



# **AKS UNIVERSITY, SATNA**

## **LEAVE RULES**

**Shergang, Panna Road, Satna (M.P.) 485001**



# AKS UNIVERSITY, SATNA

## LEAVE RULES FOR ALL REGULAR EMPLOYEES

**“These leave rules are subject to alteration / modification / review at the exclusive discretion of the Governing Body either in part or whole, at anytime hereafter and shall be equally applicable to all of the employees including employees Teachers & Officers too”**

**Title:** These rules may be called the Leave Rules of AKS University, Satna.

### **DEFINITIONS:**

1. **“Employee”** means all persons as appointed by the University and are designated as employee by the statutes and ordinances of the University. It includes Vice-Chancellor, Pro-Vice Chancellor, Registrar, CFAO, COE, all teaching staffs and all other administrative and non-teaching employees.
2. **“An officer”** means all persons as appointed by the University and are designated as an officer by the Act, Statues and Ordinances of the University.
3. **“Teacher”** means Professor, Associate Professor, Assistant Professor, Lecturers, and such other persons who are employed for providing any kind of teaching, instructions and laboratory works and may be appointed for imparting instructions in the university and are designated teacher by as per the statutes and ordinances of the university.
4. **“Earned Leave”** means leave earned in respect of period actually spent on duty.
5. **“Half-pay Leave”** means leave earned in respect of completed years of service calculated according to the provisions hereinafter contained.
6. **“Completed year of service”** means continuous service of the specified duration under the University rules & regulations and includes periods spent on duty.

## **APPLICABILITY**

These rules shall apply to all regular and permanent employees of the University as per the respective eligibility criteria specified under each category. These leave rules are applicable after the successful completion of probation.

## **SANCTIONING AUTHORITY**

1. Unless otherwise stated, leave of all kinds for all Faculties / Teachers shall be sanctioned by the Dean of Faculty (DOF) on behalf of Vice-Chancellor. The leave application shall be forwarded by the respective HODs to the concerned Dean, along with their recommendation; and the leaves of technical staff, Lab-Technicians, Lab-Attendants and other administrative & ministerial Staff shall be forwarded by the concerned HOD with their clear recommendations after making alternate arrangement, to the Registrar. The Registrar shall be the sanctioning authority of all kinds of leaves for all administrative and non-teaching staff.
2. The Chancellor shall sanction all kinds of leave for the Vice-Chancellor. Vice-Chancellor shall be the sanctioning authority of all kinds of leave of Pro-Vice-Chancellor, Registrar, CFAO, COE and DOFs.
3. Special Casual Leave of Faculty shall be sanctioned by the Chancellor. Due prior approval/permission must be obtained for such leaves and in no case “post facto” approval/sanction will be given.
4. Study Leave shall be sanctioned by the Chancellor on the recommendation of the committee duly constituted for this purpose by the Chancellor or nominee of Chancellor.

## **GENERAL PRINCIPLES**

1. **Right to Leave**-Leave cannot be claimed as a matter of right by any employee whatsoever, and when exigencies of work so demand, leave of any kind & description of any duration may be refused or revoked, postponed or reduced by the authority empowered to sanction leave. Nobody shall proceed on any kind of leave until unless leave shall be duly sanctioned & communicated to him by sanctioning authority.
2. **Application for Leave:**
  - i. Leave shall be sanctioned, before it is taken; except in cases of emergency and / or for satisfactory and justifiable reasons.

- ii. Leave should always be applied in writing in the prescribed proforma and sent through proper channel to the concerned authority well in advance . In case of emergency and absence from duty without prior sanction of leave, it shall be the duty of employee concerned to inform immediately the concerned authority of University about the absence or the reason of emergency by either mode of communication. The sanctioning authority should be notified over the phone and “post facto” sanction should be obtained within 24 hours of joining the duty.
  - iii. Unless otherwise specified in leave rules and except in the case of Casual or Medical leave, all leave applications should be made at least fourteen days before for the leave longer than 7 days; seven days before, where leave period shall be, less than for 7 days.
- 3. Commencement and Termination of Leave:**
- Ordinarily Leave begins from the day, on which charge is transferred to the next person and ends on the proceeding day(s), when charge is resumed by the employee. Sundays and other recognized University declared holidays may be prefixed or suffixed to the leave applied for.
- 4. Rejoining duty on return from leave:**
- a. If an officer or other employee wishes to resume his duty before the expiry of his leave, he may be permitted to do so forthwith, provided it involves no pecuniary liability to the University by reason of his premature return.
  - b. A University employee after availing the sanctioned leave if comes to report on duty then he/she shall submit his/her joining report to the concerned Head of the Department in writing, who shall forward it to the Registrar Office. In case of Teaching employee, the HOD shall forward joining report to the concerned Dean and the Dean after due sanction shall after endorsement of it, send to the Registrar on the same day or at the earliest.
  - c. An employee who intends to avail medical leave shall submit his medical leave application along with sickness certificate, issued by an authorized doctor and also shall submit a medical fitness certificate issued by

