

UNIVERSITY OF DELHI

**REVISED GENERAL LEAVE RULES 2002 INCORPORATING GENERAL
LEAVE RULES FOR TEACHERS AMENDED BY THE EXECUTIVE COUNCIL
ON 13-1-1978/23-3-85/27-7-97**

AND

**UGC NOTIFICATION DATED 24TH DECEMBER, 1998 (APPENDIX-VI)
RELATING TO LEAVE RULES REPORTED TO EXECUTIVE COUNCIL ON
7-2-1999**

PART-A

**LEAVE RULES APPLICABLE TO THE WHOLE TIME PERMANENT
TEACHERS OF THE DELHI UNIVERSITY**

1 Leave rules for the University Teachers

- (i) Leave includes Earned Leave, Half-Pay-Leave, "Commuted Leave", Extra-Ordinary-Leave", "Maternity Leave" and "Paternity Leave".
- (ii) "Earned Leave" means leave earned on the basis of actual service rendered including the vacations.
- (iii) "Half-Pay-Leave" means earned in respect of completed years of service calculated according to the rules hereinafter contained.
- (iv) "Commuted Leave" means leave as provided herein after.
- (v) "Completed year of Service" means continuous service of the specified duration under the University and includes periods spent on duty as well as on deputation with Government/ other institutions and leave including Extra-Ordinary-Leave unless otherwise provided.

NOTE:-

- (a) Notwithstanding anything contained in these rules, medical leave in respect of teachers in the service of the University on the date immediately preceding that on which these revised rules come into force, will be accounted for separately and granted according to the rules which were immediately previously in force.
- (b) No leave accumulated before 1st May, 1946, under the leave rules in force prior to that date, shall be taken save that a member of the staff may be granted two-third of such accumulated leave on full pay terminating on the date on which he/she finally ceases to be a member of the staff, provided, however, that a teacher may be permitted to utilize the leave so accumulated for study purposes on full pay.

2 RIGHT OF LEAVE

Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority/Vice-Chancellor.

In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

3 EARNING OF LEAVE

Except as otherwise provided in these rules, leave shall be earned by period spent on duty only.

4 COMMENCEMENT AND TERMINATION OF LEAVE

(i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.

(ii) Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

Note: Teachers are normally expected to be present on the last day of the term and on the opening day of the term after vacation. However, in exceptional or special circumstances, combination of vacations might be allowed to any kind of leave except casual leave.

5 RETURN TO DUTY ON EXPIRY OF LEAVE

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

6 COMBINATION OF LEAVE

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

7 GRANT OF LEAVE BEYOND THE DATE OF RETIREMENT AND ON RESIGNATION :

No leave shall be granted beyond the date on which a teacher must retire, provided that a teacher may be paid cash equivalent of leave salary in respect of the period of earned leave at his credit at the time of retirement on superannuation subject to the following conditions: -

(i) The benefit under this rule shall be admissible to a teacher who attains the age of superannuation on or after 30-9-77.

- (ii) The payment of cash equivalent of leave salary for earned leave shall be limited to 300 days.
- (iii) In respect of a teacher who retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo-motu issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of the teacher on the date of his retirement subject to a maximum of 300 days.
- (iv) The cash payment will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No city compensatory allowance and/or house rent allowance shall be payable.

The cash payment for unutilized earned leave shall, with effect from 1-7-97, be made in the manner indicated below :-

Pay admissible on the date of retirement plus Dearness allowance admissible on that date	X	Number of unutilized earned leave at credit on the date of retirement subject to Maximum of 300 days
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- (v) A teacher who is re-employed after retirement may, on termination of his re-employment, be granted suo-motu by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of termination of re-employment, subject to a maximum of 300 days, including the period for which encashment was allowed at the time of retirement.
- (vi) A teacher can also avail of, as leave preparatory to retirement, a part of earned leave at his credit. In that case, he will be allowed benefits of this rule for the earned leave that remains at credit on the date of retirement in accordance with the terms and conditions stipulated in this rule.

