

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

**A Deemed to be University
Tamaka, Kolar, Karnataka.**

**Declared under Section 3 of the UGC Act, 1956
vide MHRD, Government of India Notification No.F-9-
36/2006-U.3 (A) dated 25th May 2007**



LEAVE RULES 2020



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	Leave Rules 2020	
Short Description	The policy provides guidelines for Leaves.	
Scope	This policy is applicable to all the employees of SDUAHER.	
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised	
Date of approval of Version 1	1 July 2020	
Revision No.	0	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date		
Approval Authority	Board of Management	
Responsible officer	Registrar	
Name of the Policy/ Guidelines	Leave Rules 2020	
Details of division	Date of Revision	Approved by

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH
TAMAKA, KOLAR

LEAVE RULES 2020

THE FOLLOWING KINDS OF LEAVE WOULD BE ADMISSIBLE TO PERMANENT EMPLOYEES OF THE ACADEMY

- (i) Leave treated as duty, viz. duty leave, casual leave, half day casual leave and special casual leave;
- (ii) Leave earned by duty, viz. earned leave and commuted leave;
- (iii) Leave not earned by duty, viz. extraordinary leave;
- (iv) Leave for academic pursuits, viz. study leave and sabbatical leave;
- (v) Leave on grounds of health, viz., maternity leave and paternity leave.

The Board of Management may grant, in *exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

I. Leave treated as duty, viz. Casual Leave, Half day Casual Leave, Special Casual Leave, and Duty Leave;

DUTY LEAVE:

Duty Leave may be granted for the following purposes:

- (a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university;
 - (i) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice- Chancellor of the Academy/Principal of the College;
 - (ii) Working in another indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;
 - (iii) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and
 - (iv) For performing any other duty assigned to him/her by the university/college.

- (b) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (c) The leave may be granted on full pay, provided, that if the employee 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.
- (d) Duty leave may be combined with earned leave, extraordinary leave, or Casual leave.
- (e) Duty Leave should also be granted for attending meetings in the University Grants Commission, Department of Science and Technology, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or Non-Government Organisation.

CASUAL LEAVE

- (i) The total Casual Leave granted to an employee shall not exceed 12 days (including half day Casual Leave) in an academic year.
- (ii) Casual Leave cannot be combined with any other kind of leave except Special Casual Leave. However, such Casual Leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- (iii) Maximum Casual Leave to be sanctioned at a time is 5 days including holidays but it should not exceed more than 7 days.

HALF DAY CASUAL LEAVE

Will be upto 4 hours duration for example 8.30 AM to 12.30 PM in the forenoon and 12.30 PM to 4.30 PM in the afternoon. It will be strictly monitored by biometric attendance.

SPECIAL CASUAL LEAVE

- (i) Special Casual Leave, not exceeding 15 days in an academic year, may be granted to an employee:
 - (a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
 - (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 15 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be included.
- (iii) 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 shall be restricted to six working days; and
 - (b) To a female employee who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.

- (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays by the sanctioning authority on each occasion.
- (v) Application in the prescribed form shall be made to the appropriate authority through proper channel at least 15 days in advance.

(i) Leave earned by duty, viz. Earned leave and commuted leave:

EARNED LEAVE :

- (i) Earned Leave becomes due only on completion of a satisfactory service of 12 months. Earned leave accrued in a year will be credited at the beginning of the next calendar year.
- (ii) Earned leave admissible to an employee shall be in a calendar year - 23 days.
- (iii) An employee wishing to avail Earned Leave shall apply for the same for a minimum period of 5 days at a time in a year.
- (iv) Application in the prescribed form shall be made to the appropriate authority through proper channel at least 15 days in advance.
- (v) Earned leave at the credit of an employee shall not be accumulated beyond 180 days.
- (vi) The maximum period of Earned Leave that may be sanctioned to an employee at a time shall not exceed 120 days. Earned leave exceeding 120 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.
- (vii) 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.
- (viii) The **encashment of earned leave** shall be regulated on the basis of the last pay drawn which includes basic pay and dearness allowance.

