

## Types of Leave

There are various types of leaves for the staff. Permission from the Principal is required to take leave.

### **Casual Leave (CL)**

- i. Casual leave is a leave given to the members for short duration of time either due to illness or some work at home.
- ii. Prior sanction is required to take the CL.
- iii. In case of urgent matters, the college office can be informed about the leave either through phone or e-mail. Later, the duly filled application can be given for the same.

### **Earned Leave (EL); 12 EL for Teachers, - EL for Non-Teaching/ Half Pay Leave (10)**

- i. To avail the Earned Leave, fill the prescribed form well in advance and prior permission of the Principal is obtained.
- ii. Before taking the leave, the member shall get the admissibility of the leave checked from the Admin Office.
- iii. The member after availing the said leave shall submit the joining report.
- iv. The entries shall be made by the Admin Office in the member's personal file.
- v. In case of extension of the leave, the member shall send another application directly to the Admin Office.

### **Medical Leave**

- i. The Admin Office is to be informed about the medical leave along with medical certificate.
- ii. At the time of joining, the application is to be submitted along with medical fitness certificate if applicable.

### **Special Casual Leave**

- i. Special Casual Leave is provided to conduct examination of a university. It may involve inspection of academic institutions and such other works as may be assigned by the university.
- ii. In order to avail this leave, get the prior approval of the Principal.
- iii. Check the admissibility of the leave from the Admin Office.
- iv. Submit the certificate of participation in the Admin Office.
- v. The Admin Office will make the entry in the member's record file.

### **Duty Leave**

- i. Duty Leave is given to attend workshops, seminars, conferences, delivering lectures, etc.
- ii. In order to avail the Duty Leave, prior permission is obtained from the Principal.
- iii. The admissibility of leave needs to be checked from the Admin Office before applying for Duty Leave.
- iv. Participation certificate is to be submitted in the Admin Office.
- v. The Admin Office will make entries in the member's personal file.

### **Extraordinary Leave (EOL)**

- i. To avail the EOL, get the permission of the Principal well in advance.
- ii. The Admin Office will make the entries in the member's personal file.
- iii. During the period of this leave no benefits will be given to the member concerned.

### **Study Leave**

- i. To avail the Study Leave, prior permission of the Principal is required.
- ii. Admin Office will make the entries in the concerned member's service book.
- iii. Maximum period of a study leave is 2 years.

### **Maternity Leave**

- i. Maternity Leave is given to the female staff members.

- ii. To avail Maternity Leave, the Admin Office needs to be intimated along with the medical certificate.
- iii. On joining, the application and the medical fitness certificate, if required, is to be submitted.
- iv. Maximum period of Maternity Leave is 180 days.

### **Paternity Leave**

- i. For Paternity Leave, the permission of the Principal is to be obtained.
- ii. The Admin Office can make necessary entries in the personal file of the concerned.
- iii. Maximum period of Paternity Leave is 15 days.

### **Child Care Leave (CCL)**

- i. Child Care Leave is given to female staff members for supporting their child till they attain the age of 18 years.
- ii. To avail the CCL, permission of the Principal is obtained.
- iii. The Admin Office will make necessary entries in the personal file of the member concerned.
- iv. Maximum period of the CCL is 720 days.

### **Sabbatical Leave**

- i. To avail the Study Leave, prior permission of the Principal is required.
- ii. Admin Office will make the entries in the concerned member's service book.
- iii. Maximum period of a study leave is 1 year.

### **Compensatory Leave**

- i. This leave is given to the non-teaching staff members who provide their services on Saturday and Sunday.
- ii. This leave should be availed by the member within a period of four months from the time the member had provided services.
- iii. To avail this leave, permission of the Principal is to be obtained.

iv. This leave is for the non-teaching staff members.

**Note:** For Rules and Regulations regarding leaves, refer to the leave rules of the University of Delhi available on the college website

