

UNITED GROUP OF INSTITUTIONS

LEAVE RULES

SCOPE

Leave rules mentioned here under shall apply to all employees of the Institute.

RIGHT OF LEAVE

Leave is a **provision to stay away from work for genuine reasons with prior approval of the authorities**. Leave cannot be claimed as a **matter of right**. When the exigencies of service so demand, discretion to refuse or revoke leave of any kind is reserved with the authority empowered to grant it.

Every employee of the UGI must give priority to teaching and learning and avoid requesting leave when the session is ON, in the interest of INSTITUTE.

DEFINITIONS

- Leave includes Casual Leave, Earned Leave, Leave without pay, Medical Leave, Study Leave, Duty Leave, Short Leave, Compensatory Off, Special Leave and Extraordinary leave.
- **Casual Leave** or CL is **granted to an eligible employee if they cannot report to work due to an unforeseen situation**. Casual leave can also be utilized if an eligible employee wants to take leave for a couple of days for personal reasons.
- **“Earned Leave”** means leave earned in respect of completed years of service against working during vacation. .
- **“Study Leave”** is granted for works related to academics.
- **“Leave without pay”** means, no other leave is due to an employee..
- **“Medical Leave”** means leave taken on the production of medical certificate by an employee from a competent medical authority.
- **“Special Leave”** means leave granted to an employee without Pay.
- **“Competent Medical Authority”** means Medical Officer of the Institute or a Doctor with M. B. B. S. degree.
- **“Holiday”** means a holiday notified.
- **“Month”** means a calendar month.
- **“Pay”** means the monthly pay drawn on the day before the leave commences
- **“Calendar Year”** means 1st August to 31st July.
- Amendments to these rules may be made from time to time at the discretion of Institute Management.

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COMMENCEMENT AND TERMINATION OF LEAVE

- Leave begins from the date on which it is actually availed on and ends of the day preceding the day on which duty is resumed.
- Sunday or other holiday may be prefixed as well as suffixed to leave subject to approval of the competent authority.
- Except Casual leave, holidays within leave period will be counted as the type of leave sanctioned.
- No institute employee who has been granted leave on production of medical certificate will be allowed to return to duty without producing a medical certificate of fitness from a Medical Officer of status not less than a person on whose recommendation, medical leave was applied and approved.

ABSENCE FROM DUTY

An employee abstaining from duty after the end of his leave will be deemed absent from duty. **Willful absence from duty may be treated as misbehavior initiating disciplinary action against the employee.**

1. CASUAL LEAVE: (CL)

- Quantum of Casual Leave:** Faculty members and Non Faculty members (excluding Hostel & gate employee) are entitled to a maximum of 14 (Fourteen) days casual leave during an academic calendar year. Normally, not more than 03 (Three) CL's should be availed in a month.
- During teaching periods:** Faculty members cannot avail more than one CL per calendar month during teaching period. However more than one CL during the month of teaching period can be granted in special cases with the permission of Head of Institution.
- During the first year of service:** Casual leave for all employees (During the first year of service) will be granted on pro-rata basis, Casual Leave will be reckoned only against working days i.e. For every month of working in the organization, the employee will be granted one casual leave.
- Casual leave for less than a day:** Casual leave for less than a day may be granted in urgent circumstances. Such a leave will be reckoned in terms of ½ day. To be considered present for half day, an employee should be present in the institute premises for at least four hours. All the academic and administrative duties should be properly arranged beforehand. The academic requirements, at least the theory lectures, for the particular day should be fulfilled by the faculty member.
- Lapse of casual leave:** Casual leaves will lapse at the end of an academic calendar year.
- Hostel and Gate:** Employees of hostel and gate are eligible to have two days leave in a month including Sundays and UGI holidays.

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2. EARNED LEAVE (EL)

A. Non Teaching Staff

- a. **Eligibility:** Non-teaching staff members (Office and technical staff) are eligible to avail earned leave only when he/she has completed 12 months in the service of the institute.
- b. **Quantum of EL:** Non-teaching staff is entitled for 15 days earned leave during the academic year.
- c. **Accumulation of earned leave:** Earned leave can be accumulated up to a maximum of 60 days. The period of leave without pay (LWP) will not be taken into account for calculating earned leave.
- d. **Availing of Earned Leave:** Earned Leave cannot be availed without giving prior information and consequently getting approval from the Head of the Institution. It is at the discretion of the head of institution to decide on whether to Grant EL or not.
- e. **Earned leave cannot be availed during teaching period. However, in special cases, it can be granted with the permission of Head of institution.**

B. Faculty Members:

- a. **Eligibility:** Faculty members are eligible to avail earned leave only when he/she has completed two (02) years of regular service in the of the institute.
- b. **Quantum of EL:** Faculty members working during summer and winter vacation will be entitled for one third (1/3) of the vacation period as earned and up to a maximum of ten (10) days in one calendar year..
- c. **Accumulation of earned leave:** Earned leave can be accumulated up to a maximum of 60 days. The period of leave without pay (LWP) will not be taken into account for calculating earned leave.
- d. **Availing of Earned Leave:** Earned Leave cannot be availed without giving prior information and consequently getting approval from the Head of the Institution. It is at the discretion of the Head of institution to decide on whether to Grant EL or not.

