

# IDEAL GROUP OF INSTITUTIONS, GHAZIABAD

## REVISED LEAVE RULES

(With effect from Jan, 2012)

### 1. General

- 1.1 Leave is a privilege and not **a matter of right**. It is earned and does not automatically become admissible as soon as one joins the service. No form of leave except **Casual Leave** and **Medical Leave** is considered admissible till an employee has completed a minimum of ONE year of continuous service in the Institution.
- 1.2 When the exigencies of Institute service so require, leave of any kind may be refused or revoked by the authority competent to grant it.
- 1.3 An employee's claim to leave is regulated by the rules in force at the time the leave is applied for and granted.
- 1.4 Absence without leave, particularly during the currency of the academic session, is unethical and should not be resorted to. The employees shall, therefore, NOT ABSENT without having taken the leave of absence. However, in case of **emergency** including sudden sickness etc., the employee shall inform his/her immediate reporting authority / Departmental Head and seek his/her permission for absence. This shall be followed by a written request on prescribed form immediately after returning from leave for regularizing the absence. Such absence shall not be more than **once in a Semester** and if the absence is more than the above limit, it shall be treated as **Leave Without Pay (LWP)**.

Further, only **Casual Leave(CL)** and **Medical Leave(ML)** shall be admissible in such cases.

- 1.5 Mere submission of Leave application does not authorize an employee to avail the leave applied for but the leave shall be duly sanctioned by the competent authority before proceeding on leave.
- 1.6 In case an employee remains continuously absent from the Institute for more than **07 days** without any information /sanction of leave, he/she shall be considered as a defaulter and it shall be presumed that he/she is no more interested in the employment and his/her services shall be deemed to be abandoned and his/her name shall be removed from the employee's roll followed by appropriate legal action as per rules in force.
- 1.7 Any employee may be called upon to work beyond the stipulated working hours or on holidays/Sundays/ off days etc. to meet a specific job requirement. All employees shall abide by the demand of the Institute. Evading the responsibility shall tantamount to indiscipline.
- 1.8 Except as provided in these rules, any claim to leave to the credit of an employee, who is dismissed or removed or who resigns from the Institute service, ceases from the date of such dismissal or removal or resignation.
- 1.9 In the event of an individual resigning from the services of the Institute, no leave including EL / Maternity Leave /Study Leave / Academic Leave etc. shall be allowed to be availed during the notice period. However, CL and Medical Leave due to him/ her, may be availed during the said period.
- 1.10 In case, wherein there is no leave in the credit of the leave account of the employee, the leave shall not be

availed in **advance**, except under very special circumstances or in case of **extreme emergency** and for satisfactory reasons. All leave thus availed, shall be fully regularized through a written request to the Director.

- 1.11 **Holiday** means a day, declared by notification, a closed day by the Institute for all employees except those otherwise asked to attend the Institute by the Director/ Management.
- 1.12 In case an employee wants to avail **Outstation Leave**, he/she shall mention Outstation Address and Contact Telephone number in the Leave Application Form.
- 1.13 On severance of the services due to any reason, if an individual has availed ML/EL/CL in excess of the entitlement due to any reason, the salary for the same shall be recovered at the time of settlement of accounts.
- 1.14 **“Leave Salary”** shall mean total emoluments except Special Pay, if any, which an employee was drawing immediately before proceeding on leave.
- 1.15 An employee who remains absent after the expiry of leave is not entitled to “Leave Salary” for the period of such absence and that period shall be treated as **Extra Ordinary Leave without Pay(EOL)**.
- 1.16 Willful absence from duty after the expiry of leave shall render an employee liable to disciplinary action.
- 1.17 An employee on leave shall not engage directly or indirectly in any trade or business whatsoever or any private tuition or to other work to which any emolument or honorarium is attached. However this prohibition shall not apply to work undertaken in connection with Examination of Universities, UPSC, Boards or similar Government

Bodies/ Institutions or the work undertaken with the permission of the Director of the Institute.

- 1.18 CL/ EL/ ML shall be got sanctioned by the competent authority only on the prescribed proforma. All leave applications should have the endorsement of the HR office indicating the days of leave availed and days of leave in balance in the leave account of the employee.

