

Leave

1. DEFINITIONS:-

- 1.1 "Institute" means the Rajkiya Engineering College Banda.
- 1.2 "Board of Governors"/"BOG" means the Board of Governors of the Rajkiya Engineering College Banda.
- 1.3 "Director" means the Director of the Rajkiya Engineering College Banda.
- 1.4 Head of Department means any authority which the B.O.G. may by order declare to be the Head of Department.
- 1.5 Holiday means a holiday declared as such by notification of the Institute.
- 1.6 Leave Salary means the month by amount paid to a Institute employee on leave.
- 1.7 Leave year means the academic year of the Institute.
- 1.8 Pay means the month by amount drawn by Institute employee and will include –
 - i. Basic Pay
 - ii. Special Pay
 - iii. Personal Pay
 - iv. Post Graduate Pay
 - v. Any other payment which may be specifically be treated as pay by the B.O.G.



1.9 Average Pay means the average pay of salary of 10 Calendar months prior to the month in which the leave commences. Half average pay means half of the average pay as defined above.

1.10. Vacation employee means that employee who is entitled to the summer and winter vacations.

For this purpose the Institute will notify the period of the summer and winter vacations each year. The total period of the vacations so declared shall not be less than 65 days in any given academic year.

2. **GENERAL:-**

2.1 Leave is earned by duty only and can not be claimed as matter of right. When the exigencies of Institute service so require, discretion to refuse or revoke leave is reserved in the authority empowered to grant it.

2.2 The following kinds of leave are admissible:-

- (i) Earned leave on full pay;
- (ii) Earned leave on half average pay;
- (iii) Extraordinary leave;
- (iv) Medical and Maternity leaves;
- (v) Quarantine leave;
- (vi) Study leave;
- (vii) Duty leave;
- (viii) Special Disability leave;



- (ix) Casual leave;
- (x) Sabbatical leave;
- (xi) Duty leave for Post Doctorate Research work.

2.3 Quarantine leave, Duty leave, Casual leave and holidays shall be treated as being on duty.

2.4 The Summer and winter vacations may be prefixed or suffixed to all kinds of leave, other than casual leave.

2.5 When a Institute employee, who draws an allowance or is exempted from house rent, avails leave, other than those listed in regulation 2.3, in excess of 30 days, such privileges shall be withdrawn during the period of leave and may be conferred on the employee who undertakes the duties for which the privileges are granted.

2.6 No person on leave shall be permitted to accept a salaried appointment or undertake professional work or engage in trade or business during his/her leave period except with the previous sanction of the Director.

2.7 Leave and vacation (in case of vacation employee) which is earned by a Institute employee lapses automatically on his/her retirement or quittal of service in any manner, including removal or dismissal, provided that a Institute employee on attaining the age of superannuation may be allowed leave by the BOG after the date of retirement subject to following conditions:-

- (i) That he/she applies for leave 60 day before he/she intends to proceed on leave preparatory to retirement and,



(ii) The leave has been refused in the interest of Institute work.

- 2.8 If the conditions given in clause 2.7 are fulfilled the Institute employee may be allowed leave after superannuation for the period actually applied for and so refused, subject to a maximum of 180 days, on full pay according to the leave at his/her credit.
- 2.9 Leave to officers will be governed by the terms laid down in the respective contracts. If no leave terms are mentioned in the contract, such officers will also be governed by the leave regulations of the Institute.
- 2.10 Government employee serving the Institute on deputation or on foreign service shall continue to be governed by the relevant Government leave rules.
- 2.11 Leave, unless otherwise mentioned, will be sanctioned by the Director or by such other appropriate authority to whom the Director may delegate the necessary powers. Any leave more than 180 days may be sanctioned by the Director and the action reported to the BOG.
- 2.12 All kinds of leave, other than casual leave, will be sanctioned in units of 1 day.

3. **EARNED LEAVE ON FULL PAY:-**

- 3.1 For non-vacational employee to whom these regulations apply shall earn advance leave on 1st January 16 days and 1st July 15 days provided that the maximum limit of carry forward will be 300 days.
- 3.2 As per relevant Government rules and regulations.
- 3.3 Earned leave shall not ordinarily be sanctioned for periods less than 6 days.



