



G. L. BAJAJ
INSTITUTE OF TECHNOLOGY AND MANAGEMENT
PLOT NO. 2, KNOWLEDGE PARK-III, GREATER NOIDA, UTTAR PRADESH

LEAVE RULES

Managed By : Rajiv Memorial Academic Welfare Society, Mathura
Approved By : All India Council for Technical Education, New Delhi
Affiliated To : Dr.A.P.J. Abdul Kalam Technical University, Lucknow

LEAVE RULES

1. SHORT TITLE:

These rules shall be called the G.L. Bajaj Institute of Technology and Management Leave Rules.

2. DEFINITIONS :

In these rules, unless the context otherwise, requires

“COLLEGE” means “G.L. Bajaj Institute of Technology and Management “

“UNIVERSITY” means Dr, A.P.J. Abdul Kalam Technical University, Lucknow.”

“VICE-CHANCELLOR” means Vice-Chancellor of the University

“STATE GOVERNMENT” means the State Government of U.P.

“MANAGEMENT BOARD” means Governing Board/Council of the College.

“CHAIRMAN/VICE-CHAIRMAN” means Chairman/Vice-Chairman of Management Board

“DIRECTOR” means the Director of the College.

“HEAD OF DEPARTMENT” means Head of Academic Department of College

“SECTION IN-CHARGE” means an Officer In-charge of the section duly nominated by the Chairman / Director.

“EMPLOYEE” means a person serving in the College whether regular or temporary and drawing salary in a month.

“FACULTY MEMBER TEACHER” means an employee who is appointed for teaching students of the College

“TEACHING SUPPORTING STAFF” an employee serving in a laboratory and assists faculty members for functioning of laboratory

“COMPETENT AUTHORITY” Director will be the Competent Authority for all employees of the college. However, Director on his discretion may delegate sanctioning power to any officer of the college for a particular group of employees. In case of Director, the Competent Authority will be the Chairman / Vice-Chairman of the Management Board

“FORWARDING AUTHORITY” Head of Department/ Section In-charge will be the forwarding authority for employee of his/her Department/ Section respectively. If Head of Department/ Section In-Charge does not exist, the senior most faculty member/ coordinator will be the forwarding authority present on that day.

“LEAVE” means an authorized absence from the duty.

“LEAVE YEAR” means the academic year of the College commencing from 1st July of present year to 30th June of the successive year.

“CALENDAR YEAR” means a year from 1st January to 31st December.

“MONTH” means a calendar month for calculating a period expressed in months and days. Complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

3. GENERAL:

3.1. Leave cannot be claimed as a matter of right. It may be sanctioned, refused, curtailed, revoked or postponed according to exigencies of the work.

3.2 An employee shall be required to observe scheduled hours of work, during which he/she is supposed to be present at the place of his/her duty.

3.3. Except for valid reasons and for unforeseen contingencies, no employee shall be absent from duty without prior permission. In such cases, intimation for absence along with reasons shall be communicated to Competent Authority at the earliest opportunity.

3.4. As far as practicable “Link Person Pairs” shall be identified in each unit of work and care will be taken by the Link Pair Employees not to be absent simultaneously. The Head of Department/Section In-charge shall ensure that the Link Pair Employees are not on leave at a time so that the work should not suffer adversely.

3.5. No employee shall leave station without prior permission of the Competent Authority even during leave or vacation.

4. KINDS OF LEAVES ADMISSIBLE TO EMPLOYEES:

The following kinds of leaves shall be admissible to an employee:

- (i) Casual Leave
- (ii) Compensatory Leave
- (iii) Restricted Leave
- (iv) Short Leave and half day leave
- (v) Leave Without Pay
- (vi) Duty Leave
- (vii) Earned Leave
- (viii) Medical Leave
- (ix) Maternity Leave
- (x) Study Leave
- (xi) Extra Ordinary Leave
- (xii) Special Disability Leave
- (xiii) Vacation

5. CASUAL LEAVE:

- 5.1. All employees will be eligible for availing 14 days Casual Leave in an academic year.
- 5.2. Casual Leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays.
- 5.3. Holidays or Sundays falling within the period of Casual Leave shall not be counted as casual leave.
- 5.4. Casual Leave will lapse after expiry of the academic year.

