vacation, 36 months for Ph.D	To acquire higher qualification	Minimum 5 years of Service
17	Child Care Leave	For a maximum period of 2 years ( <i>i.e.</i> 730	For rearing or to look after any of	Minor children (up to two children)



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		days)	children needs like examination sickness <i>etc</i>	below the age of 18 years
For any short and long, leave of the following duration, undertaken has to be given to serve for the following period noted against each				
<b>Duration of Leave</b>			<b>Period of service to be put in the Institute</b>	
More than 1 month and up to 8 months			One year	
Above 8 months and up to 15 months			Two years	
Above 15 months			Three years	