

DRAFT

UNITED GROUP OF INSTITUTIONS

Allahabad

LEAVE RULES

I. GRANT OF LEAVE:

Granting of leave is at the discretion of Principal / Management depending on exigencies of work. Leave cannot be claimed as a right.

As a worthy employee of the institute, each faculty and staff member must give priority to the institute and the students in particular. Henceforth, taking leave during teaching-learning period is an unethical act and must be avoided in the interest of the institute.

II. TYPES OF LEAVES:

1. CASUAL LEAVE: (CL)

- a. **Quantum of Casual Leave:** Faculty members and Non Faculty members (excluding Hostel & gate employee) are entitled to a maximum of 14 (Fourteen) days casual leave during an academic calendar year, i.e. 1st August to 31st July. Normally, not more than 3 CL's should be availed in a month.
- b. **During Teaching periods:** Faculty members cannot avail more than one CL per calendar month during teaching period. However more than one CL during the month of teaching period can be granted in special cases with the permission of Head of Institution.
- c. **During the first year of service:** Casual leave for all employees will be granted on pro-rata basis, Casual Leave will be reckoned only against working days i.e. for every month of working in the organization, the employee will be granted one casual leave.
- d. **Casual leave for less than a day:** Casual leave for less than a day may be granted in urgent circumstances. Such a leave will be reckoned in terms of ½ day. To be considered present for half day, an employee should be present in the institute premises for at least four hours. All the academic and administrative duties should be properly arranged before hand. The academic requirements, at least the theory lectures, for the particular day should be fulfilled by the faculty member.
- e. **Lapse of casual leave:** Casual leave will lapse at the end of an academic calendar year, i.e. August to July.
- f. **Hostel and Gate:** Employees of hostel and gate are eligible to have two days leave in a month including Sundays and public holidays.

2. EARNED LEAVE: (EL)

- a. **Eligibility:** Non-teaching staff members (Office and technical staff) are eligible to avail earned leave only when he/she has completed 12 months in the service of the institute.
- b. **Quantum of EL:** Non-teaching staff is entitled for 15 days earned leave during the academic year.
- c. **Accumulation of earned leave:** Earned leave can be accumulated up to a maximum of 60 days. The period of leave without pay (LWP) will not be taken into account for calculating earned leave.
- d. **Availing of Earned Leave:** Earned Leave cannot be availed without giving prior information and consequently getting approval from the Head of the Institution. It is at the discretion of the head of institution to decide on whether to Grant EL or not.
- e. Earned leave can not be availed during teaching period. However, in special cases, it can be granted with the permission of head of institution.

3. LEAVE WITHOUT PAY: (LWP)

- a. Leave without pay may be granted up to 15 days at a time at the discretion of the Principal. LWP in excess of this limit may be sanctioned in exceptional cases only by Principal / the Management.
- b. For every 7 days of leave without pay availed in an academic year, the date of next increment will be shifted correspondingly by one month, for that year only. Head of institutions/Management may relax this rule under certain special circumstances.

4. VACATION:

- a. **Eligibility:** A faculty member is eligible to avail full vacation only when he/she has completed 12 months in the service of the institute.
- b. **Quantum of Vacation** (for teaching staff) Including summer and winter, vacation can be anything between 30 and 35 days per academic year, depending upon academic requirement of the institution.
- c. **During the first year of service:** Vacation will be granted on pro-rata basis and the quantum of vacation will be decided by the Principal in consultation with the management just before the vacation.
- d. If a faculty member wants to leave college just after vacation, he /she has to surrender salary for the month of vacation.

5. STUDY LEAVE:

- a. **NOC:** All faculty members applying for a part time study assignment (M. Tech, Ph.D., or D. Phil only) during their period of employment will have to obtain a no objection certificate duly authorized by the Head of the Institution.

- b. Commitment:** It will be mandatory for a faculty member applying for higher studies to give a written commitment to the Head of Institution that he/she will continue to work in the organization at least one year after the completion of the course for which he/she has requested for the study leave.

Faculty members who are successful in getting admission for the part time course applied for as above, will also have to either deposit two month's salary or submit all original documents (high school, Intermediate & Graduation are mandatory) to the institution which will be returned on fulfillment of his/her commitment.

- c. Quantum of Study Leave and Eligibility:** A Study leave of Seven days in an academic year will be granted to faculty members who have worked with United Group of Institutions for three years or more.
- d. Duration:** Study leave of seven days per year cannot be granted for more than two academic years in a row. Beyond this period, it is the discretion of the Head of Institution/Management to decide whether to continue with the study leave or not.

6. COMPENSATORY OFF:

Compensatory off will be allowed in lieu of performing duty on a holiday or for four or more hours after office hours at a stretch. HOD's should inform the principal in advance about the requirement of staff on Holidays. On the following day HOD is to send the list of the staff who have performed duties on the preceding holiday, detailing nature of work done. Based on this, compensatory off will be granted if and when required in future. However compensatory off must be availed within 3 months of performing duty on a holiday. Prior approval of Principal is necessary. **Compensatory off will be given on lean days by the Principal** (i.e. the days when no teaching or other urgent work is going-on in which where faculty / staff is required).

