



## CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT, ODISHA

No. CUTM/Reg.Off/Admin./137/2015

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### LEAVE RULES

#### 1. GENERAL

- 1.1 These rules are applicable to all the employees of the University except to :
  - 1.1.1. Employees, who are engaged part-time, to do certain work.
  - 1.1.2. Work-Changed staff and persons paid from contingencies.
  - 1.1.3. Visiting or part-time faculty who are employed on contract or temporary or adhoc basis for teaching / research work.
- 1.2 Leave is earned by duty only. Duty for this purpose includes holidays, vacation and all types of leave, except extraordinary leave sanctioned by the individual School/University.
- 1.3 Leave cannot be claimed as a matter of right. When the exigencies of service so require or when the authority empowered to sanction the leave is not convinced of the reasons stated in the application of the employee, discretion to refuse leave or revoke it, is reserved to the authority empowered to grant the leave. Ensuring conduct of scheduled class work and examinations shall be treated as one of such exigencies of service.
- 1.4 No leave shall be granted to an employee beyond the date on which he/she must compulsorily retire or must be relieved on resignation.
- 1.5 No leave, other than **Casual Leave**, shall be granted during the **Notice Period** when an employee tenders resignation for his / her post, or given notice of termination of service by the authority to an employee.
- 1.6 An employee, on leave or on vacation shall not take up any service or accept any employment, including consultancy, with or without remuneration, or draw any scholarship without the prior approval of the appointing authority.
- 1.7 An employee who remains absent after the expiry of his / her leave is entitled to no salary for the period of such absence.
- 1.8 Willful absence from duty after the expiry of leave may be treated as dereliction of duty and is subject to appropriate disciplinary action by the sanctioning / appointing authority.
- 1.9 An employee, intending to leave headquarters during the period of leave or vacation must inform the Reporting/Sanctioning authority in writing his / her address for correspondence and phone number/ mobile number etc. for contact, during such periods of absence.
- 1.10 Employees associated with class work and examination duties, while proceeding on leave, are ordinarily required to make alternate arrangements for their class work and examination duties. Non-compliance to this requirement can be

condoned only in exceptional circumstances. Failure to observe this rule may be treated as neglect of duty and may warrant disciplinary action.

- 1.11 Employees, who are on vacation/ leave, may be called for any official work as desired by the authority and in such cases; the employees returning from an outstation will not be eligible for any travel charges.
- 1.12 If an employee of the University, entitled to vacation, does duty during vacation period and is remunerated for it by the University or by any other organization/ university/ Institute, he/ she should not be considered as having been deprived of the vacation.
- 1.13 Employees, seeking leave on medical grounds, should produce a medical certificate, issued by a Registered Medical Practitioner, specifying as clearly as possible, the nature of illness and probable duration of leave required.

It will be within the powers of the sanctioning authority to call for a second medical opinion in any case by sending the employee to the medical officer of the University or any other Registered Medical Practitioner / Superintendent of Government Hospital. The employee concerned, in such cases, is required to present himself/herself for medical opinion before the designated medical authority at his/her own cost.

- 1.14 Employees, rejoining duty after availing leave on medical grounds, should submit medical certificate of fitness from a Registered Medical Practitioner/Medical authority prescribed in para 1.13, as applicable.
- 1.15 The Director /Deans of Schools shall be the authority to sanction all types of leaves to all categories of respective faculty members/HoDs except to himself / herself. Whereas Deputy Registrar/Principal Administrator/Sr.Manager, HR shall be the authority to sanction all types of leaves to all the non-teaching staff except to himself / herself.

VC/Pro-VC shall be the authority to sanction all types of leaves to Registrar/Deans/Director. Whereas Registrar/Director shall be the authority to sanction all types of leaves to Deputy Registrar/Principal Administrator/Sr.Manager, HR.

- 1.16 The Governing Board of the University shall have the authority to modify, amend and delete any of these rules, as it deems fit at any time.

