

Leave Rules
for all
Permanent Employees
of

M G V's
M.P.H Arts , Science and Commerce
Mahila Mahavidyalaya

Leave Rules

PREAMBLE:

- As per the norms of approving/affiliating bodies (like AICTE/UGC/PCI/AKTU), minimum 240 working and 180 teaching days are required. In view of this, leave rules are being framed as given below
- No leave shall be claimed as a matter of right by an employee. The leave sanctioning authority reserves the right to grant or refuse or revoke leaves depending upon the exigencies of services/ in the interest of the Institutions. The leave application should be submitted to the concerned HOD for the recommendation and then to the Principal for approval.
- The academic year starts from 1st July of a calendar year to the 30th June of next calendar year.
- No kind of leave shall be admissible to casual and part time employees, if any. Adhoc/ purely temporary employees shall be entitled for consideration only for casual leave.
- The teacher shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below.
- The teacher may be granted leave only on his request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground.
- The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request/consent of the teacher.
- The teacher may combine one kind of leave with another, subject to the limit of aggregate period of absence as may be prescribed under these Statutes.
- Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner holding , graduate degree; Bachelor of Medicine and Bachelor of Surgery (MBBS) or its equivalent) indicating the nature and probable duration of illness. The teacher returning from leave on medical ground, shall produce a certificate of fitness.
- If the teacher frequently applies for medical leave with short intervals, he may be referred to the Medical Authority to examine the state of his health, the period of recovery and whether he would be fit for duty after rest and treatment.
- The teacher on leave shall not engage himself/herself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.

- Ordinarily the teacher shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.
- If the teacher, retired on compassionate grounds and on invalid pension, is reemployed and allowed to count the past service for pension, he shall be entitled to count his previous and subsequent services towards leave.

Kinds of Leave

All kinds of leaves may be counted from the commencement of the academic year till the end of it as declared by the competent authority from time to time.

The following kinds of leave would be admissible to permanent teachers-

- (i) Leave treated as duty, viz. Casual leave, Special casual leave and Duty leave; (*Note: These leaves under the clause (i) would be granted to teachers on probation, and temporary teachers, also.*)
- (ii) Leave earned by duty, viz. Earned leave, Half Pay leave and commuted leave;
- (iii) Leave not earned by duty, viz. Extraordinary leave and Leave not due;
- (iv) Leave not debited to leave account-
- (v) Leave for academic pursuits, viz. Study leave, Sabbatical leave and Academic leave
- (vi) Leave on ground on health, viz. Maternity leave, Quarantine leave
The Management Council may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit.

Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed twelve days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except duty leave, on duty leave, special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

Special Casual Leave

- (i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher;
 - (a) To conduct examination of other university/Public Service Commission/board of examination or other similar bodies/institutions; and
 - (b) To undertake the task assigned by competent/ statutory authority/apex bodies such as accreditation, academic audit, inspection of an autonomous institutions, approval to new colleges/ programs/ institutions not affiliated with the parent University a statutory board, organisations.
- (ii) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by sanctioning authority on each occasion.
- (iv) In addition, special casual leave to the extent mentioned below may also be granted;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days; and
 - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

Duty Leave

- (i) Duty leave not exceeding thirty days, excluding days of travel, week-ends and public holidays, in an academic year may be granted for delivering invited talks in colleges/institutions/organisations and universities, for attending conferences, congresses, symposia, workshops and seminars organized in India and abroad with the permission of the competent authority;
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;

- (iii) The leave may be granted on full pay.
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave

On Duty

If a teacher performs any other duty assigned/approved by competent authority for the University, he shall be treated as on duty. In such case the period of his absence shall not be counted with the period of duty leaves.

The teacher shall be entitled to be 'on duty' for the following;

- (a) To attend meetings in the UGC, DST, AICTE, such other similar Apex bodies, MPSC, UPSC and Government agencies.
- (b) To undertake task in another Indian or foreign university, any other agency, institution or organization when so deputed by the university;
- (c) To participate a delegation or working on a committee appointed by the Government of India, State/Local Self Government, the University Grants Commission/other Apex bodies or any other academic body.
- (d) To attend refresher courses, orientation programs, short term courses, faculty development programs organized by recognized colleges/institutions/University.
- (e) To attend meetings/visits of various committees constituted by the parent University and other University within the State
- (f) To attend all examination related duties of the parent University.
- (g) To undertake field work related to academic development and research collaboration, consultancy work approved by University, sanctioned research project, survey work, study tours, industrial and educational excursions/visits..
- (h) To attend election duties, if any, related to statutory bodies of University.
- (i) To attend and participate in student related University/ regional/ state/zonal/national/international level sports/cultural /research/NSS/NCC activities/events approved by the competent authority examiner atparent and other Universities.
- (j) To attend activities like viva voce as a referee or external

Earned Leave

- (i) Following earned leaves shall be admissible to teachers without encashment -
- a) $1/30^{\text{th}}$ of actual service in a year including vacation not exceeding 10 days ; plus
 - b) $1/3^{\text{rd}}$ of the period, if any, during which he is required to perform duty during vacation.

Note: For purpose of computation of period of actual service, all periods of leave except casual, special casual on duty and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note 1 : When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note 2 : In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

- (iii) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of State Government

Leave on Half-Pay

- (1) The teacher shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without limit during the entire service. The teacher shall not be entitled to leave on half pay during the first year of his service. The leave on half pay due may be granted to the teacher either on medical ground or for private reason. The leave requested on medical ground shall be supported by the certificate from the Registered Medical Practitioner.

Provided that, the period of suspension, if any, finally treated as

suspension shall be excluded for counting completed years of service for this purpose.