- 3.4 Salary to be drawn during earned leave will be the same as the employee was drawing immediately before proceeding on such leave provided he/she has been working in that for not less than 1 year or he/she has been declared regular in that post. In other cases leave salary will be equal to the average pay.
- 3.5 No employee shall be eligible to accumulate more than 300 days of earned leave. He/She can not avail more than 150 days of earned leave at a time unless the leave in excess of 150 days is taken for advanced studies or preparatory to retirement.
- 3.6 Earned leave for more than 50 days will not normally be granted unless a period of 90 days elapsed after one returns from the last period of earned leave for more than 30 days.
- 3.7 Only such persons shall be entitled to the summer and winter vacations as the BOG may decide from time to time.
- 3.8 Earned leave may be encashed in accordance with rules approved by Govt., from time to time.
- 3.9 In case a vacational employee is required to remain on duty during the whole or any part of the vacation he/she shall be eligible to the following amount of earned leave on full pay:

Duration of duty during Vacation	Eligibility to earned leave on full pay
Entire vacation	31 days
Part of vacation	$(31/65) \times \text{No. of days on duty during vacation}$

4. **EARNED LEAVE ON HALF AVERAGE PAY :-**

- 4.1 Earned leave on half average pay will be admissible to Institute employees 20 days for each year of Service, Including those listed in regulation 2.3, and may be granted to an employee on medical grounds or on private affairs.
- 4.2 In special cases, leave not due may be granted on half average pay to a Institute employee only on medical grounds either due to his/her own illness or of his/her dependents for a period not exceeding 150 days during his/her entire service. Such leave shall be debited against half average pay leave the employee may earn subsequently.
- 4.3 Leave not due will be granted only if the authority empowered to sanction leave is satisfied that there is a reasonable prospect of the Institute employee returning to duty on the expiry of the leave and it will be further limited to the leave on half average pay which he/she is likely to earn thereafter.
- 4.4 No leave will be allowed under regulation 4.1 to temporary employee during first year of their service.

5. **EXTRAORDINARY LEAVE:-**

- 5.1 Extraordinary leave without pay will be granted to a Institute employee in special circumstances up to a maximum period of three years, after which he/she should either return to duty or resign giving three month notice. if no notice is given within due period then his/her services will stand automatically terminated on the day the leave expires.
- 5.2 Not with standing anything contained in the last proceeding regulations, the extraordinary leave, beyond maximum of three years may subject to the approval of the Director, be extended by the BOG for a period not exceeding



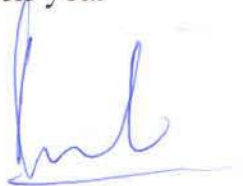
two years in exceptional cases where such extension is considered to be necessary for enabling the employees to fill a post of National importance.

- 5.3 Period of extra-ordinary leave may count for earning increments in salary in the grade subject to approval of Govt. in individual cases.
- 5.4 Extraordinary leave for period exceeding six months for taking up all types of paid assignments including fellowship, Scholarships, etc. will be admissible only to regular employees with a minimum continuous service of two years in the Institute.
- 5.5 Extraordinary leave for period exceeding six months can be allowed only after an interval of two years continuous service after availing an earlier sabbatical leave or extra ordinary leave of more than six months duration or study leave.
- 5.6 All applications for extra-ordinary leave pending on the date of commencement of those regulations shall be disposed of in accordance with the relevant regulations applicable to such applications as in force immediately before commencement.

6. **MEDICAL LEAVE:-**

- 6.1 Medical leave will be granted in case of illness of the employee provided the application for such leave is supported by a certificate from the authorized medical attendant or if the applicant happens to be outside Banda, from a Registered Medical practitioner. If considered necessary the Institute may require such cases to be examined by the Institute Medical Officer.

The period for which, such Medical leave is granted shall not exceed 30 days on full pay (calculated as in the case of earned leave) for each year



of service excluding periods of extraordinary leave without pay. The total period for which medical leave can be given will be 365 days on full pay extended by another 180 days on half pay during the whole period of service but shall not exceed 180 days at a time.