## **2. VACATION**

- 2.1 All employees of the University are eligible for vacation (no. of days being decided from time to time based on the academic calendar and progress of curriculum) during May and June, provided they put up a continuous service of not less than 10 months up to 30th April of the year.
- 2.2 Employees of the University whose continuous service is less than 10 months, (the service being counted up to 30th April of the year) are eligible for vacation during May and June, on prorata basis at a rate based on the number of days being decided from time to time divided by 10 for every completed month of service.
- 2.3 The period of summer vacation will be declared by the University every Academic year.
- 2.4 The Deans of Schools/Pro-VC/Director shall be the competent authority to decide the vacation schedules of the teaching staff, whereas the Deputy Registrar/Principal Administrator/Sr.Manager, HR shall be the competent

authority to decide the vacation schedules of the non-teaching staff, based upon the Academic calendar of the University.

- 2.5 In order to be eligible to draw salary and counting of service during vacation, all the vacation staff should be present on either of last working day or on reopening day compulsorily.

### **3. KINDS OF LEAVE**

An employee shall be entitled to the following kinds of leave subject to the conditions prescribed for each of them.

- 3.1. Casual Leave.
- 3.2. Earned Leave.
- 3.3. Maternity Leave.
- 3.4. Special Casual Leave.
- 3.5. Leave on Official Duty.
- 3.6. Compensatory Leave.
- 3.7. Study Leave.
- 3.8. Leave on loss of pay
- 3.9. Unauthorized absence from duty.

### **4. CASUAL LEAVE**

The grant of casual leave shall be governed as given hereunder.

- 4.1. Casual leave is a concession given to enable an employee to be absent from duty for short periods in special circumstances and will not be granted on vague and general grounds.
- 4.2. Casual leave shall be 16 days in a Academic year for all employees with a minimum continuous service of 12 months at the Institute.
- 4.3. In case of a newly recruited employee, the casual leave will be effective after one month of his/her service. Any employee is eligible to avail the casual leave for number of days he/she accrues till that month.
- 4.4. Casual leave shall be credited to the account of an employee in two instalments viz. 8 days on the 1<sup>st</sup> of January and 8 days on the 1<sup>st</sup> of July.
- 4.5. The total period of absence on casual Leave at any time shall not exceed 5 days. It can be combined with Sundays or other authorized holidays, provided that the resulting period of absence, in total, does not exceed 5 days.
- 4.6. Casual leave cannot be combined with any other leave or vacation.
- 4.7. Casual leave may be reckoned in terms of full day or half day for purposes of debit in the account in respect of all employees.
- 4.8. A record of casual leave taken by the employee during each year shall be maintained in the office of respective Schools and also by the Head of the Department concerned and is subject to ratification by the HRD section of Registrar's office.
- 4.9. The purpose for which leave is required must be stated in the application and orders on them obtained before proceeding on leave. Alternate arrangements for class work and examination duties or any other duties, assigned by the authority to the employee, must be made before proceeding on leave. Failure to comply

with this requirement will be treated as neglect of duties and may warrant disciplinary action.

- 4.10. Extension of casual leave is permissible only in cases arising out of an emergency and if such requests are communicated in time to the sanctioning authority. At the time of rejoining, application must be submitted for regularization of leave availed. The total period of absence is however subject to the condition stipulated in para 4.5.
- 4.11. In case an employee does not report for duty at the expiry of casual leave (as stipulated in para 4.5), the entire period of absence shall be accounted for against the Earned Leave Account of the employee. In case the latter falls short of the period of absence, the employee may be granted leave on loss of pay.
- 4.12. The fact that a maximum number of days has been fixed for the amount of casual leave which may be taken within an Academic year does not mean that an employee is entitled to take the full amount of casual leave as a matter of right.
- 4.13. Unutilized casual leave cannot be carried forward to the next Academic year.

## **5. EARNED LEAVE**

The earned leave admissibility to an employee shall be governed as given hereunder.