All applications duly approved by the competent authority shall be submitted to the HR office before proceeding on leave. Non-compliance may lead to an employee being marked absent.

- 1.19 The type of leave, once applied and sanctioned by the competent authority, shall not ordinarily be changed. However, written request for any change in the nature of Leave shall be made only under special circumstances giving specific reasons to the Director for necessary approval.

- 1.20 The employees, both teaching and non-teaching, shall be entitled to avail ML/EL which stands credited in their leave account prior to **June 30, 2011**. However, utilization of such leave shall be governed by new rules effective from **1<sup>st</sup> July, 2011**.

- 1.21 These Leave rules shall not be applicable to **Adhoc** or **Casual employees**, if any.

- 1.22 **First and Third Saturdays** of every month shall generally be observed as **off days** for Faculty Members, Administrative and Laboratory staff. It shall not be applicable to Essential Services staff and Library staff. However, sometimes off days as above, may be withdrawn if the work of the Institute so demand, by the Director without any compensation or prior notice.

- 1.23 Any doubt or dispute arising about the interpretation of these rules shall be referred to the Governing Board, whose decision shall be final and binding on all.
- 1.24 The leave year is the Academic year viz **July 1 to June 30.**

## Types of Leave

Keeping with various practices in vogue, following Leave Rules for different types of leaves have been framed. The leave admissibility in respect of all the employees except mentioned otherwise, are as given hereunder:

### 2.0 Casual Leave (CL)

- 2.1 Casual leave (CL) is given to meet emergent unforeseen personal requirements of an employee and shall be treated as on full pay. It shall, however, be got sanctioned in advance unless unavoidable.
- HOD/ Director are the only authority to sanction casual leave over the telephone in case of **emergency** as per clause 1.4 above.
- 2.2 An employee is entitled to **ONE CL** every month of service in the Institute i.e. **12 casual leave** in an Academic Year shall be admissible.
- 2.3 Casual Leave (CL) shall **not be availed in advance** except under very special circumstances (refer clause 1.10).
- 2.4 The maximum number of casual leave which can be availed at a stretch, shall be upto the number of days of CL to his/her credit or upto **3 days**, whichever is less.
- 2.5 C.L. can be availed even for **half day**. **Two half day CL** shall be treated as **one full day CL**.

- 2.6 Casual leave can be **prefixed and/or suffixed** with holidays / Sundays/off days and shall not be counted if these fall during the period of Casual Leave availed.
- 2.7 Casual Leave shall **not be combined** with any other kind of leave admissible under these rules except **Special Leave**.
- 2.8 Casual Leave shall not be carried over beyond an Academic year.
- 2.9 The above provisions of Casual Leave shall apply to **all categories of employees** in the Institute.
- 2.10 Director of the Institute shall be the sanctioning authority for CL.

### **3.0 Earned Leave (EL)**

- 3.1 Earned leave means the leave earned by an employee for the regular service rendered by him/ her in the Institute on permanent basis.
- 3.2 EL shall be **credited** to an employee's account **only** after he/ she completes **one year** of regular service in the Institute and shall be entitled to **avail EL** only **after one year of service**.
- 3.3 EL shall be credited to the leave account of a **Faculty Member** for a maximum period of **15 days** in an academic year i.e. **1.25 days for each month of service**. Proportionate EL in nearest integer, shall be credited, if the faculty member joins the Institute any time during the academic year.
- 3.4 The **non-teaching employee** including Technical and Library staff shall be entitled for **12 (Twelve) days** of EL in an Academic year i.e. 1.0 day for each month of

service. However, supporting staff under essential services shall not be entitled for EL.

- 3.5 Request for EL shall be made well in advance on prescribed form. A minimum of **3 days** leave shall be availed to get it treated under the category of 'Earned Leave'. EL shall generally be availed during **winter / summer breaks**. It shall not be admissible during the currency of the academic session except in case of emergency or for any other specific purpose, mentioned elsewhere in the Leave Rules.
- 3.6 Sundays, offdays and other holidays falling within the Earned Leave period shall be counted towards Earned Leave.
- 3.7 EL shall be recommended by the **Departmental Head / Immediate Superior Officer**. The **Director** shall be the sanctioning authority.
- 3.8 EL can be accrued maximum up to **30 days** for both Teaching & Non-teaching employees and can only be **encashed on his/ her retirement**.
- 3.9 The Earned Leave during summer and winter breaks requested by the employee shall be staggered to ensure that the functioning of the Institute is not affected adversely.
- 3.10 For Faculty Members, the Earned Leave shall be admissible for **evaluating Answer scripts** of the affiliating University during Odd and Even Semesters.
- 3.11 The Earned Leave shall also be admissible to Faculty Member for attending M.Tech./ Ph.D classes/course work (if any) etc. during winter/ summer vacations in affiliating or other University provided the faculty concerned is deputed by the Institute.

