

This document covers Leave Rules for
Teaching Employees.

Leave Rules For Teaching Staff

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LEAVE RULES FOR TEACHING STAFF

1 GENERAL

- a. **'Teaching Staff'** means, Professors, Associate Professors, Assistant Professors or any other person employed or engaged to impart education, or to guide/conduct industry relevant research programs/projects or to run training programs for the students/trainees for pursuing a program or course or study/training in the University.
- b. **Leave Year**
Leave "Year" shall mean a Calendar year.
- c. **These rules shall not apply to –**
 - i. Persons in casual or daily-rated or part-time employment;
 - ii. Officers and staff **on deputation** from GSFC Ltd or its affiliates, for a specified period, which on that period ending, the employees must/have to go back the parent company
- d. The Board of Management (BOM) may, in exceptional cases grant for the reasons to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

2 LEAVE EARNED BY DUTY

2.1 EARNED LEAVE (EL)

"Earned leave admissible shall be:

- a. Earned leave shall be credited to the leave account of a Teaching Staff at the rate of 1/30th of actual service including vacation days ;
- b. 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.
- c. EL at the credit of employee shall not accumulate beyond 300 days. The EL accumulation during contractual period will be carried forward

- to the next stage of tenure post, subject to the prescribed limit of accumulation of leaves.
- d. The maximum EL that may be sanctioned at a time shall not exceed 60 days. EL exceeding 60 days may, however, be sanctioned in case of medical emergency, approval will be subject to the submission of medical certificate by the reporting authority.
 - e. EL can be combined with any other kind of leave except CL.
 - f. Encashment of EL is not allowed.

➤ **Calculation of Earned Leave:**

- a. Earned leave shall be credited to the leave account at the rate of 1 (one) day for each calendar month of his/her service, including vacation.
- b. The credit for month in which a University employee is due to retire or resigns from the service shall be calculated only at the rate of 1 (one) day for completed calendar month up to the date of retirement or resignation.
- c. When a University employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 1(one) day per completed calendar month up to the end of the preceding calendar month in which he is removed or dismissed from service or dies in service.
- d. While calculating credit of earned leave, fractions of a day will be rounded off to the nearest day.
- e. Sundays /Public Holidays/ Vacation falling during a period of Earned leave are counted as a part of EL.

Note:

- a. For the purpose of computation of period of actual service, all periods of leave except casual and duty leave shall be excluded.

- b. Earned Leave at the credit of a faculty shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 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.
- c. When a Faculty 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.
- d. 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.
- e. Encashment of leave shall be allowed to non-vacation members of the teaching staff.

2.2 COMMUTED LEAVE

Commuted leave may be granted on the basis of Medical Certificate from a Registered Medical practitioner subject to following conditions:

- a. Commuted leave during the entire service period shall be limited to a maximum of 240 days.
- b. While commuted leave is granted, twice the amount of such leave will be debited against the half pay leave due.
- c. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.
- d. No commuted leave shall be granted unless the sanction authority has reason to believe that the employee will return to duty on its expiry.
- e. Where a University employee who has been granted commuted leave

- resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as leave without pay and the difference between the leave salary in respect of commuted leave shall be recovered.
- f. Provided that no such recovery shall be made if the retirement is by reason of ill- health incapacitating the University employee for further service or in the event of his death
 - g. Commuted leave may be granted at the request of the University employee even when earned leave is due to him.

2.3 HALF PAY LEAVE

Half pay leave is admissible to a teaching faculty shall be 20 days for each completed year of service. Such Leaves maybe granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purpose.

3 LEAVE NOT EARNED BY DUTY

3.1 CASUAL LEAVE:

- a. Total causal leave granted to employee will not exceed eight (8) days in a calendar year. It will be credited on pro rata basis.
- b. Casual leave cannot be combined with any other kind of leave. It may be combined with holidays including Sundays.
- c. Sundays and Holidays falling during a period of casual leave are not counted as part of casual leave.
- d. Sundays/ Public Holidays/ Weekly Offs can be prefixed/ suffixed to Casual leave.
- e. Casual leave can be taken for half-day also.
- f. Casual leave cannot be carried over to the next calendar year.
- g. Casual leave cannot be claimed as of right and its grant is always subject to exigencies of service.