- 5.1 All the employees of the University are eligible for 14 days of earned leave, in addition to casual leave, on full pay, provided they have served for 12 months.
- 5.2 An employee is eligible for earned leave only after the completion of his/her 12 months of service in the University/Institute.
- 5.3 While calculating the earned leave eligibility, the period during which the employee is on loss of pay shall be considered and the earned leave due shall be reduced by 1/10<sup>th</sup> of the period of leave rounded off to the nearest digit.
- 5.4 An employee is eligible to avail the earned leave for a minimum of one day to a maximum of 180 days depending upon the balance at his/her credit subject to the discretion of the approving authority. However, the long leaves can be sanctioned based on medical grounds, study purposes & going abroad.
- 5.5 Applications for earned leave shall be submitted through the Head of the Department to the sanctioning authority stating the reason for leave.
- 5.6 It shall be clearly understood by the employees that the leave is subject to the sanction of the competent authority to the extent of leave due and to the condition that the absence of the employee does not prejudicially affect the work of the institution and the reasons put forth are satisfactory.
- 5.7 All applications should be submitted in advance and necessary approvals obtained before the employee avails the leave.
- 5.8 If the earned leave is requested on medical grounds, the leave application must be supported by a medical certificate from a Registered Medical Practitioner and is subject to the conditions stated in para 1.13 and 1.14.
- 5.9 Any declared holidays may be prefixed or suffixed to the earned leave with prior permission of the sanctioning authority.
- 5.10 Unutilized earned leave is carried over to the next Academic year.
- 5.11 Earned Leave is not encashable and not applicable during notice period.

## **6. MATERNITY/ PATERNITY LEAVE**

- 6.1 Maternity leave is permissible in case of married women employees of the University, who are in continuous service for at least two years.

- 6.2 Maternity leave on full pay may be granted to a married woman employee of the University in case of confinement for a period not exceeding 120 days, provided she has less than two surviving children.
- 6.3 Maternity leave on full pay up to 6 weeks may be granted to a married woman employee of the University in case of miscarriage or abortion, subject to production of a Medical Certificate from a Registered Medical Practitioner provided she had less than two surviving children.
- 6.4 Maternity leave, as such, is not debited against the leave account of the employee, but a note to that effect will be recorded in the service record of the concerned employee.
- 6.5 Paternity leave for seven days may be granted to male employees of the University/Institute who are in continuous service for at least two years.
- 6.6 A declared holiday may be prefixed or suffixed to the Maternity Leave or Paternity Leave with prior permission of the sanctioning authority.
- 6.7 This Leave is applicable to an employee up to two children.
- 6.8 This Leave is not applicable during the notice period.

## **7. SPECIAL CASUAL LEAVE**

An employee is eligible to avail Special Casual Leave only after completion of his/her 12 months of service in the University/Institute.

### **7.1 For Academic Duties**

An employee of the University is eligible to avail the Special Casual Leave on academic duties for a maximum period of 30 days in an Academic year without detriment to the classwork and examination duties for the following purposes:

- 7.1.1 To pursue Ph.D. programmes on part-time basis under other University or Institute.
- 7.1.2 To attend one National and one International conference /seminar in a Academic year as a sponsored candidate of the School/University provided the employee has contributed a paper to the conference /seminar and which has been accepted for presentation at the same.
- 7.1.3 To attend one workshop in a Academic year as a sponsored candidate of the School/University if, in the opinion of the sanctioning authority, the topic of the workshop is relevant to the Department's developmental plans and the candidate's participation in the workshop is beneficial both to the candidate as well as to the School/University. The candidate so sponsored should have been in the service for **at least 2 Years**. However such teachers attending any workshop are required to deliver a talk on that workshop in their respective departments.
- 7.1.4 To attend summer / winter schools and other short-term programmes of continuing education provided the employee is in continuous service for at least 2 years.
- 7.1.5 To attend meetings of Staff Selection Committee Debate of UPSC, State Public Service Commission, Universities and Public sector undertakings on which the employee is nominated as a member.

## **7.2 On Medical Grounds**

An employee of the University is eligible to avail the Special Casual Leave on medical grounds not exceeding for a period of 30 days after the expiry of all his/her **Earned Leaves** as stated in para 5.1, over and above the maximum of 30 days stipulated in para 7.1 under the following circumstances:

- 7.2.1 A male employee who undergoes sterilization operation under family welfare programme may be granted special casual leave, not exceeding 6 days, commencing from the date of operation once during the service, subject to the production of a Medical Certificate from the Doctor who performed the operation.
- 7.2.2 A female employee who undergoes tubectomy operation under the family welfare programme may be granted special casual leave, not exceeding 14 days commencing from the date of operation once during the service subject to the production of a medical certificate from the Doctor who performed the operation.
- 7.2.3 A male employee whose wife had undergone a tubectomy operation under the family welfare programme may be granted special casual leave, not exceeding 7 days, commencing from the date of operation subject to the production of a Medical Certificate from the Doctor who performed the operation to the effect that the presence of the employee is essential for the period of leave to look after his wife during convalescence after operation.
- 7.2.4. If an employee undergoes a serious medical treatment, then he may be granted Special Casual Leave as per the decision of the management, subject to production of Medical Certificate from the Doctor who performed the medical treatment.

