



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

LEAVE RULES

(Approved in the 20th BOG meeting held on 19-05-2018
vide agenda Item no. 20.8)

Registrar

G.L. Bajaj Institute of Technology & Management

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

(Note: Approved in the 20th BOG meeting held on 19.05.2018)

1. 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/INSTITUTE” 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.

“BOARD” means Governing Board/Council of the Institute.

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

“DIRECTOR” means Head of Institute / Director of the Institute.

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

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


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

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

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


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“LEAVE” means an authorized absence from the duty.

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

“ACADEMIC YEAR” means a year from 1st July to 30th June.

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

“FINANCIAL YEAR” means a year from 1st April to 31st March.

“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. Leave first granted then availed.

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 Leave encashment is admissible.

3.6. 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:

4.1. CASUAL LEAVE:

4.1.1. All employees will be eligible for availing 12 days Casual Leave with full pay in an academic year.

4.1.2. One can also avail 2 additional casual leaves in an academic year as a special provisions made by the institute to accommodate restricted holidays.

4.1.3. Casual Leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays. Only two Casual leave per month can be availed.


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4.1.4. Holidays or Sundays falling within the period of Casual Leave shall not be counted as casual leave.

4.1.5. Half Casual Leave can also be availed for 4 hours working.

4.1.6. Casual Leave shall lapse after expiry of the academic year i.e 30th June.

4.2. SHORT LEAVE AND HALF DAY LEAVE:

4.2.1. 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, with the permission of competent authority in this regard.

4.2.2. The Competent Authority shall maintain record of short leaves of their employees and shall be made freely available to employees as and when they want to check their leave record.

4.3. MEDICAL LEAVE:

4.3.1. An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease 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.

4.3.2. All employees will be entitled for 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.

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

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

4.4. MATERNITY LEAVE:

4.4.1. A female employee shall be eligible for 90 days Maternity Leave with pay in case of pregnancy.

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

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

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

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

4.4.6. 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.


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4.5. COMPENSATORY LEAVE:

4.5.1 An employee may be called upon to perform such duties as may be assigned to him / her 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.

4.5.2. If extra remuneration is paid for such duties, then no Compensatory Leave will be allowed.

4.5.3 The Compensatory Leave should preferably be availed within two months or upto 30th June whichever is earlier. Failing to which these leaves will be lapsed.

4.6. DUTY LEAVE/ON DUTY LEAVE:

4.6.1. Duty Leave may be granted for: -

- i. Attending conference/ seminar and workshop.
- ii. Delivering lectures at other Institutes or universities on invitation.
- iii. Attending meeting at the University.
- iv. Conducting Ph.D. dissertation of other universities/ institutions.
- v. Conducting any examination work or any other duty assigned by the University.
- vi. Official work assigned by the Chairman/ Director in the interest of the Institute.

4.6.2. The duration of leave, for point no 4.6.1 (i) to 4.6.1(v), will be such as may be considered necessary by the Competent Authority on each occasion. However, Duty Leave up to a maximum period of 4 working days of on full pay will be admissible in a semester.

4.6.3. The duration of leave, for point no 4.6.1 (iv) to 4.6.1(vi), will be decided by the competent authority on case to case basis.

4.6.4. Duty Leave will be granted subject to the condition that the academic programme of the Institute 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.

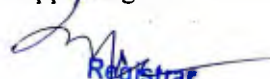
4.7. VACATION LEAVES (SUMMER/WINTER):

4.7.1. A teaching staff 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 leaves.

4.7.2. A minimum of six-month service will be needed in the Institute to avail winter or summer vacation. No. of eligible days will be calculated on pro-rata basis.

4.7.3. Vacation Leave 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 Institute.

4.7.4. 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


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available for Institute/Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA/NAAC preparation etc.

4.7.5 Non-Teaching staff members will be entitled for earned leaves. However, if Head of Department / Section Head can grant vacation of 7 days in winter and a Vacation of 15 days in summer in an academic year with a condition that there will be no earned leave for the same period.

4.8. EARNED LEAVE:

4.8.1. Earned Leave admissible to an employee (other than teaching staff members) shall be 22 days in an academic year.

4.8.2 Teaching staff members who avail full vacation (summer and winter) will not be eligible Earned Leave. However, if a teaching staff could not avail full vacation due to some official task will be eligible earn equal Earned Leave with a condition that these leaves can only be availed during non-academic period.

4.8.3. Earned Leave may be accumulated up to 90 days.

4.8.4. Earned Leave cannot be availed before six month of service. The leaves credited more than 90 days on the last working day of the academic year will be lapsed automatically.

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

4.8.6 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, if applicable. The employee is required to hand over charge to another employee nominated by the Head of the Department/Section In-charge.

4.8.7. 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.

4.9. STUDY LEAVE

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

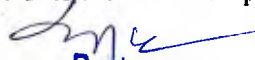
(a) Pursuing regular Ph.D. programme

(b) 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.

4.9.2. Study Leave shall be admissible to a faculty member on completion of probation and two-year service for regular Ph.D. Programme.

4.9.3. Study Leave for two years can be granted for regular Ph.D. programme.

4.9.4. 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 over the Ph.D completion period.


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

4.9.7. 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/Institute 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.

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

4.10. EXTRA-ORDINARY LEAVE:

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

4.10.2. When no other leave is admissible.

4.10.3. Leave needed for higher study.

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

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

4.11. SPECIAL LEAVE:

4.11.1. All employees will be eligible for availing 3 days Special Leave with full pay in case of self-marriage/death of mother, father and spouse.

4.11.2. Male employees can also avail these special leaves to perform their duty as father to welcome new born baby.

4.12. LEAVE WITHOUT PAY:

4.12.1. If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent Authority, then it shall be treated as Leave without Pay.

4.12.2. If the Competent Authority finds that the employee has absented intensely to avoid duty assigned or in the habit of abstaining himself / herself without due sanction of leave, then, such act shall invite disciplinary action as deemed fit.

4.12.3. Half Day Leave Without Pay: In case of short working (Minimum 4 Hours) on a particular day and non-availability of leave in account, one has to apply for half day leave without pay. Failing to which, full day LWP will be observed.



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