



## Teerthanker Mahaveer University, Moradabad

### Leave Structure w.e.f. July 01, 2010

S. No.	Nature of Leave	Teaching	Non Teaching Staff
1	Casual Leave	12	12
2	Academic/Special Casual Leave	10	Nil
3	Medical Leave	10	10
4	Earned Leave	Nil	15
5	Vacation Leave (Summer/Winter Breaks)	30	Nil
6	Compensatory Leave	-----	As per explanatory note
7	Extra-ordinary Leave	Shall be without pay and shall not i) Exceed 3 months when service is < 3 years. ii) Exceed 6 months when service is > 3 but less than 6 years. iii) Exceed one year when service is > 6 years.	
8	Study Leave	As per explanatory note	-----
9	Maternity Leave	90 days each after 2 years of service with University and subject to a maximum for two surviving children.	
10	Hospitalization Leave	Due to illness/injury of an employee on official duty and is allowed upto a maximum period of 3 months in any period of three years.	

Regular Class IV employees of the university shall be entitled only for casual leave to the extent of six days in a calendar year.

## Sanctioning Authority for various kind of leave

S. No.	Nature of Leave	Sanctioning Authority	
		Teaching Staff	Non Teaching Staff
1	Casual Leave	Director/Principal	Reporting Authority
2	Academic/Special Casual Leave	Vice Chancellor	-----
3	Medical Leave	Registrar	Registrar
4	Earned Leave	Registrar	Registrar
5	Vacation Leave (Summer/Winter Breaks)	To be declared by the Director/Principal of the college with prior approval of the Vice Chancellor	-----
6	Compensatory Leave	-----	Registrar
7	Extra-ordinary Leave	Vice Chancellor	Vice Chancellor
8	Study Leave	Vice Chancellor	-----
9	Maternity Leave	Registrar	Registrar
10	Hospitalization Leave	Registrar	Registrar

### Notes:

- Sanctioning Authority for all types of leave in case of Director/Principal of colleges would be the Vice Chancellor.
- Sanctioning Authority for casual leave for all the teaching and non teaching staff in a college shall be the Director/Principal of the college concerned.
- The record of all types of leave shall be maintained by the HR section of the university. However, offices of the Sanctioning Authority shall also maintain the leave records at their level.
- Leave where approval of the Vice Chancellor/Registrar is required, the application must be forwarded through the Reporting Authority.

### General Rules:

- Leave cannot be claimed as matter of right. The sanctioning authority may refuse or revoke leave of any kind.
- An employee on leave should not take up any service or employment elsewhere.
- An employee who is on leave for more than three days on medical grounds will be permitted to return to duty only on production of a medical certificate of fitness. Leave sanctioning authority may secure second medical opinion if it is necessary.
- Absence from duty after the expiry of leave renders an employee liable for disciplinary action.
- An employee who absents himself/herself without prior sanction of leave shall be treated as absent and shall be subjected to disciplinary action.
- No employee shall leave the station without the prior permission of the designated authority. He/she shall inform the authorities about his/her address during the days of absence.
- In case an employee leaving the country during the leave period, sanction of the Vice Chancellor will be required, irrespective of the type or duration of leave.
- All leave rules shall remain suspended once/after an employee submits his/her resignation or gets such a notice from the college/ university.
- All leave shall be in reference to a calendar year, which stands for January 01 to December 31 of that year.

## Explanatory Notes:

1. **Casual Leave:** An employee of the university shall be eligible to twelve days (12 days) casual leave in each calendar year. Casual leave cannot be carried forward to next year. In case of employee joining in middle of a year, the limit will proportionately be reduced by the competent authority. Casual leave is intended for a short time and cannot be granted more than three days at a time except under special circumstances. Casual leave cannot be combined with any other type of leave, but can be prefixed or suffixed with holidays and weekly-offs. However, a non-teaching staff is allowed to take half-day casual leave for the afternoon session only with the permission of competent authority.