3. LEAVE WITHOUT PAY (LWP)

- a. Leave without pay may be granted up to 15 days at a time at the discretion of the Principal/Director. LWP in excess of this limit may be sanctioned in exceptional cases only by the Management after recommendation of the Head of Institution.
- b. For every 7 days of leave without pay availed in an academic year, the date of next increment will be shifted correspondingly by one month, for that year only. This rule may be relaxed under certain special circumstances by the Management after recommendation of the Head of Institution..

4. MEDICAL LEAVE

Medical Leave is admissible to an employee @ 5 days for each completed year of service and to be accumulated up to 15 days.

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5. STUDY LEAVE

- a. **Study Leave will be granted to only those faculty members, who have applied for attainment of higher qualifications (M. Tech, Ph.D., or D. Phil only) in part time mode, during their employment, through proper channel i.e. applied and obtained no objection certificate (NOC) by the Head of the Institution.**
- b. **Commitment**
 - i. It will be mandatory for a faculty member applying for higher studies to give a written commitment to the Head of Institution that he/she will continue to work in the organization at least one year after the completion of the course for which he / she has requested for the study leave.
 - ii. Faculty members who are successful in getting admission for the part time course applied for as above, will also have to either deposit two month's salary or submit all original documents (high school, Intermediate & Graduation are mandatory) to the institution which will be returned on fulfillment of his/her commitment.
- c. **Quantum of Study Leave and Eligibility:** A Study leave of Seven (07) days per academic year to a maximum of fourteen (14) days will be granted to faculty members who have worked with United Group of Institutions for three years or more. **Extension of leave beyond this limit is at the discretion of the Management on recommendation of the Head of Institution.**

6. COMPENSATORY OFF

- Compensatory off will be allowed in lieu of performing duty on a holiday or for four or more hours after office hours at **a stretch**.
- **Compensatory off will be sanctioned only on lean days by the Principal** (i.e. the days when no teaching or other urgent work is going-on for which faculty / staff is required).
- Compensatory off **must be availed within 3 months** of performing duty on a holiday. However, relaxation in this regard may be granted by Head of Institution, in case the "Three months duration" expires during peak teaching period.
- **Compensatory off** may be availed, only if approval of Head of Institution, is received in the department two days prior to its commencement.
- Head of the Department should inform and get the approval of the Head of Institution in advance about the requirement of staff on Holidays or beyond office hours.
- Head of the Department should send the list of the staff members who have performed duties, detailing nature of work done and the duration of duty on the next day i. e, the day next to the day of duty, to Head of Institution for approval. Based on this, compensatory off will be granted if and when required in future. Prior approval of Principal is necessary. Except in emergencies **compensatory off** will not be sanctioned during teaching period.
- Any other leave cannot be converted into a **compensatory off**.
- Any remunerative extra duty will not be considered for Compensatory Off.

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7. DUTY LEAVE

- Duty leave will be granted if any employee is deputed for official work outside the Campus. Duty leave will also be granted if any employee is deputed for official work outstation..
- Employee deputed for official work should obtain approval from Head of Institution on recommendation of the concerned Head of the Department for the number of days and tour itinerary, if required.
- When deputed to perform out duty (OD) or outstation duty (OSD) for the work of other Institutions like AKTU Technical University or any other University, prior approval of the Principal is required. Also OD/OSD to be avoided during teaching period unless absolutely essential. He/she will be treated on duty only on the days of official engagement at his/her place of work. Paid duties shall be adjusted against winter / summer vacation, if they fall during vacation period.

8. SPECIAL LEAVE

Special advance leave of up to 8 days in an academic year for any special circumstances (Serious restlessness, illness, major problem in the family etc.) may be granted to faculty members at the discretion of the Management after getting it duly forwarded through the HOD & Principal. These leaves will be adjusted during vacation period or Holidays in the same academic year as per the requirements of the institution.