- (vii) The benefit of this rule shall also be admissible to the teachers who attain the age of retirement on or after 30-9-1977 and are granted extension of service after that date. In such cases, the benefit shall be granted on the date of final retirement on expiry of extension to the extent of earned leave at credit on the date of superannuation plus the earned leave earned during the period of extension reduced by earned leave availed of during such period, subject to a maximum of 300 days.
- (viii) A teacher already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to benefit under this rule on the date of retirement.
- (ix) Those employees who attained the age of retirement on superannuation before 30-9-1977 and were on extension of service on or beyond that date will also be entitled to the benefit of cash payment on the date of final retirement on expiry of extension to the extent of earned leave that had been refused to them at the time of retirement and was allowed to be carried forward into period of extension plus leave earned during the period of extension reduced by earned leave availed of during such period subject to a maximum of 300 days.

The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a teacher who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him/her on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of University's dues, if any.

A teacher who retires from service by giving notice or he is retired by the University by giving notice, or pay and allowances in lieu of such notice, in accordance with the terms and conditions of service may be granted suo-motu by the authority competent to grant leave, cash equivalent of the leave salary in respect of earned leave at his credit subject to maximum of 300 days and also in respect of all the half pay leave at his credit provided this period does not exceed the period between the date on which he so retires or is retired from service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and

conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/or equal to the leave salary as admissible for half pay leave plus D.A. admissible on that leave salary for the first 300 days, at the rates in force on the date the University teacher so retires or is retired from service. The pension and pension equivalent of other retirement benefits and adhoc relief/graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lumpsum as a one-time settlement. No HRA or CCA shall be payable.

Provided that if leave salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

The Leave salary payable for the half pay leave components granted under the rule, shall henceforth be calculated in the manner as indicated:-

Half Pay Leave salary plus D.A. if Admissible (minus) Pension, Pension equivalent of gratuity and relief on pension if dearness allowance is Admissible on half pay leave.	X	No. of days of Half Pay Leave due on the date of retirement/quitting the service subject to the limits prescribed under the rules.
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Provided further that a teacher who is retired by the University by giving him pay and allowances in lieu of notice, cash equivalent of leave salary shall be allowed only for the period of leave excluding that period for which pay and allowances in lieu of notice have been allowed.

- (a)(i) Where the services of a teacher are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment he may be granted suo-motu by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date on which he/she ceases to be in service subject to a maximum of 300 days..
- (ii) If a teacher resigns or quits service, he/she may be granted suo-motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his/her credit on the date of cessation of service to the extent of half of such leave at his credit, subject to a maximum of 150 days.

8. CONVERSION OF ONE KIND OF LEAVE INTO ANOTHER KIND

- (i) At the request of a teacher the sanctioning authority may convert any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time of the leave was granted, but the teacher cannot claim such conversion as a matter of right.
- (ii) The conversion of one kind of leave into another, shall be subject to adjustment of leave salary on the basis of leave finally granted to the teacher, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

Note: Extra –Ordinary-Leave granted on medical certificate or otherwise may be converted retrospectively into leave not due subject to the provisions of Rule-14.10 (Leave not due).

9. REJOINING OF DUTY ON RETURN FROM LEAVE ON MEDICAL GROUNDS

A Teacher who has been granted leave on medical certificate will be required to produce a medical certificate of fitness before resuming duties in such manner and from such persons as may be prescribed.

The authority competent to grant leave may in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding 3 days at a time on medical ground. Such leave shall not, however, be treated as a leave on medical certificate and shall be debited against leave other than leave on medical grounds.

10. APPLICATION FOR LEAVE

Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons

11. LEAVE ACCOUNT

The leave account shall be maintained for each teacher in the Department /Faculty concerned.

The order sanctioning earned leave/half pay leave to a teacher shall thereafter indicate the balance of such leave at his credit.

12. LEAVE YEAR

The leave year shall run from 16th July in every year to the 15th July of the following year.

13. COMPUTATION OF LEAVE

Continuous temporary service followed by a permanent service without any break shall be included in permanent service for the purpose of computation of leave.

Existing Leave Rules

14.1 LEAVE ADMISSIBLE TO PERMANENT TEACHERS:

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
 - (ii) Leave earned by duty, viz., Earned Leave; Half Pay Leave; and Commuted Leave
 - (iii) Leave not earned by duty, viz., Extra-ordinary Leave; and Leave not due
 - (iv) Leave not debited to leave account
- (a) Leave for academic pursuits, viz., Study Leave; and Sabbatical Leave/Academic Leave
 - (b) Leave on grounds of health, viz., Maternity leave

QUARANTINE LEAVE

The Executive Council/Syndicate 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 to impose.

