

निदेशक का कार्यालय / Office of the Director
कार्यालय आदेश / Office Order

संख्या/No. IISERBPR/DO/OO/2023/124

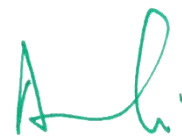
दिनांक/Date. Nov 09, 2023

विषय/Subject: Revised Leave Entitlement of Faculty of IISER Berhampur

In modification of this Office Order of even No. IISERBPR/DO/OO/2023/105 dated Sep 21, 2023, the "Leave Rules for Faculty" have been further revised which is enclosed. The same is applicable to all faculty members with immediate effect.

वितरण/Distribution:

1. All Faculty Members
2. All Deans/HoDs/FICs
3. Webmaster



निदेशक/Director

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भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur

Indian Institute of Science Education and Research Berhampur
Leave Rules at a Glance for Faculty Members

Reference: Office Order No. IISERBPR/DO/OO/2023/124 dated November 09, 2023

Sl. No.	Type of Leave	Duration	Purpose	Remarks
1.	Casual Leave (CL)	Maximum 8 days in a Calendar year	Personal reasons	(i) Should not normally be granted for more than 5 days at any one time, except under special circumstances. (ii) Can be combined with SCL/ Vacation Leave and not with any other kind of leave. (iii) Weekly offs/ Public holidays/ RH can be prefixed/ suffixed and Weekly off/ Public holidays falling during the period of CL are not counted as CL. It can be taken as half day also. LTC can be availed during CL.
2.	Special casual Leave (SCL)	Maximum 40 days in a Calendar year (maximum 20 days of SCL during one Semester)	Granted to a faculty member for academic/ administrative purposes such as participation in conferences, undertaking examinership/thesis evaluation in academic institutions, attending selection committee meetings and national committee meetings, etc. This leave is primarily meant for professional (teaching, research, discussion/ meetings, symposia, etc.) including visit in connection with consultancy & sponsored research activities. Any other activities/purposes for which SCL is admissible as per GoI instructions.	(i) Can be availed on a full-day basis (ii) Lapse after a year (iii) Can be taken at any time during the year irrespective of whether the semester is on or off. NB: 10 days of additional SCL beyond 30 days (5 days in each semester as additional) has been given taking into consideration remoteness of the Institute which involve more travel times.
3.	On Duty (Duty Leave)	As per the requirement	Any assignments (administrative, academic/ financial etc.) as given by the Institute such as IAT, MoE work etc.	The assignment(s) is/ are to be approved by the Competent Authority of the Institute
4.	Vacation Leave	60 in days in an academic year	Broad Policy of the Institute on Vacation: The Institute will notify the period of the summer and winter vacations each year. The total period of the vacations so declared shall not be less than 60 days in any given calendar year/academic year as applicable. However, a member of the vacation staff cannot avail more than 60 days of vacation in a calendar year/academic year as applicable. However, it should be ensured by the concerned HoD that a member of the Vacation Staff entitled to vacation completes all the	To be regulated as per the decision of the Institute and applicable provision of the CCS (leave Rules). Rule-28(2) of the CCS 9Leave) Rules: -Vacation may be taken in combination with or in continuation of any kind of leave under these rules: Provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the Government at a time under Rule 26 of the CCS (Leave) Rule.

			examination and other related works assigned to him/her. Note: (i) Vacation employees can be assigned academic or administrative duties by the Controlling Officer/ Institute during the vacations. (ii) Those not availing vacation or availed portion of vacation shall have earned leave accrued as per rules which will not exceed 20 days in a calendar year. (iii) Vacation may be combined with any other kind of leave. (iv) During the first year of service (including the period of probation) a member of vacation staff shall not be entitled to vacation. However, such staff shall accrue earned leave on pro-rata basis as per rules.	
5.	Earned Leave	5+5 days (five days of EL will be credited at the leave Account in advance as on 1 st January & 1 st July every year)	Personal reasons	The leave account of every Government servant (other than a military officer) who is serving in a Vacation Department shall be credited with earned leave, in advance in two instalments of five days each on the first day of January and July of every calendar year (DOPT Notification. No. 11020/01/2017- Estt. (L), dated 11.12.2018 and to be regulated as per the provision of the CCS (Leave) Rules as amended from time to time.
6.	Extra-ordinary Leave (EOL)	3 months to 24 months as per the length of services & other conditions as provided under CCS (leave) Rules	When no other leave is admissible or when other leave is admissible, but the faculty member applies in writing for extraordinary leave	No pay or admissible allowances will be paid during the period of EOL. The period of EOL without medical Certificate will not count for increment and other matters as provided under the Rules.
7.	Maternity Leave	180 days to female faculty members with less than two surviving children. For miscarriage/ Abortion: Total 45 days in the entire service.	Maternity/ Miscarriage/ Abortion	To be regulated as per the applicable provision of the CCS (Leave) rules as amended from time to time.
8.	Paternity Leave	15 days to Male faculty with less	During the confinement of his wife for childbirth, i.e. up to 15 days before or up to six months from the date of delivery of the child or for child adoption (from 15 days	If not availed of within the period specified, such leave shall be treated as lapsed & To be regulated as per the

		than two surviving children.	within a period of six months from the date of valid adoption).	applicable provision of the CCS (Leave) rules as amended from time to time.
9.	Child Adoption Leave	180 days for female faculty members	Valid adoption of a child below the age of one year.	To be regulated as per the applicable provision of the CCS (Leave) rules as amended from time to time.
10.	Child Care Leave	Maximum 730 days during the entire service for women faculty member and single male faculty members having minor children (no age in r/o a child with a minimum disability of 40%)	For taking care of up to two eldest surviving children, whether for rearing or to look after any of their needs like examination, sickness, etc.	It shall not be granted for more than three spells in a calendar year; in case of a single female Government servant, the grant of leave in three spells in a calendar year shall be extended to six spells in a calendar year. It shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer, provided that the period for which such leave is sanctioned is minimal. Child care leave may not be granted for a period less than five days at a time. During the period of child care leave, a female Government servant and a single male Government servant shall be paid one hundred percent of the salary for the first three hundred and sixty-five days, and at eighty percent of the salary for the next three hundred and sixty-five days. Single Male Government Servant' means – an unmarried or widower or divorcee Government servant and other conditions as applicable under CCS (Leave) Rules.
11.	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 regular service. The staff has to furnish a bond to serve the Institute for 3 years on return to duty.

Availing of all the above leaves by faculty members will be subject to the compliance of the applicable provision of the CCS (Leave) Rules/ Govt. of India Instructions/ Decision of the Competent Authority.

General Conditions:

1. Leave cannot be claimed as a matter of right.
2. Leave should always be applied for and sanctioned before it is taken, except in cases of exceptional situations and for satisfactory reasons.
3. Absence from duty after expiry of the granted leave entails disciplinary action as per the Statutes of IISER treating it as a misconduct under CCS (Conduct) Rules.
4. Absence without prior sanction of leave/unauthorised absence from duties will constitute a break in service and other action as per the Rules.
5. A faculty member on leave should not take up any service or employment elsewhere without prior sanction of the Competent Authority.
6. While applying for leave of any kind, the faculty member shall ensure that his academic/administrative assignments are attended to by another faculty during his absence period, therefore, the name of the faculty and his confirmation should be mentioned while submitting application for leave of any kind

