

Leave Rules at a Glance for Faculties

Sl. No.	Type of Leave	Duration	Purpose	Remarks
1	Casual Leave	8 days per calendar year	Personal affairs	Maximum 5 days at a stretch excluding intervening, prefix and suffix holidays. It can't be combined with any other kind of leave.
2	Special Casual Leave	15 days per calendar year	Visit in connection with consultancy & sponsored research activities	
3	Special Casual Leave (without institute financial assistance)	15 days per calendar year	i. For legitimate academic/administrative absence, for instance, for attending conferences within India/Abroad to present paper/chairing a session (No paper credit), Committee meetings (not treated as on duty), undertaking examiner-ship in an university, Ph.D Viva etc. ii. for undergoing operations required for family planning purposes, sports events, and cultural activities.	
4	On duty	Duration of conference plus up to a maximum of two days	To attend: i. National/International conference within India/Abroad to present paper with Institute financial assistance. ii. Serve on committees/evaluation of specific academic research activities at the instance of MHRD/AICTE with / without Institute finance.	
5	Vacation Leave	60 days per academic year	Teachers can avail 60 days in an academic year partly in winter and summer period or entire 60 days in summer period.	i. New faculty joined in the summer vacation is not eligible for vacation leave. ii. The unavailed VL is converted to half the number of EL at the end of each year.

6	Earned Leave	Half of the unavailed Vacation leave of each academic year	Personal affairs	i. Public Holidays/ Saturday/ Sunday between the EL are also considered as leave except, in the case of prefix or suffix. ii. Earned leave can be combined with all types of leave other than casual leave.
7	Half-Pay Leave	20 days per calendar year	It can be availed for personal reasons or for medical purposes.	i. 10 number of Half-pay leave is credited in advance on January 1st and July 1st every year. ii. If medical certificate is provided for HPL, then it is converted to commuted leave; the leave deducted in this case is double.
8	Commutated Leave	Depends on balance HPL	Medical grounds on production of medical certificate.	While availing commuted leave, twice the number of HPL is debited from the HPL account. Full pay paid on availing commuted leave.
9	Extra-ordinary Leave	3 months to 5 years depending upon duration of continuous service.	When no other leave is admissible or when other leaves are admissible but the Government servant applies in writing for the grant of extraordinary leave.	Extraordinary Leave shall always be without leave salary
<p>Formula for calculating eligible period of EOL</p> <p>Total period of service from date of joining : n years</p> <p>Total period of Sab. Leave(excluding leave at credit) : a years</p> <p>Total period of EOL availed(other than leave on medical , higher studies & leave at credit) : b years</p> <p>EOL availed for study leave : c years</p> <p>Eligible period of EOL(excluding leave at credit) = (n-a x 7-b x 6-c) / 5 years or 5 years whichever is less</p>				
10	Maternity Leave	For a maximum of 180 days at each instance For Miscarriage: 45 days	Maternity/ Miscarriage	It can be availed by female employees with less than two surviving children. Can be combined with any other leave except CL.

11	Paternity Leave	15 days	Take care of the child and wife	A maximum of 15 days leave can be granted to a male employee with less than two surviving children in an entire service during the confinement of his wife for childbirth. Such leave can be taken in the period up to 15 days before delivery or up to 6 months after the date of the delivery of the child and for 15 days from the date of the valid adoption of a child. It can be combined with any other leave except CL.
12	Restricted Holiday	2 days per year	To avail leave on restricted holidays	
13	Adoption Leave	2 months to one year depending upon the age of the child	Adopt the child	Only for female employees. Not to be debited to leave account. It can be combined with any other leave except CL.
14	Leave not due	Up to 360 days	Medical Grounds	Entitled to only half pay. To be debited from the HPL accrued later.
15	Sabbatical Leave	Up to one year at a time including vacation	Research work, writing text books, & visiting industrial concerns of Govt. University, Industry or Govt. research laboratories in India/Abroad.	Academic staff is eligible After the completion of 6 years of continuous service. The staff has to furnish a bond to serve the Institute for 3 years on return to duty.

Sd/-
Director