Omitted as per E.C. Resolution No.172 dated 14th Jan,1993.

14.2 CASUAL LEAVE

- (i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual Leave cannot be carried over to the next leave year.
- (iii) Casual leave cannot be combined with any other kind of leave except 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.
- (iv) A teacher on Casual Leave is not treated as absent from duty and his pay is not intermitted.

14.3 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 a University/Public Service Commission/ Board of Examination or other similar bodies/Institutions;
 - (b) To inspect academic institutions attached to a statutory board etc.
 - (c) To participate in a literary, scientific or educational conferences, symposium, or seminar or cultural or athletic activities conducted by bodies recognised by the University authorities; or
 - (d) To do such other work as may be approved by the Vice-Chancellor as academic work.

NOTE: i) In computing the ten days leave admissible, the days of actual journey, if any, to and fro the places where **such conference/activities specified** above, takes place, will be excluded.

- (ii) 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.
- (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.

14.4 DUTY LEAVE

- (i) Duty Leave may be granted for:
 - (a) Attending Conferences, congresses, symposia and seminars on behalf of the University **and** with the permission of the University;
 - (b) Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor;
 - (c) Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the university.
 - (d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister University or any other academic body, and

- (e) For performing any other duty for the University.
- (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, provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances;
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- (v) Duty Leave should be given also for sharing expertise in the meetings of UGC,DST, Government Departments only.
- (vi) Visiting foreign countries under Bilateral Exchange Programme under the auspices of the U.G.C. or Govt. only.

14.5 EARNED LEAVE

- (i) Earned leave admissible to a teacher shall be:
 - (a) 1/30th of actual service including vacation; plus
 - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

NOTE

- (i) For purposes of computation of period of actual service, all periods of leave except casual, special casual 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.

Provided Earned Leave taken as leave preparatory to retirement can be availed upto a maximum of 300 days. However, no permission for private employment except with Public Sector Undertaking or Government of India shall be granted.

- (iii) Prefixing and suffixing holidays to leave, other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons permission for suffixing/prefixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which a teacher is certified medically fit for rejoining duty happens to be a holiday, he shall be automatically allowed to suffix such holidays to his medical leave and such day(s) shall not be counted as leave.

- 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.
- NOTE – 3* Encashment of earned leave shall be allowed to the **teaching staff** as applicable to the employees of Central/State Governments.

14.6 HALF PAY LEAVE

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.

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 extra-ordinary leave.

14.7 COMMUTED 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) No commuted leave may be granted under the provision unless the authority competent to sanction leave has reasons to believe that the teacher will return to duty on its expiry.
- (iv) Where a teacher who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.
- (v) 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.

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the teacher for further service or in the event of his death.

NOTE: - Commuted Leave may be granted at the request of the teacher even when earned leave is due to him.

14.8 EXTRA-ORDINARY-LEAVE

- (i) A permanent teacher may be granted extra-ordinary-leave when:
 - (a) No other leave is admissible; or
 - (b) **When** other leave is admissible, the teacher applies in writing for the grant of extra-ordinary-leave.
- (ii) Extra-ordinary leave shall always be without pay and allowances. Extra-Ordinary-Leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice-Chancellor/Principal 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.

Provided that for any absence on account of Extra-Ordinary-Leave/Deputation a teacher will have to render service in the University for a period equal to the duration of Extra-Ordinary-Leave/ Deputation availed by him/her for grant of any further spell of such leave. (E.C.Res.No.67(6) dated 5.3.2001)

- (iii) Extra-Ordinary-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 all, during the entire period of service.**
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary-leave

14.9 GUIDELINES FOR GRANT OF EXTRA-ORDINARY-LEAVE

Guidelines for grant of Extra-Ordinary-Leave (without pay) to permanent whole-time teacher of the University for accepting salaried assignments etc. outside the University with permission to keep lien on their respective substantive post in the University as approved by the E.C. (Resolution No. 537 dated 7.1.76 and 159 dated 22.1.91)

- 1) A teacher who has availed of Study Leave, shall not be permitted to go on Extra-Ordinary-Leave, for accepting an assignment elsewhere before the expiry of the Period of bond executed by him with the University in respect of the Study Leave granted to and availed of by him.
- 2) Extra-Ordinary-Leave to take up salaried appointment or assignment of academic nature elsewhere will not ordinarily be granted for a period of more than one year. However, where a teacher has gone on leave and is on probation, he may be granted Extra-Ordinary-Leave till the time he is confirmed in that appointment/assignment, but in no case beyond a period of two years.
- 3) Extra-Ordinary-Leave granted to teachers for pursuing higher studies, which may include Post-Doctoral-Research Projects, normally for a period not exceeding two years which, in exceptional cases may be extended by another year; but in no case Extra-Ordinary-Leave will be granted for a total period exceeding three years.