authorized doctor, along with his/her joining report. No employee is allowed to join the duty without submission of medical fitness certificate. In case, if any employee had availed his medical leave of more than 30 days, then he/she shall submit medical fitness certificate issued by CMO/CMS or any district level medical officer. In case of any medical sickness/fitness certificate is found to be doubtful nature because of any reason in the opinion of any authority of the University, the University has full right to investigate the matter through an appointed Medical board consisting of a panel of doctors or the University shall seek the second opinion on the matter from the University authorized panel of doctors, and shall instruct the employee to present himself/ herself before authorized doctors.

5. During the period of leave, an employee shall not take up or accept any other employment or work whether on remuneration or without remuneration. Violation may lead to disciplinary action.
6. Overstay without proper sanction will be treated as Leave without Pay. No leave salary is admissible for the entire period of overstay and the period of such overstay will not count for service benefits like increment etc. Absence from duty after the expiry of leave or because of any other reason, renders an employee liable to disciplinary action.
7. If any employee resigns, then he/she shall not be entitled to any further leave during the notice period.
8. Leave already credited into his/her account can be availed subject to the approval of sanctioning authority.
9. Before proceeding on leave, an employee shall intimate to the sanctioning authority his/ her contact details including address, phone no., email etc. for correspondence while he/ she is on leave and shall be in touch with University authority or to inform his/her latest location about change of his address or phone, email etc.
10. During the period of suspension, an employee may not be granted any kind of leave.

11. Two late arrivals to work (not exceeding ½ an hour each) and/ or early departure from work before the scheduled time (before ½ an hour of the day) in a month will be considered as ½ day Casual Leave (CL).
12. Salary of staff member will be withheld if he/she is absent without intimation for more than 2 days. Salary in such cases can be released only after specific approval by the Vice- Chancellor/ Competent authority.
13. All leave records shall be maintained at the Registrar's office.

## **CATEGORIES OF LEAVE**

- a. Short Leave
- b. Casual Leave (CL)
- c. Special Casual Leave (SCL)
- d. Half Pay Leave (HPL)
- e. Earned Leave(EL)
- f. Study Leave
- g. Maternity Leave
- h. Paternity Leave
- i. Adoption Leave
- j. Duty Leave

### **A. SHORT LEAVE**

Short leave upto 2 hours in a month may be granted for genuine reasons after obtaining due sanction from the leave sanctioning / competent authority of the University , Part-time employees are not eligible for any kind of Short Leave.

### **B. CASUAL LEAVE**

1. All employees are eligible for 8 days of Casual Leave per academic year. CL will be credited in two halves in advance @ 4 days each on January 1st and July 1st of each year. Employees who are appointed during the course of the year shall be entitled to it on pro-rata basis.
2. Employees on probation will be entitled to avail 12 days casual leave. No other leave will be granted to such employees. Computation of leave shall be the same as in rule B(1).
3. Casual leave cannot be combined with any other kind of leave.

4. Causal leave may be granted at the exclusive discretion of the sanctioning authority as and when the occasion arises for short periods, It should not normally be granted for more than 5 days at a stretch, except under special circumstances.
5. Unutilized casual leave in any calendar year will lapse and can neither be carried forward nor en-cashed.
6. Proportionate deduction/ recovery will be made, if an employee has availed Casual Leave (CL) in excess of his/her eligibility.

### **C. SPECIAL CASUAL LEAVE**

1. Special Casual Leave may be granted to regular teachers/administrative officers upto the limit of 3 days in a academic year in connection with the following:
  - i. To conduct examination of any other Universities / Institutes, any official work / duty related with Public Service Commission or to do such other academic & administrative work as may be approved by the Vice-Chancellor with recommendation of Registrar and Dean academics / Dean faculty.
  - ii. To attend seminars, workshops & conferences etc. related with literary scientific in nature. This leave shall also be granted for up-gradation of academic, research work and professional involvement with the outside world, subject to the satisfaction of the Vice-Chancellor that such leave will promote University's interest / academic enrichment of the faculty concerned.
  - iii. For any other important work of various committees appointed by the University, State Government or University Grants Commission, or other national/ state level academic / administrative organizations.
2. In order to apply for Special Casual Leave, it is mandatory to append the invitation letter/ email/ acceptance letter and other related documents etc. along with the leave application duly recommended by the concerned HOD and Dean.
3. In case of faculty/teaching Staff, Special Casual Leave shall only be considered only when a faculty has no class or once the classes for the period of absence have been taken in advance with prior information to students through Students' Notice Board / Announcement in class rooms.
4. Whenever someone is on Special Casual Leave, the University shall not be liable for any financial obligations incurred by the faculty.