3.2 EXTRAORDINARY LEAVE WITH LIEN

- a. University employee may be granted extra ordinary leave with lien in special circumstance when no other leave is admissible or when the employee applies in writing for the grant of such leave.
 - i. when other leave is admissible, but the employee applies in writing for the grant of extraordinary leave;
 - ii. Extraordinary leave will always be without pay and will not extend except in the following cases:
 - Leave taken on the basis of medical certificate;
 - Cases where the sanctioning authority is satisfied that the leave was taken due to causes beyond control of the Individual, such an inability to join or rejoin duty due to civil commotion or a natural calamity, provided that the employee has no other kind of leave to his credit. It will be without pay.
 - Leave granted to accept an assignment for technical or academic work of importance.
- b. Extraordinary leave may be combined with any other leave except 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 3 months on any one occasion, except in cases where leave is taken on medical certificate.
- c. The total period of extraordinary leave granted to an employee during his/her entire service period shall not exceed two (2) years.
- d. Twenty-four months, where the leave is required for the purpose of prosecuting studies certified to be in the University interest, provided the University employee has completed three years' continuous service on the date of expiry of leave of the kind due and

admissible under these rules, including three months' extraordinary leave under clause 3.2(b).

- e. Where a University employee is granted extraordinary leave in relaxation of the provisions contained in clause 3.2(d), he shall be required to execute a bond undertaking to refund to the University the actual amount of expenditure incurred by the University during such leave plus that incurred by any other agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.
 - i. The bond shall be supported by sureties from two University employees having a status comparable to or higher than that of the University employee concerned.
- f. The employee will not earn any kind of leave during the period of extra ordinary leave.
- g. The Board of Management may grant on application of the individual, extra-ordinary leave (with lien) to join a position or to avail a fellowship under a Government, a University, Research Institute or other similar important institutions, if in the opinion of the Board of Management such leave does not prejudice the interest of the University. This leave can be allowed only to the Individual who has served the University for a period of at least 3(three) years.

3.3 MATERNITY LEAVE*

- a. A female University employee with less than two surviving children may be granted maternity leave on full pay for a period not exceeding 135 days, to be availed of twice in the entire career.
- b. Maternity leave not exceeding 45 days may also be granted to a female University employee (irrespective of the number of surviving children) during the entire service of that employee in case of

- miscarriage including abortion on production of medical certificate.
- c. Maternity leave may be combined with leave of any other kind.
 - d. Leave in continuation of leave may be granted on production of a medical certificate for the illness of the female employee. Such leave may also be granted in case of illness of a new born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.
 - e. Maternity leave shall not be debited against the leave account.
 - f. Duration of this Leave is counted as service.

Note:-

- a. Unmarried female University employees also eligible for maternity leave. Since the word 'female' in the rule does not specifically refer to the marital status of the female and the word 'married' is not prefixed to the word 'female', the maternity leave as admissible may be granted to an unmarried female employee also.
 - b. The abortion induced under the Medical Termination of Pregnancy Act, 1971, should also be considered as a case of abortion for the purpose of granting maternity leave under the rules.
 - c. No maternity leave for threatened abortion – It is clarified that 'abortion' does not include 'threatened abortion' and maternity leave cannot be granted in case of threatened abortion.
- * Maternity Leave will be revised as and when UGC notifies its revised guidelines.

3.4 PATERNITY LEAVE

Paternity leave of 15 days may be granted to male employees during the confinement of their spouses, provided the limit is up to 2 children.

3.5 SABBATICAL LEAVE/ACADEMIC LEAVE

- a. To encourage interface between education and Industry an employee of GSFC University can be given a sabbatical leave up to 12 months for working in Industry after the completion of 2 years of service.
- b. This type of leave is solely for the object of increasing their proficiency and usefulness to the University.
- c. Such leave shall be available to the individual only twice in his/ her entire service period.
- d. Academic Leave shall be without pay, unless it is sponsored by GSFC University.

3.6 DUTY LEAVE

- a. Teaching staff will be eligible for 10 days of duty leave for each completed year of service:
 - i. Attending conferences, seminars on behalf of the university with permission.
 - ii. Delivering lectures in institutions and university at the invitation of such institutions or universities and accepted by the GSFC University.
 - iii. Working in another Indian or foreign university, any other agency institution, when so deputed by GSFC University.
 - iv. Participating in a delegation or working on a committee appointed by the Government of India, State Government or GSFC.
 - v. For performing any other duty for the GSFC University.
 - vi. In computing the 10 days, the time spent on journey shall be excluded.
- b. The duration of leave should be such as may be considered

necessary by the sanctioning authority on each occasion.

