

GALGOTIAS UNIVERSITY

LEAVE RULES

These rules shall be applicable to regular full time employees of GALGOTIAS UNIVERSITY (Teaching, non-teaching including technical supporting staff) and shall not be applicable to contractual or any other type of employee and are subject to amendments as and when required.

Chapter 1

LEAVE RULES

Effective from 1st June 2011

Leave is not a right but a privilege to be taken in planned way with permission of competent authority. Any type of leave other than mentioned below shall be at the discretion of the Chancellor or his nominee.

1. For Leave rules calendar year shall be followed.
2. Leave shall be granted according to the exigencies of service. If so required, the University may refuse or revoke leave whether during the term or vacation.
3. In case an employee has to go out of station, he/she shall mention his/her outstation address in the leave application and shall also handover charge to another member of the staff in the manner directed by University. No member of the staff shall leave station at any time without prior written permission of the Vice-Chancellor.
4. Application for leave must be submitted and got sanctioned before proceeding on leave.
5. Period of leave without pay exceeding 15 days in a year shall not be counted as service for calculating any kind of leave

Categories of Leave

- a) Casual leave
- b) Special Casual leave
- c) Medical Leave
- d) Maternity Leave – only applicable to women employees
- e) Vacation Leave – for teaching staff only
- f) Earned Leave
- g) Leave without pay
- h) Compensatory Leave

1. CASUAL LEAVE (for all employees)

- 1.1. 12 days casual leave in a calendar year is permissible. Maximum 8 days casual leave allowed in a semester.
- 1.2. Casual leave cannot be combined with any type of leave.
- 1.3. Casual leave cannot be taken for more than 3 days continuously.
- 1.4. Casual leave cannot be carried to next calendar year.
- 1.5. For a new employee, proportionate Casual leave will be allowed.

2. SPECIAL CASUAL LEAVE

- 2.1. Special Casual Leave not exceeding 10 days a year can be given with special permission of the Vice-chancellor with prior approval of Pro Chancellor to attend conferences, seminars paper presentations or for other academic activities, after giving a proof (such as registration in the conference etc.) of intention to attend the same, without affecting the Academic Schedule of the University.

3. MEDICAL LEAVE (for all employees)

- 3.1. 10 days Medical Leave is permissible during a calendar year.
- 3.2. Entitlement of the Medical Leave is only after completion of one-year of service. For new employees proportionate Medical Leave will be allowed after completion of one year.

- 3.3. In circumstances such as accident/indoor hospitalization on the advise of the doctor, it may be converted into 20 days half pay.
- 3.4. Medical Leave is allowed only on submission of medical Certificate.

4. VACATION LEAVE (for teaching staff only)

- 4.1. Faculty is allowed 4 weeks vacations in summer and 1 week in the winter, after teaching two full semesters, as per the academic calendar approved by competent authority of the university.
- 4.2. New Faculty is allowed 15 days summer vacations and one week of winter vacation after teaching one full semester. (75% class teaching days will be full semester for this purpose)
- 4.3. No vacation Leave is permissible for part semester teaching.

5. EARNED LEAVE

5.1. For Vacation Staff viz. Faculty

- 5.1.1. One day earned Leave for full completed month of service i.e. 12 days per year **PLUS** 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

5.2. For Non-vacation staff viz. Non-teaching and technical staff

- 5.2.1. One and a half days Earned Leave for fully completed month of service i.e. 18 days per year.

5.3. General conditions for Earned Leave :

- 5.3.1. Earned Leave is to be planned and got sanctioned in advance.
- 5.3.2. Earned Leave cannot be taken more than three times in a year.
- 5.3.3. Sundays-Saturdays and Holidays are counted if falling in between the Earned Leave period.
- 5.3.4. Earned Leave can be accumulated only up to 24 days for the teaching staff and 36 days for non teaching staff
- 5.3.5. Entitlement of Earned Leave is only after completion of one year service.
- 5.3.6. There shall be no encashment of earned leave

6. MATERNITY LEAVE (all female employees)

- 6.1. All female employees are entitled to 90 days (Full Pay) Maternity leave, admissible only to employees with less than two surviving children and for maximum of 2 times in the whole service.
- 6.2. Entitlement of Maternity leave is only after completion of one year of regular service.

