



### LEAVE POLICY

<b>Version</b>	<b>Status</b>
1.7	Current
<b>Intended Recipients</b>	
All staff members of RGU (except support staff)	
<b>Approved by:</b>	
<b>Date issued</b>	05.01.2023
<b>Effective date</b>	01.01.2023

#### REGULATIONS GOVERNING THE KIND OF LEAVE AND OTHER CONDITIONS FOR GRANT OF LEAVE TO VACATION AND NON-VACATION STAFF

##### 1. SHORT TITLE AND COMMENCEMENT

These Regulations shall be called "LEAVE RULES FOR REGULAR EMPLOYEES" and shall come into force from 01/01/2023.

##### 2. APPLICABILITY

These Regulations shall apply to all regular employees of RGU, other than the following:

- (a) Adjunct faculty
- (b) Visiting faculty
- (c) Honorary advisors to the University
- (d) Whose terms of appointment do not include the benefit of leave

##### 3. DEFINITIONS

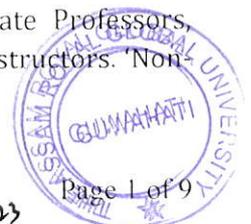
- (i) 'Competent authority' means the Vice-Chancellor or any other authority specifically empowered by him to sanction leave to the employee concerned.
- (ii) 'Year' means calendar year (January to December), except for Academic Leave which is maintained on basis of Academic Year (July to June)
- (iii) 'Month' means calendar month, provided that for reducing credit of Casual Leave or Earned Leave or Medical Leave on account of Leave Without Pay availed by an employee, every shall month shall be deemed to have 30 days.
- (iv) 'Vacation Staff' includes the teaching staff viz. Professors, Associate Professors, Assistant Professors, any other teaching positions and Laboratory Instructors. 'Non-

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Vacation Staff includes Vice-Chancellor, Deans/Heads of Schools, Directors, Principals, Vice-Principals, Associate Directors, Office of Controller of Examinations and administrative staff. Any other teaching staff holding full time administrative responsibilities will also be included in the Non-Vacation Staff.

#### 4. KINDS OF LEAVE

- (a) Casual Leave
- (b) Medical Leave
- (c) Earned Leave
- (d) Vacation Leave
- (e) Academic Leave
- (f) On-Duty Leave
- (g) Maternity Leave
- (h) Extra-ordinary leave (with lien)
- (i) Short Study Leave
- (j) Any other kind of leave, as approved by the competent authority from time to time

#### 5. DISCRETION TO GRANT OR REVOKE LEAVE

**Leave cannot be claimed as a matter of right. Discretion is reserved to the authority empowered to sanction leave, to refuse or revoke leave at any time according to the exigencies of the University's work.**

#### 6. GENERAL CONDITIONS FOR LEAVE

- 6.1 Any holiday, Saturday and Sunday falling between any of leaves/leave without pay will be treated as a part of the leave/ leave without pay, as applicable.
- 6.2 An employee, on leave, cannot take up any service or employment elsewhere.
- 6.3 Unauthorized absence from duty after expiry of leave renders an employee liable for disciplinary action.
- 6.4 No employee shall leave the station without the prior permission of the competent authority. The employee shall inform the authorities about his/her address and contact phone number during the days of absence.
- 6.5 In case of an employee leaving the country during the leave period, sanction of the Vice-Chancellor/Chancellor will be required, irrespective of the type or duration of leave.
- 6.6 All leave rules shall be in reference to a calendar year.
- 6.7 All leave rules shall remain suspended once/after an employee submits his/her resignation/notice of resignation or gets such a notice from the University.

#### 7. CASUAL LEAVE (CL)

Vacation Staff & Non-vacation Staff
4 days per half year (Total - 8 days per calendar year)

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- 7.1 In respect of a new joinee who joins the service of the University, the CL entitlement during the first year of his employment, will be determined on the pro-rata basis of period of service rendered by him/her from the date of joining.
- 7.2 Regular employees stationed outside Guwahati will also be granted CL @ 4 days per half year.
- 7.3 CL is intended for short duration. **It cannot be granted for more than 2 (two) days at a time / maximum twice in a month.**
- 7.4 CL may be taken in terms of ½ day, for the first or the second half of a day, the first half ending with the conclusion of the lunch interval and the second half beginning with the commencement of the lunch interval.
- 7.5 **CL cannot be combined with any other type of leave, but can be prefixed or suffixed with holidays/vacation/weekly-offs of duration of not more than 3 (three) days.**
- 7.6 Unavailed CL cannot be carried forward to the next calendar year and cannot be encashed. The CL not availed upto 31<sup>st</sup> December, will lapse.