(Basic pay +DA) X No. of days of unutilized Earned Leave at credit

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- (ix) For leave encashment, HRA is not taken into account.
- (x) The leave to be encashed under this rule would be Earned Leave only and not any other kind of leave.
- (xi) EL may be taken at a time up to 180 days as leave preparatory to retirement during the last six months before the date of retirement.

ON DISMISSAL OR REMOVAL:

- (xii) The encashment of leave will not be admissible on dismissal or removal from service of an employee.

ON RETRENCHMENT:

- (xiii) The employee shall be paid accrued Earned Leave Salary (Basic plus D.A.) due to him.

ON RETIREMENT:

- (xiv) Where an employee retires on attaining the age of retirement under the terms and conditions governing his/her service, the authority competent to grant leave shall suo moto grant cash equivalent of leave Salary (Basic plus D.A.) for Earned Leave, if any, at the credit of the employee as on the date of his/her retirement subject to a maximum of 180 days.

ON DEATH:

- (xv) The leave Salary (Basic plus D.A.) in respect of Earned Leave standing to the credit shall be paid to the nominee(s) declared for receiving the Provident Fund and Gratuity or in the absence of nominee to his legal heir(s).

It may be clarified:

1. When an employee 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.
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.
3. Encashment of Earned Leave shall be allowed to members of the teaching staff and Non teaching staff as per the policy of The Academy.

COMMUTED LEAVE :

- (i) The Earned Leave accrued by an employee above 180 days will be credited as Commuted Leave. Commuted leave can be accrued to maximum of 240 days in the whole career of the employee.
- (ii) Employee can avail the accrued Commuted Leave after utilizing all other leave in credit. There is no provision for an employee if his / her Earned Leave is exhausted and has fallen sick. Commuted Leave will be granted to a permanent employee on the basis of Medical Certificate from a registered medical practitioner.
- (iii) The total duration of Earned Leave and Commuted Leave taken in conjunction shall not exceed 240 days, at a time.
- (iv) Terminal encashment of Commuted Leave is not permitted.

(III) Leave not earned by duty, viz. Extraordinary leave

EXTRAORDINARY LEAVE :

- (i) A permanent employee may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the employee applies in writing for the grant of extraordinary leave.

- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;

 - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the employee has no other kind of leave to his credit;

- (iii) Extraordinary leave may be combined with any other leave except the 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 six months, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed two years in the entire service period of the individual.

- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

IV. Leave for academic pursuits, viz. Study Leave and Sabbatical Leave

For scrutiny of applications for recommendation of the leave for Academic pursuit a Academic Leave Authorization committee of the following members will be formed :

1. Registrar
2. Head of Human Resource Management
3. Deputy Registrar
4. Principal
5. Medical Superintendent

STUDY LEAVE:

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for

undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient 's pay/Salary (Basic plus D.A.) paid to him/her by his /her parent institution. The awardee shall be paid Salary (Basic plus D.A.) for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Board of Management of the Academy may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/ Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.
- iv. The study leave shall be granted by the Board of Management on recommendation of the Academic Leave authorization committee. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.
- v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. The study leave shall be granted not more than twice during one 's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. The 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 the earlier spell of study leave. For 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.

- viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Board of Management, in the event 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 Board of Management to treat the period of short- fallas Extra-Ordinary leave has been obtained.
- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the 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 the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.
- xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of twice the number of years of study leave availed to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- xiii. A teacher -who is unable to complete his/her studies within the period of study leave granted to him/her or
1. who fails to rejoin the services of the University on the expiry of his/her study leave or
 2. who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service
- or
3. who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, twice the amount of the leave Salary (Basic plus D.A.) and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

- xiv. Earned leave during this period shall be treated as void as the employee had not served the Academy during the period of Study leave.