- 3.12 The vacation dates shall be notified by the Institute authorities every year.
- 3.13 EL may be combined with Study Leave, Leave for Part-Time Education, Academic Leave, Maternity Leave and Special Leave only.

#### **4.0 Medical Leave (ML)**

- 4.1 Medical leave shall be admissible to an employee for his / her own sickness. It shall NOT be admissible for attending sick family members.
- 4.2 The employee can avail **12 days** of Medical Leave in an Academic year on full pay i.e. **one day ML** for every month of attendance, **24 days of ML on half pay** shall also be admissible.
- 4.3 Medical Leave can either be **prefixed or suffixed** with Sundays/ holidays/ off-days.
- 4.4 Medical leave in excess of **3 days** shall require a Medical Certificate from a registered medical practitioner. Medical leave in excess of **7 days** shall require records of hospitalization.
- 4.5 The medical leave shall be allowed to be accrued maximum upto **30 days**. It shall, however, not be encashed.
- 4.6 The Medical Leave(ML) shall not be **availed in advance**.
- 4.7 All permanent employees of the Institute including non-teaching employees shall be eligible for M.L.
- 4.8 ML shall not be combined with any other type of Leave.
- 4.9 Director shall be the sanctioning authority for M.L.

## 5.0 Maternity Leave

- 5.1 The Maternity Leave to a female employee shall be granted for maximum period of **45 days** with full Leave salary on production of Medical Certificate.
- 5.2 The female employee shall become eligible for Maternity Leave only after the completion of **one year of continuous service** in the Institute. However, the employee having less than one year of service in the Institute, shall be entitled for **EOL without Pay upto 45 days** as above.
- 5.3 The salary for the Maternity Leave period shall only be released when the employee rejoins the Institute after the expiry of Maternity Leave and works continuously for a minimum **period of 3 months**, in the Institute.
- 5.4 The Maternity Leave shall be granted for not more than on two occasions during the entire period of service. If a female employee already has a child prior to joining the service of the Institute, she shall be entitled for Maternity Leave only once.
- 5.5 In case of miscarriage / abortion etc., employees shall be eligible for leave upto a period of **7 days** on maximum on two occasions. Medical Certificate shall be required for such cases.
- 5.6 Maternity Leave shall not be admissible in case of a female employee who has two living children.
- 5.7 The above provision of Maternity Leave shall apply to **both teaching and non-teaching female employees** in the Institute.
- 5.8 The Maternity Leave can only be combined with EL, if due.

- 5.9 Sundays/ holidays/ off days falling within the period of Maternity Leave shall be counted.
- 5.10 The Chairman, Governing Board, on the recommendation of the Director, shall be the sanctioning authority for Maternity Leave.

## 6.0 Academic Leave

- 6.1 Academic leave shall be granted only to the faculty members including the Director.
- 6.2 Academic Leave Shall be granted for the following specific purposes:
- 6.2.1 For attending and/or presenting research papers in National / International symposium / conference / seminar/ workshop, etc.
  - 6.2.2 For delivering invited lectures to students/ faculty etc. of other Institute / Industry.
  - 6.2.3 For appearing in course examinations (if any), attending viva-voce for M. Tech./ Ph.D. programmes and other related presentations or similar work undertaken in Indian Universities/ IIT/ NIT etc.
  - 6.2.4 For participating in any training/ FDP/ special programme etc. beneficial to the students in the long run, duly deputed by the Institute.
  - 6.2.5 Any other academic activity which brings laurels to the Ideal Group of Institutions, Ghaziabad, as decided by the Chairman/ Director of the Institute.
- 6.3 The Academic leave shall be limited to **15 days** in an Academic Year.