## 8. MEDICAL LEAVE (ML)

<b>Vacation Staff &amp; Non-Vacation Staff</b>
6 days per year (Total – 6 days)

- 8.1 In respect of a new joinee who joins the service of the University, the ML entitlement during the first year of his employment, will be determined on the pro-rata basis of period of service rendered by him/her from the date of joining.
- 8.2 **ML application for beyond 2 (two) days, will be accompanied by a medical certificate from a registered medical practitioner.** Sanctioning authority may take second medical opinion if it is necessary.
- 8.3 **ML can be taken in combination with EL only, in case of emergencies.**
- 8.4 ML may be taken in terms of ½ day, for the first or the second half of a day, the first half ending with the conclusion of the lunch interval and the second half beginning with the commencement of the lunch interval.
- 8.5 Unavailed ML cannot be carried forward to the next calendar year and cannot be encashed. The ML not availed up to 31<sup>st</sup> December, will lapse.
- 8.6 Hostel wardens are not eligible for ML.

## 9. EARNED LEAVE (EL)

Vacation Staff	Non-Vacation Staff	Hostel Wardens	Outstation Employees Royal Information Centre (RIC)
5 days per half year (Total – 10 days)	15 days per half year (Total – 30 days)	8 days in the 1 <sup>st</sup> half year and 7 days in the 2 <sup>nd</sup> half year (Total – 15 days)	0 days

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- 9.1 EL @ 10 days, 30 days and 15 days for Vacation Staff, Non-Vacation Staff and Hostel Wardens respectively shall accrue from the date of joining of service but shall be credited and be available from the date of completion of regular service of one year. Again, EL will be credited on next 1<sup>st</sup> day of January or July proportionately at the above rate. Subsequently the leave will be credited @ 5 days, 15 days, and 8 days/7 days respectively on subsequent 1<sup>st</sup> January or 1<sup>st</sup> July on half yearly basis.
- 9.2 50% of the EL accrued in a year shall be carried forward next year, if not availed and can be accumulated upto 30 days for Vacation Staff and 90 days for Non-Vacation Staff. Therefore, in case of Vacation Staff and Non-Vacation Staff, the carried forward leave will be equal to maximum 5 days per year and maximum 15 days per year respectively.
- 9.3 EL will be granted for a maximum of 30 (thirty) days for vacation staff, or 60 (sixty) days for non-vacation staff and 15 days for hostel wardens per year and **not more than 3 times** in a year except on medical ground/special circumstances as considered by the competent authority.
- 9.4 **EL should be applied minimum 15 days before the date of leave with proper approval and for a minimum of 3 (three) days at a time.**
- 9.5 EL cannot be **suffixed or prefixed with holidays/vacation/week-off of duration of more than 3 (three) days.** In case EL is applied either in prefix or suffix, the entire duration of holidays/vacation/week-off shall be included as a part of the earned leave itself.
- 9.6 EL can be taken in combination with any other kind of leave, except CL.
- 9.7 Encashment of EL will be on retirement, termination or on resignation after 2 (two) years of minimum service/confirmation of an employee, whichever is earlier, and the encashment of EL will be calculated only on the component of basic pay of the gross salary.
- 9.8 Earned Leave due to regular employee (who is not on probation) on the date of termination of employment may be allowed to be encashed. Provided that in the case of termination as a disciplinary measure, the authority imposing the penalty shall pass orders as to whether such encashment may be allowed.
- 9.9 EL cannot be adjusted against the notice period.
- 9.10 **Earned Leave will NOT be granted during the ongoing classes (in case of faculty members)/ during peak season (for non-teaching staff) except in cases of extreme emergencies.**

**10. VACATION LEAVE (Based on scope/availability as per the academic calendar)**

Vacation Staff	Non-Vacation Staff
15 days of Summer Vacation	Not applicable
6 days of Winter Vacation	
(Total – 21 days)	

- 10.1 Vacation leave will be notified on the basis of the academic calendar and day of reopening of new sessions.
- 10.2 The Summer Vacation will be availed in two phases and the Winter Vacation will also be availed in two phases.