- 6.2 An employee who has put in service for more than eighteen years may be granted additional medical leave extending to a further period of 550 days without pay. Such leave shall not count as service qualifying for leave or increment, in the grade.
- 6.3 Medical leave may be combined with any other kind of leave, except casual leave. It may also be combined with vacation or other holidays. If an employee has been on leave on medical grounds for 60 days, or more, a medical certificate of his/her fitness from the Institute Medical Officer must be produced before he/she is allowed to resume his/her duties.
- 6.4 No medical leave will normally be allowed to temporary employees during the first year of their service. The Institute may, under special circumstances, sanction medical leave to temporary employees during the first year of service, in anticipation of accumulation of this leave by the employee.
- 6.5 The maximum period for which any woman shall be entitled to maternity benefit shall be twenty-six weeks of which not more than eight weeks shall precede the date of her expected delivery. Provided that the maximum period entitled to maternity benefit by a woman having two or more than two surviving children shall be twelve weeks of which not more than six weeks shall precede the date of her expected delivery. In case of miscarriage or medical termination of pregnancy, a woman shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit, for a period of six weeks immediately following the day of her miscarriage or, as the case may be, her medical termination of pregnancy.

6.6 Maternity leave may be combined with earned leave, half pay leave or extra ordinary leave, but any leave applied for in continuation of maternity leave may be granted only if the request is supported by a Medical Certificate as prescribed in regulation 6.1.

6.7 The benefits mentioned in regulation 6.5 and 6.6 shall not be admissible to those cases where the delivery exceeds the prescribed limit of issues in a family.

6.8 Maternity leave will be in addition to other categories of Medical leave admissible under these regulation.

7. **QUARANTINE LEAVE :-**

7.1 Quarantine leave, on full pay will be admissible in cases of Cholera, Plague, Small Pox and other infectious diseases on the express recommendations of the Medical Officer of the Institute. The period of such quarantine leave shall not exceed 21 days, but in exceptional cases of epidemics, this may be raised to 30 days by the Director.

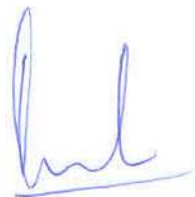
7.2 Any leave, necessary for quarantine purpose in excess of 30 days shall be treated as leave, other than quarantine leave.

8. **STUDY LEAVE :-**

8.1 Study leave will be admissible only to regular teachers with a minimum continuous service of five years in the Institute for study and/or research leading to a Post Graduate degree. Study leave may be taken ordinarily for study in India. In case, if adequate facilities are not available in the country directly related to the work of the teachers, leave for going abroad be also considered.



- 8.2 Study leave shall be granted for maximum period of three years. The Institute may extend the period of leave as extraordinary leave without pay, for a period not exceeding two years, if this extension is considered necessary for the completion of the study/research for the degree.
- 8.3 Annual increments in salary in the grade may be admissible during the period of extraordinary leave without pay, if any, sanctioned in continuation of study leave. The earning of increments shall be governed by regulation 5.3.
- 8.4 Teachers who are granted study leave shall be required to execute a bond to serve the Institute after the expiry of the leave in accordance with the provisions of the relevant instructions.
- 8.5 Study leave shall be granted to a teacher only once during his/her entire service period in the Institute.
- 8.6 Teachers who avail study leave shall not be eligible for extraordinary leave without pay or sabbatical leave after the termination of the study leave during the period of the bond signed by them.
- 8.7 Study leave can be allowed only after an interval of two years continuous service after availing an earlier extraordinary leave of more than six months duration or sabbatical leave.
- 8.8 Study leave may be availed in India or abroad.



9. **DUTY LEAVE:-**

9.1 Institute employees may be granted duty leave up to a limit of fifteen days in an academic year. In special cases the limit of fifteen day may be extended to 20 days by the Director.

9.2 Duty leave may be taken for one or more of the following :

- (i) to deliver academic lecturers.
- (ii) to attend meetings of committees, Boards, Faculties and other academic bodies of a Institute or of a statutory Board.
- (iii) to attend academic conferences, symposia or congresses recognized by the Institute.
- (iv) to inspect academic Institutions attached to a Institute or to a statutory Body.
- (v) to attend meetings of selection committees and other committees constituted by Government or other bodies approved by the BOG.
- (vi) to go out of town for computer work related to research being done by teacher for his/her academic degrees.

9.3 Duty leave shall not be admissible.

- (i) To attend courts as jurors, assessors and witnesses.
- (ii) For remunerative work.

9.4 Duty leave may be combined with Sunday, holidays, mid-semester breaks, vacation or with any other kind of leave. If they fall within the period of duty leave they shall not be counted as duty leave.



