

LEAVE RULES FOR TEACHING STAFF

S.N.	Clause	Leave	Description
01.	8.1	Duty Leave	<p>(1) Attending Orientation Programmes, Refresher Courses, Research Methodology Workshop, Faculty Induction Programmes, conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university.</p> <p>(2) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;</p> <p>(3) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university</p> <p>(4) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body</p> <p>(5) For performing any other duty for the university</p>
02.	8.2	Study Leave	<p>(1) to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills.</p> <p>(2) When a teacher is awarded a scholarship or stipend (by whatever nomenclature used) for pursuing further studies leading to Ph.D./Post doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution</p>
03.	8.3	Sabbatical Leave	Permanent, whole-time teachers of the university and colleges who have completed seven years of service as Reader/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 university and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
04.	8.4 I	Casual Leave	Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
05.	8.4 II	Special Casual Leave	<p>(1) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and</p> <p>(2) To inspect academic institutions attached to a statutory board, etc.</p>
06.	8.4 III	Earned Leave	(1) 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.
07.	8.4 IV	Half Pay leave	(1) Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.
08.	8.4 V	Commuted leave	(1) Commuted 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.
09.	8.4 VI	Extraordinary leave	<p>(1) A permanent teacher may be granted extraordinary leave when: (a) No other leave is admissible; or</p> <p>(b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.</p> <p>(2) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:</p> <p>(a) Leave taken on the basis of medical certificates;</p> <p>(b) Cases where the Vice Chancellor/Principal is satisfied that the leave was</p>

			<p>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;</p> <p>(c) Leave taken for pursuing higher studies; and</p> <p>(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.</p>
10.	8.4 VII	Leave not Due	(1) Leave not due, may, at the discretion of the Vice Chancellor/Principal, 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.
11.	8.4 VIII	Maternity leave	<p>(1) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. 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 career is not more than 45 days, and the application for leave is supported by a medical certificate.</p> <p>(2) 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.</p>
12.	8.4 IX	Child Care leave	(1) Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University/College/Institution may appoint a part time / guest substitute teacher with intimation to the UGC.
13.	8.4 X	Paternity Leave	Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall be granted only up to two children.