## **8. LEAVE ON OFFICIAL DUTY**

The grant of leave on official duty shall be governed by the provisions given hereunder.

- 8.1. To attend meetings of academic bodies of the University if the employee is nominated as a member.
- 8.2. To attend meetings of committees constituted by Govt. of India, State Government, AICTE, UGC, ISTE, Universities and other Central and State Governments if the employee is nominated as a member.
- 8.3. To carryout supervisory duties and to serve as paper Evaluator (Examiner) of Semester Examinations of the University.
- 8.4. To attend any other duties officially assigned by the University/Institute.

## **9. COMPENSATORY LEAVE**

The grant of compensatory leave shall be governed as given hereunder.

- 9.1 An employee called to attend office on a holiday, except as a punishment, may be granted another day in its place, when opportunity offers.
- 9.2 Compensatory leave shall not be admissible when an employee is called on to perform duties on a holiday in connection with University examination or any other work for which remuneration is paid.

- 9.3 Compensatory leave shall be availed by the employee only after obtaining the prior permission of the sanctioning authority.
- 9.4 The compensatory leave, due to an employee, has to be availed within 3 months of having performed the duty on a holiday for which the compensatory leave is due.
- 9.5 Unutilized compensatory leave cannot be carried over to the next Academic year.

## 10. STUDY LEAVE

Study leave may be granted to an employee of the University, who has put in a minimum continuous service of **Three years** at the Institute and shall be governed by the provisions given hereunder.

- 10.1 Study leave may be granted to pursue higher studies leading to M.Tech / M.E or Ph.D at IIT & or other AICTE recognized Centers of Quality Improvement Programmes or at institutions located in India or abroad for a period , depending upon the course requirements on **loss of pay**.
- 10.2 Study leave may be granted to teaching faculty with Ph.D. Degree to pursue post-doctoral research at an Organization / University, located in India or abroad, for which facilities are not available at the University. The period of study leave, in such cases, shall ordinarily not exceed one year. It can however be extended in exceptional cases by the authority. Conditions of pay during the leave period will be decided in each case by the authority. Employees utilizing this type of study leave are required to execute a bond to serve the Institute for a period of 5 years after the expiry of study leave on terms and conditions fixed by the authority.
- 10.3 Study leave will be granted by the competent authority on the specific recommendation of the Head of the Department and Dean of the respective School. While making such recommendation, the forwarding authorities should ensure that the employee is likely to be benefited by the grant of study leave and it is in the interests of the Department. Further, they should ensure that adequate arrangements will be made for carrying on the tasks assigned to the employee, during the period of his/her absence, without detriment to the interests of the academic work at the Institute.
- 10.4 Study leave will count as service for promotion and provident fund, but not for counting leave. It shall not affect any leave which may be already in his / her credit.
- 10.5 No. of employees on study leave at any time cannot exceed **1 out of 10** teachers in each Department / Section. However this may be waived by the VC, looking into the specific requirements and needs of the department.

## 11. LEAVE ON LOSS OF PAY

An employee who does not have any leave at his/her credit may be sanctioned leave on **loss of pay** at the discretion of the competent authority, not exceeding 30 days for exceptional reasons. Half day loss of Pay can be allowed at the discretion of the competent authority.

**12. EXTRAORDINARY LEAVE**

The leave which is not mentioned in the above category will be considered as extraordinary leave. Extraordinary leave **without/ with** salary may be granted to an employee. This will be given only in the special circumstances at the discretion of the authority.

**13. UNAUTHORISED ABSENCE FROM DUTY**

Absence of an employee from duty without getting leave sanctioned under any of the above categories of leave shall be treated as unauthorized absence from duty and shall be liable for disciplinary action.

**Sd/-  
REGISTRAR**