(The aforesaid limit of 3 years may be relaxed upto 5 years by the Executive Council in individual cases provided the teacher concerned has rendered service in the University for 10 years or more.)

Provided that grant of Extra-Ordinary-Leave for undertaking Post-Doctoral Research Projects will be limited only to the categories of teachers who are not eligible for grant of Study Leave under the rules.

- 4) A teacher shall not be sanctioned Extra-Ordinary-Leave for taking up salaried assignment elsewhere, unless he has served the University continuously for a period of three years prior to the date of commencement of the Extra-Ordinary-Leave. For this purpose, absence from duty for 6 months or less shall not be treated as disqualification provided that he has served the University for a total period of three years prior to the date of commencement of the Extra-Ordinary-Leave.
- 5) Notwithstanding anything contained in the above guidelines, the Executive Council may, in any exceptional cases, in order to mitigate hardship, grant Extra-Ordinary-Leave to a teacher although his case is not covered under the foregoing guidelines. (E.C. dated 24th March, 1976).

Provided further that a permanent teacher of the University who has served the University at least for a period of one year, may be granted Extra-Ordinary-Leave for a period of two years in order to enable him to prosecute higher studies, leading to a Doctoral Degree which, in exceptional cases, may be extended by another year. The grant of leave under this provision will be subject to the provision contained in the General Leave Rules.

In this connection, the Committee also recommended that the following guidelines are kept in view while deciding the termination of the services of the teacher who fails to return to duty on expiry of Extra-Ordinary-Leave granted to him under the foregoing guidelines:-

- (i) If a teacher who, having been granted Extra-Ordinary-Leave to take up salaried assignment elsewhere, fails to rejoin duty on expiry of his leave his services would be deemed to have been terminated with effect from the date he originally proceeded on leave. In all other cases, it will be deemed to have been terminated with effect from the date of expiry of his leave or the date from which he resigns in his post.
- (ii) In all cases of Extra-Ordinary-Leave, a teacher has to intimate at least 3 months before the expiry of leave, his intention to return to his post in the University or otherwise, failing which, the University, in its own discretion, may terminate the lien from the date of his proceeding on leave and lien, without any reference to the teacher concerned.
- (iii) Guidelines for grant of Extra-Ordinary Leave or deputation to teachers invited to accept assignment of importance such as Vice-Chancellorship/Pro-Vice-Chancellorship etc. in another University or in academic institution (E.C. Res. No. 671 dated 24.3.1976).

“The normal government rules of deputation for a period of two years with provision for a possible extension upto four years be followed in such cases, where the assignment is for a specific term, such as Vice-Chancellorship, Membership of any Public Service Commission or Chairmanship of any autonomous organization etc., the deputation may extend till the completion of the full term of the assignment.”

14.10 LEAVE NOT DUE

- (i) 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.
- (ii) Leave not due' shall not be granted unless the Vice-Chancellor/Principal 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/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she 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 E.C.

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

14.11 MATERNITY LEAVE

- (i) Maternity Leave on full pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed of twice in the entire career. Maternity leave may also be granted in cases 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.
- (ii) 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 if the request is supported by a medical certificate.
- (iii)(a) Maternity leave may be combined with leave of any other kind.
- (b) Notwithstanding the provisions contained in rule 7 and rule 9, leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) up to a maximum of one year, if applied for, in continuation of maternity leave may be granted without production of medical certificate.
- (c) Maternity Leave shall not be debited against the leave account.