#### **D. HALF-PAY LEAVE**

Half-pay leave shall be admissible to a permanent teacher / faculty / staff only shall be granted maximum upto 10 days for each completed year of service. Such leave may be granted for private affairs or for academic purposes, and in exceptional cases for illness of self or family members subject to the production of proper medical certificate and other related documents duly authenticated by a registered medical practitioner or by University authorized doctor(s).

#### **E. EARNED LEAVE**

1. Earned Leave will only be granted to a regular employee subject to a maximum of 10 days for each completed year of service. Administrative & non-teaching staff will be encouraged to avail the Earned Leave during the Non academic period of the University.
2. Earned leave may be accumulated @ 10 days for each year only subject to a maximum of 300 days. Such accumulated leave can be en-cashed at the time of retirement from the services of the University or in case of death of any employee only.
3. The earned leave account of every employee shall be credited on every 1<sup>st</sup> January & 1<sup>st</sup> July of each year, for all regular / permanent & confirmed employees.
4. Earned leave cannot be combined with casual leave under any circumstances.

#### **F. STUDY LEAVE**

1. Study Leave may be granted to permanent whole-time teachers/employees other than a professor of the University with not less than 10 years of continuous regular service, to pursue a specialized of study or for undergoing specialized higher studies or specialized training in a professional or scientific & technical subject /field /area having a direct impact and close connection with the work sphere of his/her duties in the University.

However, in special circumstances, on the recommendation of Vice Chancellor, Chancellor may relax the above- mentioned period.



2. Study Leave shall be sanctioned by the Chancellor on the recommendation of the committee constituted for this purpose headed by the Vice-Chancellor or Nominee of the Chancellor.
3. This duration shall not be counted for calculating the service period. During this period, faculty shall not be entitled to any leave credit or increments.
4. Whenever any faculty is on Study Leave, the University shall not be liable for any financial obligations whatsoever incurred by the faculty.
5. The study leave shall be granted for studies / training which shall be of direct impact on achieving goals of University and beneficial to students, & University.
6. The nature of specialized study / training shall be duly approved by competent authority of the University.
7. The Registrar of the University shall notify the study leave with due approval from VC and /or Chancellor.
8. The Teacher/official on his return from study leave should submit a full report on the work done by him during his higher study / training. During the study leave period, progress report at the end of every six months duly authenticated / counter signed by his research guide / supervisor or course-coordinator would have to be submitted by him/her to the leave sanctioning authority and the Registrar's office.
9. Maximum period of study leave is 24 months which can only be granted either at one stretch or in various spells.
10. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favor of the university in the prescribed form, to work at the University after the return from Study Leave for a period as decided by University, violating which he/she shall deposit such amount as may be decided by the Vice Chancellor / Competent authority of the University which shall meet the various kind of losses to the University or same amount shall be adjusted or forfeited with the salary & other dues of employee, if due.
11. If an official after availing of study leave resigns from service or otherwise quits within five years after return to duty or does so without returning to duty at all from Study leave, or fails to complete the course of study, he/she should refund the actual amount of leave salary, study allowance, cost of fees, T.A., loss of University and other expenses, if any, incurred by the University or the cost incurred by other

agencies or financial assistance / scholarship etc. provided by the University or other funding agencies such as Govt. of India or other state govt., Foreign Governments, Foundations, Trusts in connection with the course of study, with interest thereon at the prescribed rates.

12. Study leave granted to a teacher/ staff shall be deemed to be cancelled in case it is not availed within six months from date of its sanction, by the University.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

### **G. Maternity Leave**

- (i) Maternity leave on half-pay may be granted to a woman teacher for a period not exceeding 135 days, to be availed only twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate issued by an authorized doctor.
- (ii) Maternity leave may be combined with earned leave, half-pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate, issued by an authorized doctor.

### **H. Paternity Leave**

Paternity leave of 15 days with half pay may be granted to male teachers during the confinement of their wife, provided, the limited is up to two children only.

### **I. Adoption Leave**

Adoption leave may be provided as per the rules of the AKS University.

### **J. Duty Leave**

Duty leave should be given also for attending meeting in the UGC, DST etc. where a teacher or officer has to share as expertise with academic bodies, government bodies or NGOs.