9. MATERNITY LEAVE

- A lady teacher/employee of the Institute can be considered for grant of **Maternity Leave only once in whole tenure of service of the Institute**
- The eligibility for the sanction of Maternity Leave for a lady teacher/employee associated with UGI will be **at least completion of one year of satisfactory service**
- This Leave is further to be supported by the concerned Doctor/Lady Doctor from whom the lady teacher/ employee is taking Medical Treatment for delivery purpose.
- A female faculty/employee can be granted maternity leave for a period of a maximum 15 days and a maximum period of LWP of 30 days (total 45 days). If the aforesaid faculty resumes duty within 45 days, her services will be continued, failing which, re-induction will be at the discretion of the Head of Institution/Management.
- The female faculty member availing Maternity Leave during a semester is expected to teach for a minimum period of 45 days during that semester in which Maternity Leave has been availed.
- LWP taken during maternity leave will not be considered for shifting of annual increment.

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10. SHORT LEAVE (SL)

- Short Leave may be granted for genuine reasons only **Up to one hour in a day**, maximum **two times in month OR Up to two hours in a day**, maximum once a month **by the concerned Head of the Department**.
- Short Leaves under no circumstances can be clubbed with Lunch hour (before or after)
- Short leave will be treated as **half day Casual leave**, if it **exceeds more than two hours in a month**.
- Head Of Department and the faculty availing short leave must ensure that the theory / lab class(es) during short leave period is (are) engaged properly and the concerned faculty must teach his/her designated number of periods for the day accordingly, else short leave will not be approved in future.

11. EXTRA ORDINARY LEAVE

Extra Ordinary Leave may be granted to an Institute faculty under special circumstances by the Institute Management on recommendation of the Head of Institution, subject to a limit of six months at a time when no other leave is admissible.

12. VACATION

- **Eligibility: Only Faculty members**, who have completed one year in the service of the institute, are eligible to avail vacation.
- **Total duration of Vacation including both** summer and winter, **cannot exceed 35 days** in an academic year. The vacation period will be decided by the Management/Head of Institute depending upon the academic requirements of the institution.
- Any faculty member resigning from the institute just after vacation will have to surrender salary for the month(s) of vacation.

13. Timings To Decide The Nature Of Leave / Presence

- It is expected from every employee, that he/she will adhere to every schedule of the institute strictly.
- Following timings of arrival and departure of an employee will decide the kind of leave he/she has to take.
- . Frequent late arrivals of an employee will impact his/her performance / appraisals.

Arrival

- **On or before 8.30 AM** – Present, On Time.
- **Between 8.30AM and 8.45 AM** – Short Leave
- **After 9.30AM** - Half CL

Departure

- **On or after 4.30 PM** – Present, On Time.
- **Between 3.30PM and 4.30 PM** – Short Leave
- **Before 3.30PM** - Half CL

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Leave Sanctioning Authority

Leave sanctioning authorities are as tabulated below:

S. No.	Sanctioning Authority	To Whom	Extent
1	President / Vice President	Principal / Director	Full
2	Principal/Director	Heads Of Department, Deans, Registrar, Librarian, Workshop Superintendent, In charge Computer Center	Full
3	Principal / Director	Faculty	Full
4	Registrar	All other staff members not included at 2 and 3 above.	Full

Procedure to Obtain Leave:

- a. **Every faculty member** should apply for leave in a prescribed format, duly recommended by the Head of Department/Section or Center in-charge, to the **Head of the Institution (Principal/Director)** at least one day in advance.
- b. **Every Non teaching employee** should apply for leave in a prescribed format, duly recommended by the Head of Department/Section or Center in-charge, to the **Registrar** at least one day in advance.
- c. After getting approval and before proceeding on leave the faculty member should ensure that all his responsibilities are assigned to a colleague and consented by him. This information must also be given to Head of Department/Section or Center in-charge, for ensuring that all the assigned responsibilities are actually carried out with full devotion or else appropriate action is to be recommended to the **Head of the Institution (Principal/Director)**.
- d. Telephonic information regarding leave would not be considered. However under extraordinary circumstances, if a faculty / staff are forced to take unplanned leave he/she must arrange his / her classes / assignment under intimation to Head of Department/Section or Center in-charge. OR Head of Department/Section or Center in-charge must arrange his / her classes / assignment under intimation to Head of the Institution (Principal/Director).

In such an unforeseen/emergent situation, employee must try taking time out for sending leave application through official email /whatsapp from the phone number registered at the Institute/request a colleague to help in this regard as soon as possible but not later than the time of joining after availing leave.

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Nonconformance of above would be treated as an act of indiscipline and action deemed suitable would be initiated against the faculty / staff member concerned.

- e. Leave other than Casual leave and Medical Leave must be applied well in advance and should proceed on leave only after
 - (i) It has been approved
 - (ii) All his/her responsibilities are duly assigned to a colleague.

Approved

(Vice President)

UPDATED and Implemented from day of the month 20----

(Principal)