14.12 ADOPTION LEAVE

In the case of adoptive mothers who are University teachers the facility of leave of the kind due and admissible not exceeding one year without production of medical certificate as available to natural mothers as per sub-rule (b) above will be admissible subject to the following conditions:

- (i) The facility will be available to an adoptive mother already having two living children at the time of adoption;
- (ii) The maximum admissible period of one year's leave of the kind due and admissible without production of medical certificate will be reduced by the age of the child as in the following illustrations.
- (iii) If the age of the adoptive child is less than one month, leave up to one year may be allowed.
- (iv) If the age of the child is six months leave up to 6 months may be allowed.
- (v) If the age of the child is 9 months or more, leave up to 3 months may be allowed. Thus the child would have the Mother's individual attention for at least three months.

14.13 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.

14.14 A) LEAVE SALARY

- 1) Except as provided sub-rules (5), a teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
 - 2) A teacher on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule(1) .
 - 3) A teacher on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule (1).
 - 4) A teacher on extra-ordinary-leave is not entitled to any leave salary.
- 5)(a) A teacher who is granted leave beyond the date of retirement or quitting of service, as the case may be shall be entitled, during such leave, to leave salary as admissible under this rules in lumpsum for the entire period of such leave as one time settlement, reduced by the amount of pension and pension equivalent of other retirement benefits.
- (b) Where such teacher is re-employed during such leave, the leave salary shall be restricted to the amount of leave admissible while on half pay leave and further reduced by the amount of pension and pension equivalent of other retirement benefits. Provided that it shall be open to the teacher not to avail himself of the leave but to avail of full pension.
- (c) If during such re-employment he is granted leave earned by him during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.
- (d) Advance of Leave Salary :

The advance in lieu of leave salary admissible to teacher proceeding on leave of not less than thirty days shall include allowances as well subject to deduction on account of income tax, provident fund, house rent, recovery of advance etc.

14.14 B) In case a teacher who dies in harness, the cash equivalent on the leave salary that the deceased employee would have got, had he gone on earned leave, but for the death, due and admissible, on the date immediately following the date of death, subject to a maximum of leave salary for 300 days, shall be paid to his family. Further, such cash equivalent shall not be subject to reduction on account of pension equivalent of death-cum-retirement gratuity.

14.14 C) Half Pay Leave upto a maximum of 60/180 days shall be allowed to be commuted during the entire service where such leave is utilized for an approved course of study i.e. a course which is certified to be in the public interest by the leave sanctioning authority.

PART – B

15 TEACHER APPOINTED ON PROBATION:

A teacher, appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation, be granted leave which would be admissible to him if he hold his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him should not extend beyond the date on which the probationary period expires or any earlier date on which his services are terminated by the orders of the Executive Council. On the other hand, a teacher appointed 'on probation' to a post, not substantively vacant, to assess his suitability to the post shall until he is substantively confirmed, be treated as a temporary teacher for purposes of grant of leave. If a person in the permanent service of the University is appointed 'on probation' to a higher post he shall not, during probation, be deprived of the benefit of leave rules applicable to his permanent post.

PART – C

16. Leave admissible to teachers while under RE-EMPLOYMENT (temporary teacher)

Temporary teachers shall be governed by the provisions of part (A) of these rules subject to the following conditions and exceptions:

16.1 EARNED LEAVE

- (a) A teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows:
- i) $1/60^{\text{th}}$ of the period of actual service plus
 - ii) $1/3^{\text{rd}}$ of the period, if any, during which he is required to perform duty during vacation.
- (b) A temporary teacher appointed without interruption of duty substantively to a permanent post will be credited with the earned leave which would have been admissible if his previous duty had been in permanent employment, diminished by any earned leave already taken. Leave is not interruption of duty for the purpose of this rule.

16.2 HALF PAY LEAVE

No half pay leave may be granted to a temporary teacher unless authority competent to sanction leave has reason to believe that teacher will return to duty on the expiry of such leave.

16.3 COMMUTED LEAVE

Temporary teacher shall be entitled to commute any portion of the half pay leave.