- 6.4 Sundays/holidays/off days falling during the period of Academic Leave availed, shall be counted.
- 6.5 Documentary evidence regarding the purpose shall be submitted along with the request for such leave.
- 6.6 TA/DA & registration fee shall be borne **fully or partially** by the Institute in case a faculty member is proceeding to **present** a technical paper in symposium /conference / workshop, etc. according to the policy of the Institute in vogue at that time. In all other cases, the expenses shall be borne by the individual faculty/ host Institution.
- 6.7 No financial support shall be provided by the Institute if faculty member is only attending the Seminar/ Symposia etc. either in India or outside India **without presenting a paper**. However, Academic Leave shall be admissible for such purpose subject to a maximum of **two times** during an Academic year as per clause 6.8 below.
- 6.8 The said leave shall be granted to faculty member up to maximum **two times** during an academic year in case of National or International Conference/ Seminar in India. In case of International Seminar outside India, Academic Leave once in **3 years** shall be admissible.
- 6.9 The copy of the published papers in the concerned seminar/ symposia etc. along with a brief report, shall be submitted to the Director within **7 days** of returning from the above leave, failing which the faculty shall be treated as absent during that period.
- 6.10 All publications invariably shall acknowledge the support of Ideal Group of Institutions.
- 6.11 Academic Leave can be combined with EL only, if due.
- 6.12 Academic leave shall not be carried forward to the next year.

6.13 The Director in consultation with the Chairman may sanction this leave.

## 7.0 Leave for Part-time Education

7.1 The faculty members may be granted leave for Part-time Education to attend morning / after-noon classes on weekdays, Saturdays/ Sundays provided the same leads to the enhancement of their qualifications i.e. M.Tech/ P.hD. The maximum period of part-time leave accorded shall be **3 years** and shall be allowed only once in the entire service period.

7.2 The Leave for part-time Education shall be admissible to those faculty members who have rendered atleast **one year** of regular service in the Institute.

7.3 The faculty member shall, however, be required to execute a bond on a non-judicial paper of Rs. 100/- in prescribed format that he/she shall serve the Institute for a minimum of **two years** after the completion of the course period.

7.4 The faculty member shall continue to draw normal pay and allowances during the period of such leave. However, 10% of basic pay or R.2,500/- per month, whichever is less, shall be deducted from his/ her salary as a **security** and shall be refunded fully after he/ she fulfills the conditions of bond as above. However, **no interest** shall be payable on such security.

7.5 The faculty member availing leave for part time education shall teach a **minimum of two courses or 12 hours per week**.

7.6 Leave for Part-time education shall be granted only to faculty members.

7.7 The Chairman, Governing Board, shall be sanctioning authority for such leave.

## 8.0 Study Leave

- 8.1 Study Leave shall be granted to only **faculty members**.
- 8.2 The study leave to faculty Members shall be granted for **persuing full time Ph.D. & /or M.Tech. programme** in the relevant discipline in reputed Institutions, recognized by Govt. of India. No leave shall be granted for **persuing Distance Education Programs**.
- 8.3 Study Leave, initially for a period of **two years**, shall be granted to the permanent faculty members, below the rank of Professor, subject to extension for maximum **one more year** only.
- 8.4 No Faculty Member shall be entitled to this leave as a matter of right. Leave shall be sanctioned keeping in view the teaching, research and other responsibilities of the Department and the availability of adequate and appropriate personnel to meet the requirements of the Institute.
- 8.5 No Faculty member shall be allowed to avail Study Leave more than **twice** during his / her entire service period, subject to the proviso that the aggregated period of study leave shall not exceed **three** years.
- 8.6 Study Leave shall be admissible to faculty members only after they have rendered a minimum continuous service of **one year** as a faculty member in the Institute.
- 8.7 All eligible faculty members may apply for the 'Study leave' on the prescribed form. The leave shall be sanctioned on the basis of **seniority** in the department and keeping in view, the departmental teaching / research / consultancy load etc.