- c. Duty leave may be combined with earned leave / extraordinary leave.

3.7 VACATION

- a. Teaching Staff who have put in full two semester services will be eligible for Eight (8) weeks of vacation during an academic year, including the summer vacation, Diwali vacation or any other vacations declared from time to time.
- b. Planning of vacations may be decided by the deans/ academic coordinator/course coordinators during an academic year in consultation with Provost.
- c. Any teaching faculty who is assigned official work during vacation will be credited with earned leave equal to 1/3rd of the period, during which he/she is required to perform duty during vacation.
- d. Vacation cannot be clubbed with any other type of leave.
- e. Employee who are falling in the category of Non-Teaching Staff, Staff on deputation from GSFC Ltd or its affiliates and staff going on deputation to other organization, persons in casual or daily-rated or part-time employment will not be entitled for vacation leave.

4 GENERAL PRINCIPLES REGARDING GRANT OF LEAVE

- a. Right to Leave
 - i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
 - ii. Leave sanctioning authority cannot alter the kind of leave due and applied for.
 - iii. Leave will not be granted to staff under suspension.
- b. Grant of leave beyond the date of retirement and in the event of resignation:

- i. No leave shall be granted beyond the date on which an employee must compulsorily retire.
 - ii. If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the President may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the President, the circumstances of the case justify such grant of leave.
- c. Rejoining duty on return from Leave on medical grounds
- i. An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.
 - ii. Management may secure second medical opinion, if considered necessary.
- d. Rejoining duty before the expiry of leave
- i. Except with the permission of the authority, who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.
- e. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- f. Absence from duty after expiry of leave entails disciplinary action.
- g. Absence without leave will constitute an interruption in service
- h. Staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
- i. All employees are eligible for public holidays as per the Holiday Calendar published by GOG every year. Public Holidays falling on Weekly Offs cannot be compensated with any other working day.
 - j. If the absence of employee is not covered by any type of leave or if the employee proceed on leave without approval or fails to report for

duty either on expiry of leave or otherwise the employee will be deemed to be absent from duty and the management may, at its sole discretion take necessary disciplinary action.

k. Recall from duty

- i. The Institute, in the best interest of work, may recall on duty any employee who is granted leave. In such a case, the employee will be required to report at the earliest and extra expenses incurred by an employee for early joining duties will be reimbursed at actual by the company on production of necessary supporting bills / receipts
 - ii. In such case the balance of un-availed leave will be credited to his / her leave account
 - iii. Refusal to report for duty by the employee, on cancellation of leave will be treated as absence from duty and may attract disciplinary action.
- l. All leave application/s should have prior permission/ on the leave application form. However merely informing the officials regarding one's inability to attend the office / duty may not be construed as sanction / approval of leave till the concerned official confirms in writing / through SMS / e-mail or through system to that effect.
- m. All leave applications must reach HR department duly approved, in advance; however, in case of sickness or emergency, it should reach HR department within 3 days of proceeding on leave.
- n. If an employee proceeds on leave and then desires to extend his leave for unforeseen circumstances, s/he shall communicate with the concerned official in writing, before expiry of leave. A written reply of granting / refusal of leave has to be communicated before the expiry of the granted leave.
- o. The employee cannot go on leave of any kind during the notice period in case of resignation or termination.

5 AUTHORITIES EMPOWERED TO APPROVE LEAVE

The authorities specified in the table below are empowered to approve leave.

Sr. no	FOR	APPROVING AUTHORITY
1	Provost, Director (Admin. & EF), Director EDC, CFO & CLO	President
2	Teaching Staff	Provost

- Leave records of all University employees shall be maintained by HR department.

6 BREACH OF POLICY

Policy violations will be subject to disciplinary action, up to and including termination for cause.

7 POWER TO RELAX

Where university is satisfied that the operation of any of these rules causes undue hardship in any particular case, the university, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner with the concurrence of the board of management.

8 POLICY REVIEW AND ASSESSMENT

This policy may be amended with due approval of Board of Management, at any time in order to take into account changes in legislation and / or best practice.