- Compensatory off should not be given during peak teaching period (22nd July to 15th November and 15th January to 20th April)
- Two days advance approval of the Principal is necessary before availing CO,CL/LWP cannot be converted into a CO at a later stage.
- The three months rule, which says "compensatory off must be availed within three months of performing duty on a holiday" may be relaxed by the head of institution, if the duration to avail CO expires during peak teaching period.
- Additional duty to be compensated must be approved within three days of performing it. These should be recommended by concerned HOD and duly approved by Principal.
- Any remunerative extra duty will not be considered for Compensatory Off.

7. DUTY LEAVE:

- a. When deputed for official work outside the Campus, the faculty member or the staff concerned should obtain written approval of HOD under intimation to the Principal.
- b. When deputed for outstation duty, the tour itinerary and number of days required for performing the duty should be sent to Principal's Office with recommendation of HOD.
- c. When deputed to perform out duty (OD) or outstation duty (OSD) for the work of other Institutions like AKTU Technical University or any other University, prior approval of the

Principal is required. He/she will be treated on duty only on the days of official engagement at his/her place of work. Paid duties shall be adjusted against winter / summer vacation, if they fall during vacation period.

8. SPECIAL LEAVE :

Special advance leave of up to 6 days in an academic year for any serious emergency may be granted to faculty members at the discretion of the Management after getting it duly forwarded through the HOD & Principal. These leaves will be adjusted during vacation period or Holidays in the same academic year as per the requirements of the institution (**adjustment period = twice of leave availed**).

9. MATERNITY LEAVE

A female faculty associated with UGI for at least three years can be granted maternity leave for a period of a maximum 15 days and a maximum period of LWP of 30 days (total 45 days). However, if the aforesaid faculty resumes duty within 45 days, her services will be continued, failing which, re-induction will be at the discretion of the Head of Institution/Management.

The female faculty member availing Maternity Leave during a semester is expected to teach for a minimum period of 45 days during that semester in which Maternity Leave has been availed.

LWP taken during maternity leave will not be considered for shifting of annual increment.

10. MEDICAL LEAVE

- a. A faculty associated with UGI for more than 5 years may be given maximum 6 days medical leave on half pay or there may be an option to get adjusted by twice days of vacation/holidays in a year.
- b. The medical leave is given to faculty for self sickness on the production of medical certificate from appropriate authority and approval by the Head of Institution/Management.
- c. The medical leave can be accumulated upto maximum 30 days.

11. SHORT LEAVE (SL)

Short Leave may be granted in a month as per the either of the scenarios below:

- Up to one hour in a day, maximum two times in month.
- or
- Up to two hours in a day, maximum once a month.

Timings to decide the nature of leave/ presence is as follows: (It can be modified by the Head of Institution/Management as per need of institution.)

For Arrival

- **On or before 8.45 AM** – Present, On Time.

- **Between 8.45 AM and 9.00 AM** – Present, but late (must be controlled and monitored through HoD and Head of Institution to assure that everyone arrives before 8.45 AM. Frequent late arrivals may impact performance / appraisals of a faculty / staff)
- **Between 9.00 AM and 9.45 AM** – Short Leave.
- **After 9.45 AM** - Half CL

For Departure

- **On or after 4.45 PM** – Present, On Time.
- **Between 3.45 PM and 4.45 PM** – Short Leave
- **Before 3.45 PM** - Half CL

Short Leaves under no circumstances can be clubbed with Lunch hour (before or after)
Concerned HODs should approve short leaves only for genuine cases.

If short leaves taken for a particular month exceeds two it will be treated as half CL.

Irrespective of arrival and departure time, every faculty / staff must punch on the biometric machine both at the time of entry and exit.

The HOD and concerned faculty must ensure that the class/ lab to be missed during short leave period is engaged properly and the concerned faculty must teach his/her designated no. of periods for the day accordingly, else short leave will not be approved.

PROCEDURE TO OBTAIN LEAVE:

- a. Faculty member and other staff should obtain approval before going on leave from HOD concerned and handover the assigned tasks to a colleague whose written consent should be handed over to the HOD. The application in a prescribed format, duly recommended by the HOD, should reach the Principal at least one day in advance.
- b. It becomes the responsibility of the Head/ Academic Coordinator of the Department to ensure that that classes arranged are actually held or else appropriate action is to be taken by them under intimation to the Principal/Dean Academics
- c. Telephonic information would not be considered as leave. However under extraordinary circumstances, if a faculty / staff is forced to take unplanned leave the faculty must arrange his / her classes / assignment under intimation to HOD / academic coordinator. Leave form of such leave availed along with an application mentioning the reason (in brief), duly forwarded by the HOD concerned is necessarily required to reach the Principal on the day of reporting by the faculty/staff at the institution.

Nonconformance of above would be treated as an act of indiscipline and action deemed suitable would be initiated against the faculty / staff member concerned.

- d. Earned leave will be granted by the Principal on the recommendation of HOD. Prior approval has to be obtained before proceeding on leave.

RESIGNATION

In addition to the employment terms in the appointment letter, following is to be taken care of:

If a faculty member resigns during or just after non-teaching / vacation period (December, January, June, July and August) he or she will not be entitled for the salary of the above mentioned Non-teaching / vacation period).

This is proposed to ensure that all faculty members give their relieving information well within time.

Please share this information with all concerned faculty members and staff so that these rules may be smoothly implemented.

III. GENERAL:

- a. An Employee will be treated as on continuous leave in case a holiday falls in between two leaves, other than CL.
- b. Head of the institution and the management have the right to amend the above rules from time to time depending upon the need of the organization.