- 8.8 A maximum of **10%** of the faculty strength in a Department at the time of considering the application, shall be allowed to proceed on Study Leave limited to maximum of **two** faculty at any point of time from the same Department.
- 8.9 Normal service seniority and annual increments shall continue to accrue to the incumbent during the period of Study Leave but increments shall be given only when he/she joins the Institute after the expiry of Leave and continuously works for at least **three months** thereafter.
- 8.10 No faculty member who has been granted study leave shall be permitted to alter the course of study or the programme of research without the permission of the Governing Board.
- 8.11 On completion of the course of the study, the faculty member shall submit the certificate of examinations passed/ degree awarded, to the authority which granted him the Study Leave.
- 8.12 A faculty member shall have to submit to the Director six monthly reports of progress of his/her work from the **Supervisor or Head of the Institution** while on Study Leave.
- 8.13 Study Leave may be combined with EL due but in no case the total absence of more than **36 months** from the regular duties of the faculty member shall be permitted.
- 8.14 The faculty member availing the Study Leave shall be given a salary of **50% of the basic pay** which he/she was drawing just prior to proceeding on Study Leave, subject to the approval of the Chairman, Governing Board. The above salary shall be given during the period of study leave or maximum for **two years**, whichever is less.

- 8.15 Any stipend, scholarship or honorarium received by the faculty member during the period of Study Leave shall be adjusted against the salary paid as above.
- 8.16 A faculty member who desires to avail Study Leave shall bind himself/ herself by an **agreement** on a non-judicial stamp paper of Rs.100/- in prescribed format that on his return from such leave, he/ she shall serve the Institute in his/ her post for a period **equal to the period of Study Leave** availed, on the same terms and conditions of employment as before proceeding on Study Leave.
- 8.17 Any extra qualification acquired during Study Leave shall not entitle a faculty to claim special increment of salary or promotion as a **matter of right**. However, the Management within **3 months** shall review his/ her case for promotion/ increment/ special pay etc. after his/ her return from Study Leave with higher qualifications.
- 8.18 On his return from study leave, the faculty member shall submit a report of his/her work during the period of leave together with a certificate from the institution where he/ she studied as to his/ her period of attendance and quality of work done.
- 8.19 Any publication of technical papers, books or other reports during the period of study leave shall also be submitted after returning from study leave. All such publications invariably shall acknowledge the support of **Ideal Group of Institutions**.
- 8.20 Study Leave shall not be admissible to a faculty member who is likely to retire either during Study Leave period or within 2 years of his/her return from Study Leave.
- 8.21 Study Leave can be combined with EL, if due.

8.22 Study Leave shall be granted by the Chairman, Governing Board of the Institute on the merit of each case and shall not be claimed as a matter of right.

## 9. Duty Leave (DL)

9.1 Any employee of the Institute, both teaching and non-teaching, may be deputed for specific duty in the interest of the Institute and bringing laurels to the **Ideal Group of Institutions** and shall be entitled for Duty Leave.

9.2 **For Faculty Members:** The faculty members may be granted maximum **15 days** of duty leave in an academic year for the following purposes:

9.2.1 For working on official delegations or attending committee meetings appointed by the Government of India, State Government, UGC, DST, AICTE, NBA, Affiliating University or any other Academic Body.

9.2.2 For conducting Viva-voce/ Practical examinations of affiliating university in other colleges.

9.2.3 For invigilation duty in other colleges of the affiliating university examinations during Odd and Even Semesters.

9.2.4 For being a member of **Flying Squad Committee** and/or **Anti-Ragging Committee** of the affiliating University during examinations.

9.2.5 Any other specific work related to AICTE / affiliating university and deputed by the Director of the Institute.

9.2.6 The maximum limit of duty leave of **15 days** may be relaxed in extraordinary circumstances by the competent authority depending upon the exigencies of the work in the Institute from time to time.

- 9.3 **For Non-teaching Employees:** The Non-teaching employee of the Institute including, technical and library staff, may be deputed for any specific work in the interest of the Institute and shall be given Duty Leave for the purpose. **No limit** is fixed for number of duty leave for them and shall depend upon the exigencies of the work from time to time.
- 9.4 Duty Leave **shall not** be clubbed with any other type of leave and holiday/Sunday/off day falling during Duty Leave period availed shall be counted.
- 9.5 Duty Leave, if not availed, shall not be carried forward to the next Academic year.
- 9.6 The Director shall be the sanctioning authority for Duty Leave.