16.4 EXTRA ORDINARY LEAVE

In the case of a temporary teacher the duration of extra-ordinary-leave on any occasion shall not exceed the following limits:-

- (a) Three months at a time;
- (b) Six months in cases where the teacher has completed three years continuous service and the leave application is supported by medical certificate.
- (c) Eighteen months where the teacher is under going treatment in a recognised hospital for tuberculosis, cancer or leprosy;
- (d)(i) 24 months in cases where the leave is required for prosecuting studies certified to be in the University's interest provided that the teacher has completed three years' continuous service on the date of commencement of extra-ordinary-leave. In cases, where this condition is not satisfied, extra-ordinary-leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three month's extra-ordinary-leave) under (a) above if the teacher completes three years' continuous service on the date of expiry of such leave.
- (ii) When a temporary teacher fails to resume duty on the expiry of the maximum period of extra-ordinary-leave granted to him or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the limit up to which he could have been granted such leave under (i) above, he shall unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be in the University employment.
- (e) In the case of a re-employed teacher 3 months at a time. Where, however, leave is taken to accept invitation to a teaching post or fellowship or a research-cum teaching post or an assignment for technical or academic work of importance, Extra-Ordinary-Leave may be granted to a maximum extent of 12 months in the entire period of re-employment

16.5 Leave not due, Study Leave and Sabbatical Leave:

Temporary teacher shall not be entitled for the grant of leave not due, study leave or sabbatical leave.

PART – D

17 TEACHERS APPOINTED ON CONTRACT:

Teachers appointed on contract will be granted leave in accordance with the terms of the contract.

PART – E

18 HONORARY AND PART-TIME TEACHERS:

Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.

**19. REVISED STUDY LEAVE
RULES 2002**

- (i) Study Leave may be granted to permanent **whole-time teachers other than a Professor** of the University with not less than three years continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University Organisation and methods of Education giving a full plan of work.

Provided that the Executive Council may, in special circumstances, waive the condition of three years service being continuous.

Explanation:

In computing the length of service, the duration which a person was on probation or engaged, as a Research Associate may be reckoned provided that:

- (a) the person is a permanent teacher on the date of the application; and
- (b) there is no break in service
- (ii) Study Leave shall be granted **on the recommendations of the Advisory Committee**, but leave shall not be granted **for more than two years**, save in cases where the Executive Council is satisfied on the merit of each case, that such extension is necessary on academic grounds and is in the interest of the University.

The period of paid study leave, shall, in no case exceed three years.

- (iii) Study leave shall not be granted to a teacher who is due to retire within **three years** of the date on which he/she is expected to return to duty after the expiry of Study Leave.
- (iv) **Study Leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of an earlier spell of Study Leave. For a subsequent spell of Study Leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of Study Leave. However, the total period of Study Leave in the entire service of the teacher shall in no case exceed five years.**
- (v) No teacher who has been granted Study Leave shall be permitted to alter substantially the course of study or programme of Research without the permission of the Executive Council. 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 Executive Council to treat the period of shortfall as extraordinary leave has been obtained.

- (vi) A teacher granted Study Leave, shall on his/her return and re-joining the service of the University be eligible for the benefit of annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on Study Leave. No teacher shall, however, be eligible to receive arrears of increments.
- (vii) The amount of scholarship/ fellowship or other financial assistance that a teacher granted Study Leave has been awarded, will not preclude his/her being granted Study Leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the Study Leave may be granted.

The existing guidelines shall apply while determining the admissibility of Pay and allowances where financial assistance is received by a teacher is:-

- a) \$20,000 or above per annum leave shall be granted without pay
 - b) \$10,000 and above but less than \$20,000 per annum
leave on half-pay and
 - c) less than \$10,000 per annum leave with full pay
- (viii) **If a teacher, who is granted Study Leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of Study Leave, he/she shall ordinarily not be granted any Study Leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Executive Council may determine the Study Leave Salary payable in each case.**

Note:- It shall be the duty of the teacher granted Study Leave to communicate immediately to the University the amount of financial assistance in any form received by him/her during the course of Study Leave from any person or Institution whatsoever.

- (ix) Subject to the maximum period of absence from duty on leave not exceeding three years at a time, study leave may be combined with Earned Leave, Half Pay Leave, Extra-Ordinary-Leave or Vacation, provided that the Earned Leave at the credit of the teacher shall be availed of at the commencement of the Study Leave. When Study Leave is taken in continuation of vacation, the period of Study Leave shall be deemed to begin to run on the expiry of the Vacation. 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.
- (x) **The period of Study Leave shall count as service for purpose of retirement benefits, provided that the teacher rejoins the University on the expiry of his/her Study Leave, and serves for the period for which the Bond has been executed.**

- (xi) Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of **within six 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 of Study Leave, shall undertake that he/she shall **serve** the University **continuously for double the** period of Study Leave subject to a **maximum of three years from the date of his/her resuming** duty after expiry of the Study Leave.