6. COMPENSATORY LEAVE:

- 6.1. An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day assignment Compensatory Leave may be granted at the discretion of the Competent Authority. The Compensatory Leave should preferably be availed within two months. If extra remuneration is paid for such duties then no Compensatory Leave will be allowed.

7. RESTRICTED LEAVE:

- 7.1. An employee shall be eligible to avail two Restricted Leaves from the list of Restricted Leaves circulated by the University.

8. SHORT LEAVE AND HALF DAY LEAVE:

- 8.1. During the scheduled hours of work an employee must be present at the place of his/ her duty. Coming late or leaving early will be considered an act of indiscipline. For unavoidable circumstances, Short Leave of two hours and Half Day leave are permissible. One Casual Leave will be deducted from Casual Leave Account for 4 Short Leaves or 2 Half Day Leaves.
- 8.2. Casual and Restricted Leave Record: The Competent Authority shall maintain record of Casual and Restricted Leaves of their employees and shall be made freely available to employees as and when they want to check their leave record.

9. LEAVE WITHOUT PAY:

- 9.1. If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent Authority shall be treated as Leave without Pay.
- 9.2. If the Competent Authority finds that the employee has absented intensely to avoid duty assigned to him or he/she is in the habit of abstaining himself without due sanction of leave, then, such act shall invite disciplinary action as deemed fit.

10. DUTY LEAVE:

- 10.1. Duty Leave may be granted for:-

- i. Attending conference/ seminar and workshop.
- ii. Delivering lectures at other colleges or universities on invitation.

- iii. Attending meeting at the University.
- iv. Conducting any examination work or any other duty assigned by the University.
- v. Conducting Examination of M. Tech./ Ph.D. dissertation of other universities/ institutions.
- vi. Taking M.Tech (Modular) classes of the University at other college.
- vii. Official work assigned by the Chairman/ Director in the interest of the College.

10.2. The duration of leave will be such as may be considered necessary by the Competent Authority on each occasion. However, Duty Leave up to a maximum period of 15 working days of on full pay will normally be admissible in a semester.

10.3. Duty Leave can only be availed with prior approval of the Director.

10.4. Duty Leave will be granted subject to the condition that the academic programme of the college is not adversely affected by the absence of the concerned person. The Forwarding Authority shall ensure alternative arrangement made before forwarding the application for the duty leave.

11. EARNED LEAVE:

11.1. Earned Leave admissible to an employee shall be one-eleventh of the period spent on duty in an academic year (maximum 33 days). Teaching staff members who avail full vacation will be eligible for 3 days Earned Leave. The teaching supporting staff who avails prescribed vacation leave will be eligible for 18 days Earned Leave.

11.2. Earned Leave may be accumulated up to 60 days.

11.3. Earned Leave cannot be availed before six month of service. The leaves credited more than 60 days on the last working day of the academic year will be lapsed automatically.

11.4. The maximum period of Earned Leave that can be granted to an employee at a time shall be 30 days.

11.5. An employee, who wishes to avail Earned Leave, will have to apply 10 days in advance and will proceed on leave only after it has been sanctioned. Outstation address and contact numbers must be provided in the application. The employee is required to hand over charge to another employee nominated by the Head of the Department/Section In-charge.

11.6. Earned leave cannot be clubbed with casual leave. However, in special circumstances, it can be availed with Medical Leave, Maternity Leave or Study Leave. Sunday and holidays falling before and after the Earned Leave shall be granted as prefix and suffix holidays.

12. MEDICAL LEAVE:

12.1. An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious decease forcing him/her on bed rest. For short illness Medical Leave usually will not be permissible. However the Competent Authority will examine seriousness of incidence and his/her decision will be final.

12.2. 12 days Medical Leave with full pay shall be admissible in an academic year on the basis of medical certificate of the District Hospital or registered medical practitioner.