Explanation:

- i. If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall 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 Regulations.
- ii. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.
- iii. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave Salary (Basic plus D.A.) may be deferred till the receipt of such report.
- iv. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
- v. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

SABBATICAL LEAVE :

- i) The permanent, whole-time teachers of the university and colleges who have completed seven years' of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

- ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher 's return from previous study leave or any other kind of training programme of duration of one year or more.
- iii) A teacher shall, during the period of sabbatical leave, be paid Salary (Basic plus D.A.) and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.
- v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.
- vi) A teacher availing himself/herself of the sabbatical leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of twice the number of years of sabbatical leave availed to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- vii) A teacher -who is unable to complete his/her studies within the period of sabbatical leave granted to him/her or
- who fails to rejoin the services of the University on the expiry of his/her sabbatical leave or
 - who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service
or
 - who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, twice the amount of the leave Salary (Basic plus D.A.) and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

- viii) The period of sabbatical leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her sabbatical leave, and serve the institution for the period for which the Bond has been executed.
- ix) The sabbatical leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the sabbatical leave granted has been so cancelled. The teacher may apply again for such leave.

Explanation:

- vi. If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall 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 Regulations.
- vii. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (vi) to (ix) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (vi) to (ix) above.
- viii. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave Salary (Basic plus D.A.) may be deferred till the receipt of such report.
- ix. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.
- x. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

- x) Earned leave during this period shall be treated as void as the employee had not served the Academy during the period of Sabbatical leave.

V. Leave on grounds of health, viz., maternity leave and quarantine leave.

MATERNITY LEAVE:

- i) The duration of paid maternity leave available for women employees shall be 26 weeks. This benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth. For women who are having 2 or more surviving children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).
- ii) In case of a miscarriage or medical termination of pregnancy, a woman employee, on production of prescribed proof as may be necessary, be entitled to leave with pay for a period of six weeks immediately following the day of miscarriage or medical termination of pregnancy.
- iii) In case of tubectomy operation a woman shall on production of such proof as may be prescribed, be entitled to leave with wages as Maternity benefit for a period of two weeks.
- iv) If a woman entitled to Maternity benefit, dies before receiving such maternity benefit, the management shall pay such benefit or amount to the nominated person nominated by the woman and in case there is no nominee, to her legal representative.
- v) In case of illness after delivery, miscarrying, medical termination of pregnancy or tubectomy, a woman can claim a leave with wages for a further period of one month, over and above what is allowed.

PATERNITY LEAVE:

Paternity leave of 15 days may be granted to male employees during the confinement of their wife, and such leave shall be granted only up to two children.

VI. LEAVE FOR EMPLOYEES ON FIXED TERM CONTRACT (FTC):

An employee on fixed term contract shall be entitled only for the following leaves.

Casual leave at the rate of one day for every month's duty.

Commuted Leave after one year of service on the basis of Medical Certificate from a registered medical practitioner at the rate of maximum 10 days per year.

Special Casual Leave, not exceeding 15 days in a calendar year, may be granted to an employee:

- Such an employee on Fixed Term Contract needs necessarily to avail this leave before the expiry of his/her contract period and there is no carry over if he/she is given further extension
- Encashment of un-availed leave is not permitted.

VII. LEAVE FOR TEMPORARY EMPLOYEES:

Temporary employees in their first year of their service can avail casual leave at the rate of one day for every month of service.

In the next subsequent year they can avail
12 days of casual leave.

VIII. LEAVE FOR EMPLOYEES ON POST RETIREMENT ENGAGEMENT:

Any employee appointed as per the terms of post retirement engagement policy of the Academy is entitled for the following leave during the tenure.

Casual Leave – 12 days per year.

Commuted Leave after one year of service on the basis of Medical certificate from a registered medical practitioner at the rate of maximum 10 days per year

Special Casual Leave, not exceeding 15 days in an academic year, may be granted to an employee:

- 12 days of his/her leave shall be credited at the beginning of the contract period. However, in case of termination of contract due to any reasons, the Salary (Basic plus D.A.) for the excess leave availed if any may be recovered.
- Encashment of un-availed leave is not permitted.

IX. MISCELLANEOUS – LEAVE PROVISION

No leave other than casual leave shall be granted to an employee who has given notice of resignation during the notice period.