10. **SPECIAL DISABILITY LEAVE :-**

10.1 The BOG may grant special disability leave to Institute employee who is disabled by injury unintentionally inflicted or caused in or in consequence of his/her official position.

10.2 Such leave shall not be granted unless the disability manifested itself within 90 days of the occurrence to which it is attributed and the person disabled acted with promptitude in bringing it to notice of the Institute. However the BOG if it is satisfied as to the cause of the disability may permit leave to be granted even in cases where disability manifested itself after more than 90 days of its occurrence. The period of leave granted shall be such as is considered necessary, by a medical Board constituted by the Institute.

10.3 Such leave shall not be extended except on the recommendation of committee consisting of the following :-

- (i) Director/Head of the Deptt./office concerned;
- (ii) Medical Officer of the Institute;
- (iii) Doctor nominated for the Banda Distt.

and shall in no case exceed 730 days. Such leave may be combined with any other kind of leave. Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 730 days of such leave shall be granted in consequence of any one disability.

10.4 Leave salary during such leave shall be for the first 120 days on full average pay and for the remaining period on half average pay.



10.5 In the case of a person to whom the workmen's compensation act, 1923, applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under section 4(1) (d) of the said Act.

11. **CASUAL LEAVE:-**

11.1 Casual leave is intended to meet special and emergent circumstance and since it is treated as duty it will be on full pay with admissible allowances.

11.2 Casual leave shall not be combined with any other kind of leave or vacation except duty leave. It may be combined with holidays including Sunday, but the total period of absence at one time shall not ordinarily exceed 10 days. Holidays falling within the period of casual leave shall not be counted as casual leave.

11.3 The amount of casual leave that may be granted to an employee shall not exceed 15 days in any academic year. However, in exceptional circumstances and for urgent and special reasons, the Director may grant special casual leave for a period not exceeding ten days.

11.4 In case of employees appointed for a period of less than one academic year, casual leave may be granted on pro-rata basis i.e. one day for every 24 days of service.

11.5 Casual leave like other kinds of leave, will also be sanctioned ordinarily in units in units of 1 day. In special circumstances, casual leave may be sanctioned for $\frac{1}{2}$ day also. However $\frac{1}{2}$ day casual leave will not be admissible for those working days which are $\frac{1}{2}$ day duration.

11.6 Special casual leave for seven days may be allowed to a male employee on tubectomy operation of his wife.

12. **SABBATICAL LEAVE :-**

12.1 Sabbatical leave means leave granted to regular teachers of the Institute for any one or more of the following purposes:-

- (i) To conduct research or advanced studies;
- (ii) To write text books, standard works and other literature;
- (iii) To visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields;
- (iv) To visit or work in a University/Institute, Industry or Government research laboratories and;
- (v) Any other purpose for the academic development of the staff member, as approved by BOG.

12.2 Sabbatical leave shall be admissible to a teacher:-

- (i) After the completion of six or more year continuous service with the institute or
- (ii) If he/she avails extra-ordinary leave of more than six months duration or study leave or sabbatical leave after the completion of six year service or more with the Institute after his/her return from such leave.

12.3 Sabbatical leave shall be granted to a teacher not more than three times during his/her entire period of service in the Institute.



- 12.4 The period of sabbatical leave shall not exceed one year at a time, and will ordinarily include a whole academic session.
- 12.5 Earned leave on full pay up to a maximum of 150 days may be combined with sabbatical leave. However, it will not be permissible to combine extraordinarily/leave or study leave with sabbatical leave.
- 12.6 During the period of sabbatical leave, the teachers shall be paid his/her full salary and dearness allowance. No other allowances shall be permissible to him/her during this leave.
- 12.7 Sabbatical leave will be granted with due regard to the exigencies of Institute service. The Institute shall appoint no substitute in the vacancies caused by sabbatical leave and the work load shall be shared by other teachers of the concerning department.
- 12.8 During the period of sabbatical leave a teacher shall not undertake any regular paid appointment. He/She may however accept scholarship or fellowship or bursary or adhoc honourarium in addition to his/her Institute salary.
- 12.9 Teachers who are granted sabbatical leave shall be regarded to execute a bond to serve the Institute after the expiry of the leave in accordance with the provisions of the relevant instructions.
- 12.10 Sabbatical leave may be availed in India or abroad