## 10. Compensatory Leave ( Comp.L)

- 10.1 Compensatory leave shall be granted to all **technical, administrative and other employees** called upon to work on Sundays, holidays and off days at the rate of **one compensatory leave for each day** of services rendered during the above period.
- 10.2 The Compensatory leave shall not be admissible to, repair maintenance and other essential service employees.
- 10.3 The compensatory leave shall generally be availed within the same month. It may however, be allowed to be availed within **3 calendar months**.
- 10.4 The compensatory leave shall not be allowed to accrue for more than **15 days** at any time.
- 10.5 The compensatory leave **shall not be** admissible to faculty members.

- 10.6 The holidays/Sundays/off days falling during Compensatory Leave period availed, shall **not be counted.**
- 10.7 Compensatory Leave may be clubbed with **Special Leave.**
- 10.8 Director shall be the sanctioning authority for Compensatory Leave.

## 11. **Special Leave**

There is no provision of Special Leave as such. However, the Chairman at his discretion, on the recommendation of the Director, may grant **Special Leave with full pay** under the following circumstances:

- a) For the marriage of self or sons/ daughters, maximum **3 days** of Special Leave shall be admissible subject to the attachment of invitation card with the application.
- b) In case of death of spouse/ dependants, maximum **3 days** Special Leave shall be admissible.

- 11.1 Special Leave can be clubbed with CL/EL/Compensatory Leave.
- 11.2 Holidays/ Sundays/ off days falling during Special Leave shall be counted.

## 12. **Leave Without Pay (LWP)**

- 12.1 No provision as such exists for the grant of Leave Without Pay (LWP) . However, for reasons beyond one's control, if an employee has to avail leave in excess of one's eligibility due to any emergency, he/ she shall be granted

**'leave without pay'** at the discretion of Director/ Management. Such leave shall not exceed **30 days in an Academic Year** subject to maximum of **15 days** at one stretch. Sundays/holidays/off days in between LWP shall be counted for such leave.

- 12.2 LWP may be availed even for **one day** and shall not be clubbed with any other type of Leave.
- 12.3 Absence of an employee without sanction of leave shall be treated as a case of indiscipline and shall not fall under this category of Leave.

### **13. Extra Ordinary Leave ( EOL )**

- 13.1 In case of genuine necessity like prolonged illness of self/son/daughter/spouse/dependents etc. and when no other kind of leave is due, or admissible, **Extra ordinary Leave (EOL) without pay** may be granted. The reasons shall be specified at the time of granting such leave.
- 13.2 The maximum period of Extra Ordinary Leave without pay shall not exceed **one year** and shall be admissible only once in service period **on case to case basis**. However, EOL shall not be granted for less than **15 days** and Sundays/holidays/off days falling during EOL shall be counted.
- 13.3 EOL shall also be admissible in case of female employees who are not eligible for Maternity Leave as per Clause 5.2.
- 13.4 EOL cannot be clubbed with any other type of leave.
- 13.5 The period of EOL shall not count for increment.
- 13.6 Chairman, Governing Board, shall be Sanctioning authority for EOL.

## 14. LATE ARRIVAL

- 14.1 The Institute has provided exclusive free transport facility for the conveyance of the employees. However, if they miss it due to any reason, they shall make their own arrangements to reach the Institute in time. Exceptions listed below shall apply:
- 14.1.1 Late arrival upto **10 minutes** on maximum **two occasions** in a month shall not attract any penalty provided it does not affect the class schedule/ work allotted. The time of arrival shall, however, be entered in the attendance register.
- 14.1.2 Late arrival beyond **10 minutes and upto 30 minutes** on maximum **two occasions** in a month shall entail loss of **half day CL**. The faculty member shall, in such a case, not sign the attendance register but shall make entry in the register kept at the gate. The record from the gate shall be used to calculate half day CL.
- 14.1.3 In all other cases of late arrival, half day CL on **each occasion** shall be deducted. In the event of no CL due, **half day pay** shall be deducted.
- 14.1.4 All the late arrivals entailing half day loss of CL, shall be got regularized by the employee by getting the leave sanctioned by the competent authority.
- 14.2 The time of late arrival in all the above cases shall be entered in the attendance register.
- 14.3 Habitual late coming shall attract disciplinary action.