- (xiii) A teacher:-

- (a) Who is unable to complete his studies within the period of Study Leave granted to him
- (b) Who fails to rejoin the service of the University on the expiry of his/her study leave.
- (c) Who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
- (d) Who within the said period is dismissed or removed from the service by the University shall be liable to refund to the University the amount of leave salary and allowances and other expenses incurred on the teacher or paid to him or on his behalf in connection with the course of Study:

Provided that if a teacher had served in the university for a period of not less than half the period of service under the Bond on return from Study Leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted Study Leave without pay and allowances, he/she shall be liable to pay to the University an amount equivalent to four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study.

EXPLANATION:- If a teacher asks for extension of Study Leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she will be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these rules.

Notwithstanding the above, the Executive Council may order that nothing in these rules shall apply to a teacher who within three years of return to duty from Study Leave is permitted to retire from service on medical grounds. Provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Rules.

- (xiv)(a) After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a Bond in favour of the University in the prescribed form undertaking to serve the University for not less than double the period of Study Leave sanctioned to him on full, half or no pay subject to a maximum period of three years. (E.C. 1.6.1979)

- (b) In addition to executing a Bond as aforesaid the teacher shall have to provide two sureties when study leave is granted to him on full pay and one surety when study leave is granted to him on half pay or no pay and give security of immovable property to the satisfaction of the University or a Fidelity Bond of an Insurance Company, or a Guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University. Where the two sureties or one surety, as the case may be, provided by the teacher are those who are permanent teachers of the Institution to which the teacher belongs, the University may, in its discretion, waive the additional requirement of getting security of immovable property or a fidelity bond of an Insurance Company or a Guarantee by a Scheduled Bank. The surety clause shall form part of the Study Leave Bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his failure to fulfil the obligations of the Bond.
- (xv) A teacher who has been granted Study Leave for pursuing studies towards his doctorate shall submit to the Registrar six monthly reports of progress in his studies through his Supervisor or the Head of the Institution. In case of others, the teacher concerned may send the reports of the work done by him every six months directly to the Registrar. The Reports shall reach the Registrar within one month of the expiry of the Study Leave. If the reports do not reach the Registrar within the time specified, the payment of salary may be deferred till the receipt of such reports. (E.C. Res. No. 305 dated 1.3.1981).

20 GUIDELINES FOR GRANT OF SABBATICAL LEAVE, 2002

1. A Professor who has 7 years continuous teaching experience to his/her credit, out of which at least three years should be continuous service as Professor in this University, shall be eligible for the grant of sabbatical leave for a total period of two years for the purpose of study, research or writing within the country or abroad.
2. Sabbatical leave can be availed by a Professor only twice during the period of service in this University subject to a maximum of one year at a time.
3. For any absence on account of Sabbatical Leave, a Professor will have to render service in this University for a period equal to the duration of the Sabbatical Leave availed of by him/her.
4. During the period of Sabbatical Leave, a Professor shall be paid full pay and allowances at the rates otherwise applicable to him/her during this period.
5. During the period of Sabbatical Leave, the Professor shall be allowed to draw normal increments on due dates and the period of leave shall count as regular service for the purpose of pension and other retirement benefits.
6. A Professor on Sabbatical Leave shall not take up during the period he/she remains on leave any regular appointment in another organisation in India or abroad. He/she may, however, be allowed to accept a Fellowship or Scholarship, or an ad hoc teaching or research assignment with honorarium, or any other assignment other than regular employment, provided that in such cases, the Executive Council may, if it so desires, sanction Sabbatical Leave as per guidelines in force for determining the admissibility of pay and allowances as laid down in the Study Leave Rules for teachers other than Professors.

NOTE:

1. A Professor who is on sabbatical leave will not take classes. However, if he/she so desires, he/she may guide research students and carry on his/her own research work during the period of Sabbatical Leave.
2. A Professor who is on Sabbatical Leave should not attend staff meetings or other meetings of the Departmental Committee including the Departmental Selection Committee etc.
3. On return from leave, a Professor shall report to the University the nature of studies, research or other work undertaken during the period of leave.
4. **A Professor shall not be entitled for the grant of study leave.**