12.3. An employee is also eligible for additional Medical Leave of 20 days with half pay in an academic year, provided Medical Leave with full pay is not available.

12.4. The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty.

12.5. Sundays, holidays and off days falling before and after the leave shall not be counted as a part of the Medical Leave.

13. MATERNITY LEAVE:

13.1. A female employee shall be eligible for 3 months Maternity Leave with pay in case of delivery.

13.2. Maternity Leave shall be admissible for only two occasions in total service period.

13.3. Maternity Leave facility will be admissible to only those female employees who have completed one year of service in the institute.

13.4. A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.

13.5. A female employee will also have to sign a bond certificate to serve the institute for at least two years after availing such leave.

13.6. One and half month pay will be paid on resuming her duty and one and half month pay after two years from the date of resuming duty.

14. STUDY LEAVE

14.1. A faculty member shall be eligible for Study Leave for:-

- (a) Pursuing regular Ph.D. programme
- (b) Pursuing regular PG programme
- (c) Pursuing part-time Ph.D. Programme needing leaves to credit pre-Ph.D. courses and to discuss with supervisor or to perform experimentation or other related work for short-time as and when needed.
- (d) Pursuing part-time PG Programme needing leaves to attend classes on working days and also to discuss with Supervisor regarding dissertation work.

14.2. Study Leave shall be admissible to a faculty member on completion of three year service for regular Ph.D. Programme and two years for regular PG programme.

14.3. Study Leave for two years can be granted for regular Ph.D. programme and one year for regular PG programme

14.4. Full pay Study Leave will be admissible for a faculty member for pursuing part-time Ph.D. Programme up to the extent of 90 days.

14.5. Full pay Study Leave will be admissible for a faculty member for pursuing part-time PG programme up to the extent of 90 days.

14.6. A faculty member shall have to sign a bond on a Rs 100 non-judicial stamp paper to serve the College for a least three years to avail Study Leave for regular/part-time Ph.D. programme and two years for regular/part-time PG programme after availing the Study Leave.

14.7. A faculty member will be required to send application for admission to higher study through duly recommended by the Head of Department and forwarded by the Director to the University/College where he/she wants to be applicant. On receiving acceptance, he/she will be required to submit application for Study Leave along with relevant documents of admission/sponsorship undertaking on the bond-paper.

14.8. Study Leave shall be counted as the duty leave for the purpose of annual increment, promotion and other benefits.

15. EXTRA-ORDINARY LEAVE:

15.1. Extra-ordinary Leave will be granted to an employee under exceptional circumstances.

15.2. When no other leave is admissible.

15.3. When other leave is admissible but the employee concerned applies in writing for the grant of Extra-ordinary Leave, due to prolonged sickness, for attending legal matters or for personal affairs.

15.4. Leave needed for higher study.

15.5. Extra-ordinary Leave initially may be sanctioned up to one year and may be further extended for another one year.

15.6. Extra-ordinary Leave will be admissible without pay. The annual increment or promotion will be delayed equivalent to duration of Extra-ordinary Leave.

16. SPECIAL DISABILITY LEAVE:

16.1. Special Disability Leave may be granted to an employee under special circumstances when there is no leave due and the disability is such that it is not reasonably possible for the employee to attend his/her duty.

16.2. Special Disability Leave can be granted up to a maximum of 180 days with or without pay as the Management Board decides.

17. VACATION:

17.1. A faculty member will be entitled for a Vacation of 7 days in winter and a Vacation of 15 days in summer in an academic year. Vacation shall be paid leave

17.2. A minimum of six month service will be needed in the college to avail winter or summer Vacation.

17.3. Availing Vacation is not a right of a faculty member /teaching supporting staff. Head of the Department can recommend detention of any faculty member / teaching supporting staff. The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of college.

17.4. All faculty members/ teaching supporting staffs in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members/ teaching supporting staffs in batches such that during Vacation adequate faculty members/teaching supporting staffs will always be available for College/Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.

17.5. Non-Teaching staff members will be entitled for a Vacation of 6 days in winter and a Vacation of 14 days in summer in an academic year. Vacation shall be paid leave