### 2. **Academic/Special Casual Leave**

The Competent Authority may grant up to the limit of ten days (10 days) in a given calendar year leave of absence from duty to a member of the teaching staff to perform such duties as under:

- a) To deliver academic lectures at a University or a College or any professional institution
- b) To attend meetings of any committee/board constituted by university/government/professional bodies.
- c) To attend an academic conference/workshop/seminar etc.
- d) To perform work of academic or technical nature such as evaluation of answers scripts or conduct of viva-voce. However, for this purpose maximum number of leave will be restricted to three.

Availing of such leave would be subject to the following conditions:

- a) With prior approval from the competent authority on the recommendation of the college Director/Principal.
- b) Submission of a copy of invitation letter from the host organization.
- c) In case of paper presentation at a national or international conference, the faculty shall be required to submit a copy of the full text paper accepted at the time of taking approval for the study leave.

3. **Medical Leaves:** Regular employees of the university shall be eligible for ten days medical leave in a calendar year to meet out the requirement rising due to illness. For availing three or more medical leave, submission of medical certificate from registered medical practitioner is a must. These leave cannot be prefixed or suffixed with holidays and weekly-offs. Medical leave can be carried forward and accumulated to the extent of 90 days and are not cashable.

4. **Earned Leave: Non vacation staff** (staff that is not entitled for summer/winter vacation) shall be entitled for 15 days earned leave, which are admissible after one year of regular service. Earned leave can be accumulated up to 180 days. The maximum number of earned leave that can be granted in a calendar is sixty days only. Encashment of earned leave will be either on retirement or on resignation after two years of minimum service. Normally earned leave can be availed for a minimum three days at a time.

5. **Vacation Leave:** Faculty shall avail vacation leave in two spells i.e. summer and winter. Normally the duration of summer and winter vacation shall be as under:

- a) Winter Vacation: 10 days
- b) Summer Vacation: 20 days

The dates of commencement and duration of leave may be decided as per the requirement of the college with prior intimation to the Vice Chancellor. Teachers shall be given credit of leave in

earned leave account for the vacation period in the ratio of 1:1, if detailed for official work by the competent authority during vacation. Such converted leave into earned leave account shall be governed by the earned leave rules for the non vacation staff as stated above. For the faculty whose services are requisitioned during the vacation, the Principal/Director/HOD concerned shall seek the prior permission of the Vice Chancellor. Faculty on completion of one year of service in the University shall become eligible to avail vacation leave.

Director/Principal of colleges would be entitled for 30 days of earned leave in lieu of vacation leave.

6. **Compensatory Leave:** Non-teaching staff called to perform official duty on weekly-offs or public holidays shall be granted compensatory leave of equal number of days. However, if employee is called to clear the arrear of work for which he or she is personally responsible or is imposed as a penalty, no compensatory leave shall be granted under such situations. No compensatory leave shall be admissible to an employee who is paid TA & DA for that day(s). Such compensatory leave may be availed within one month of the entitlement otherwise same shall be treated as lapsed.
7. **Extra-ordinary Leave:** In case of genuine necessity and when no other leave is due, leave without pay may be granted subject to the conditions to be specified at the time of granting the leave.
8. **Study Leave:** A faculty member after completing five years of service with the university may be granted study leave with half pay and on execution of a bond to serve the university for another five years after availing such leave failing which he or she would be asked to deposit an amount equivalent full salary of the period for which study leave have been availed. Study leave can be granted to a faculty for a maximum period of 24 months in entire career with University. However, in exceptional cases it could be further extended to another 12 months to the satisfaction of the Competent Authority. Study leave shall be granted for acquiring higher qualification, if the additional qualification is considered to be in the interest of the college/university.
9. **Maternity Leave:** Female employees after two years of their service with the university may be granted ninety days of maternity leave with half pay and is admissible to employees up to the second child. The leave can be combined with any other kind of leave. Maternity leave shall be granted only if supported by a medical certificate.
10. **Hospitalization Leave:** Hospital leave may be granted to an employee under medical treatment for illness or injury directly due to risk incurred in the course of his official duty. This concession will be available to such employee, the nature of whose duties exposes them to such illness or injury. Hospitalization leave may be granted up to a period of three months on full or half salary, as may be decided by the competent authority, in any period of three years.