7. EXTRA ORDINARY LEAVE (Leave without pay)

- 7.1. E.O. L. without pay may be granted to regular teacher when no other leave is admissible,.
- 7.2. It can be granted on the following grounds:
 - (i) On the basis of Medical Certificate.
 - (ii) For pursuing Higher studies.
 - (iii) For attending a fellowship or research assignment for technical or academic work of importance.
- 7.3. Duration of E.O.L shall be decided in each individual case on merit with the approval of chancellor.
- 7.4. It shall be the absolute discretion of the chancellor to approve any such leave or not.

8. STUDY LEAVE/SABBATICAL LEAVE

- 8.1 Study leave/ Sabbatical leave without pay can be granted with the approval of Chancellor subject to the fulfillment of laid down conditions.
- 8.2 It shall be the absolute discretion of the chancellor to approve any such leave or not.

9. COMPENSATORY LEAVE

- 9.1 Compulsory Attendance on Saturdays (non-instructional days), Sundays or other public holidays justifies the grant of compensatory leave for the number of days a non-teaching employee is directed to attend the office, unless it is imposed on him as a penalty or it is required to clear arrears for which he is personally responsible. The attendance in such cases should be under prior orders of the officer- in-charge.
- 9.2 No compensatory leave will be admissible to an employee who is paid

Overtime Allowance or TA/DA for the day of compulsory attendance on Sundays and other holidays.

- 9.3 Compensatory leave should be treated like Casual Leave. However, the Compensatory leave to the extent actually earned may be availed within one month of the entitlement otherwise the same will be treated as lapsed.
- 9.4 Compensatory Leave will be admissible only to Ministerial & class IV staff and not to Supervisory Staff.

10. LEAVE SANCTIONING AUTHORITY

Leave Type	Category	Authority
Casual Leave	Professors, Associate Professor & Assistant Professor	Dean on the recommendations of HOD
	HODs	VC on the recommendations of Dean
	Dean, Registrar, Controller of Examination OR Equivalent positions.	VC
	Non-teaching staff working in various branches of GUUP	Branch In charge viz. Registrar, Finance Officer, CoE etc.
	Non-teaching & technical supporting staff working in Dean/HOD's office labs	Deans on the recommendations of the HOD
Other Leaves viz E/L, Sick Leave	All employees	Vice Chancellor on the recommendations of Dean or Branch In-charge
Maternity Leave etc. Study Leave/sabbatical leave	All employees	Chancellor on the recommendation of VC

11. GENERAL

- 11.1. Leave is normally to be got sanctioned in advance. However it has to be got sanctioned within three days from the last date of leave, failing which only Leave without pay will be sanctioned. Absence not supported by sanctioned leave by 3rd of next month shall be without pay (for the purpose of the salary) and cannot be sanctioned with pay subsequently.
- 11.2. Absenteeism i.e. absence without approval will be termed as misconduct and will be treated as break in service. Sanction for leave without pay is equally essential failing, which it will be treated as unauthorized absence.
- 11.3. For leave during teaching days, all the teaching staff shall arrange their lectures by alternate faculty with consent, for getting their leave sanctioned. In case of emergency leave during teaching days, the faculty is required to inform the HOD /Dean immediately specifying alternate arrangement for engagement of his/her classes. They should however submit and get the leave sanctioned next day positively.

12. PUNCTUALITY

- 12.1. All employees shall finger swipe in the morning and in the evening
- 12.2. Signatures in attendance register shall be mandatory and shall be used for presence, only for the day finger swipe machine does not work.
- 12.3. Two days late coming in a month beyond 30 minutes and up to 60 minutes shall require half-day leave. Half-day leave shall be adjusted automatically from the entitled Casual Leave/Sick Leave/ Earned Leave. In case no leave is due, half day wage shall be deducted.