- (2) If the teacher is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

Note: A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

Commutated leave

Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half - pay leave due;
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.
- (iv) In addition, commuted leave may be granted to the extent mentioned below;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days;
 - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

Leave With Out Pay:

- (a) If the leave applied for is not due or it has been availed without sanction and/or rejected by the Competent Authority shall be treated as Leave Without Pay.
- (b) If the Competent Authority finds that the employee has

absented intensely to avoid duty assigned to him or he /she is in the habit of abstaining himself without due sanction of leave ,then such act shall invite disciplinary action as deemed fit.

Extra-ordinary leave

- (i) A permanent teacher may be granted extraordinary leave if approved by Competent Authority when;
 - (a) No other leave is admissible; or
 - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not be counted for increment except in the following cases;
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Head of the Department is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his credit.
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance, or on assignment in Research and Development Organization or Industrial Assignment in India and abroad or an assignment of Apex Academic Bodies, Academic Institutions, or All Statutory positions of any University or Institutions.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual. The period of absence from duty due to an assignment on Statutory/Government post shall not be limited to five years.
- (iv) The authority empowered to grant leave may commute

retrospectively periods of absence without leave into extraordinary leave.

In such cases all the privileges of the permanent employee shall be retained.

Leave not due

- (i) Leave not due, at the discretion of the Head of the Department, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Head of the Department is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom "leave not due" is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, or he refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Management Council.

Provided further that the Management Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned

Study leave

- (i) Study leave may be granted after a minimum of five years of continuous service as a permanent teacher, to pursue a special line of study or research directly related to his work in the university/Institution/Research Organization or to make a special study of the various aspects of university organization and methods of education.

The said period of study leave should be for 3 years, but 2 years

may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the 10 percent of permanent teachers in any department.

Provided that the Management Council may, in the special circumstances of a case, waive the condition of five years of service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned. Provided,

- (a) the person is a full time permanent teacher on the date of the application; and
 - (b) There is no break in service.
- (ii) Study leave shall be granted by the Competent Authority on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than two years in one spell, except in very exceptional cases in which the Competent Authority is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.
 - (iii) Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.
 - (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed three year.
 - (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study of the programme of research without the permission of the Competent Authority. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Competent Authority to treat the period of shortfall as ordinary leave has been obtained.
 - (vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.

- (vii) The amount of scholarship, fellowship or other financial assistance that his being granted study leave, has been awarded will not preclude his being granted study leave with pay and allowances. But the scholarship, fellowship so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship after deducting a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken exceeds the salary of the teacher. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his return and re-joining the service of the University, and be eligible to the benefit of the annual increment (s) which he would have earned in the course of time if he had not proceeded on study leave.
- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xii) A teacher availing himself/herself of study leave shall undertake that he shall serve the university for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study leave. Otherwise he has to refund

basic salary accumulated during the period of study leave to the University.

- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the Competent Authority or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xii) above.
- (xiv) The teacher shall submit to the Head of Department, six monthly reports of progress in his studies from his supervisor or the Head of the Institution. This report shall reach the Head of Department within one month of the expiry of every six months of the study leave. If the report does not reach the Head of Department within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (xv) The teacher, shall not be eligible for study leave, for studies leading towards award of Degree or Diploma.

Provided that, if the teacher is awarded teacher fellowship by the University Grants Commission or any other funding agencies then, he shall be eligible for full-pay study leave as per the rules of the University Grants Commission or the funding agency, as the case may be.

Sabbatical leave/Academic leave

- (i) Permanent, full-time teachers, who have completed seven years of service as Assistant Professor/Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Department and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher who has availed himself/herself study leave for three years, would not be entitled to the sabbatical leave. However,

teacher who has availed himself / herself study leave for the period up to two years may be granted sabbatical leave such the total of study leave and sabbatical leave to be granted should not exceed three years in the entire service period, in the light of provision in (ii) above.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under any organisation in India or abroad. He may be allowed to accept a fellowship or a research scholarship or ad- hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his leave.

Note - I The programme to be followed during sabbatical leave shall be submitted to the Head of Department for approval along with the application for grant of leave.

Note - II On return from leave, the teacher shall report to the Head of Department the nature of studies, research or other work undertaken during the period of leave.

Maternity, Paternity and Adoption Leave

- (A) (i) Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire service. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the

request is supported by a medical certificate.

(iii) Female teachers may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child as per Government Resolution made from time to time rearing activities.

(B) Paternity Leave :

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

(C) Adoption Leave :

Adoption leave may be provided as per the rules of the State Government.

Appointment against vacant post due to leave

The post falling vacant for more than six months due to leave of permanent teacher such as Sabbatical Leave, Extraordinary Leave, Study Leave, Maternity Leave be filled on purely temporary/contractual basis for a period of sanctioned leave.

Special medical leave for Tuberculosis, AIDS, Cancer and Heart Surgery The teacher shall be entitled to avail leave up to twelve months, if he is suffering from Tuberculosis, Leprosy, Cancer, Malignant diseases, AIDS, Heart Surgery or Brain ailment or such other diseases, which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognized Clinic or under a Specialist recognized by the Government, from time to time.

Provided that, such leave shall only be admissible to the teacher if he has no other leave to his credit.

Provided further that, the teacher who is suffering from Heart disease shall be entitled to a maximum of three months full-pay leave in addition to any other leave on medical/health ground shall be granted to the teacher, as per the rules made by Government from time to time.

Special Provisions for the Female Teachers

In addition to the other provisions of these Statutes , special provision(s) laid down by Central and State Government from time to time shall be applicable to the female teachers working in the University Schools, University Departments, Conducted Colleges and University Institutions