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- 10.3 **Vacation Staff shall have to be present for duty on the last day preceding the vacation and on the first day following the vacation**, failing which, the entire vacation period may be treated as absence from duties (Leave Without Pay) unless proper justification acceptable to the competent authority, are forthcoming.
- 10.4 Vacation cannot be combined with any other kind of leave.

## 11. ACADEMIC LEAVE

S. No.	Cadre	No. of days
1	Registrar/Director/Principal/Dean/Professor Emeritus/ Professor & equivalent	10
2	Associate Professor & equivalent	8
3	Assistant Professor & equivalent	6
4	Other academic/admin staff	5

- 11.1 The competent authority may grant Academic Leave to attend an academic conference/workshop/seminar etc.
- 11.2 This leave will be calculated on the basis of Academic Year i.e. July – June.
- 11.3 Maximum number of leaves shall be restricted to **5 (five) days at a time**.
- 11.4 **Availing of such leave shall be subject to the following conditions:**
- **With prior approval through proper channel in the prescribed format.**
  - **Submission of a copy of invitation letter/e-mail from the host organization.**
  - **In case of paper presentation at a national or international conference, the employee shall be required to submit a copy of the full text paper accepted. And shall submit a report on resumption of duties.**
- 11.5 Academic leave can be taken for **maximum 3 times in a year in the ratio of 2:2:1 days or once availing full 5 days**
- 11.6 Any weekend/holiday falling in between the academic leave shall not be counted as a part of the leave.
- 11.7 For reimbursement of expenses/registration etc., the Reimbursement Policy may be referred to.

## 12. ON-DUTY LEAVE

- 12.1 The competent authority may grant On-Duty Leave to perform such duties as under:
- To perform work of academic or technical nature such as evaluation of answer scripts or conduct of viva-voice or sports activities like training, coaching etc. (for sports personnel)
  - To chair a session in a seminar/conference/workshop or represent the University in a meeting as a moderator
  - To deliver academic lectures at a University or College or any professional institution.
  - To attend meetings of any committee/board constituted by the University / Government / Professional Bodies.

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- 12.2 On-Duty/ special casual leave may be granted on full pay, provided that if the employee receives an honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she will have to give 50% of the amount to the University on a working day. On a non-working day 30% will be given to the university, excluding the conveyance allowance & TDS (if deducted). In case, no revenue sharing is done, then these leaves shall be treated as LWP
- 12.3 Maximum number of leaves shall be restricted to 5 (five) days at a time within India and 10 days abroad (to be approved by the Vice-Chancellor)
- 12.4 Availing of such leave shall be subject to the following conditions:
- With prior approval through proper channel in the prescribed format
  - Submission of a copy of invitation letter/e-mail from the host organization

### 13. MATERNITY LEAVE

- 13.1 Regular female employees, after completion of 1 (one) year of minimum service, may be granted Maternity Leave with full pay for the first 45 days and half pay for the next 45 days. Such leave for the same duration would, however, be admissible on not more than two occasions in the entire service, provided the number of surviving children does not exceed two.
- 13.2 Maternity Leave shall be granted on production of requisite medical certificate.
- 13.3 The Maternity Leave can be combined with Medical Leave (ML) and Earned Leave (EL). However, the payment of Earned Leave / Medical Leave shall be given post joining.
- 13.4 The leave may also be availed in two phases i.e. in pre-natal period and post-natal period.
- 13.5 Vacation Leave overlapping with any portion of Maternity Leave shall be counted as Maternity Leave.
- 13.6 Maternity Leave is not debitible in the leave account. However, a record of such leave will be maintained in the personal file of the staff concerned.
- 13.7 If the employee is entitled to benefits under the ESIC, the leave salary will be reduced by the amount payable by the ESIC for which documentary proof shall be mandatory or a self-declaration
- 13.8 Maternity Leave for 15 days only (with full pay) may also be granted in case of miscarriage only after the first trimester. The application for leave has to be supported by a medical certificate. This leave will be granted maximum twice in whole career.

### 14. PATERNITY LEAVE

- 14.1 Regular male employees, after completion of 1 (one) year of minimum service, may be granted Paternity Leave with full pay for a maximum of 7 days. Such leave, however, be admissible on not more than two occasions in the entire service, provided the number of surviving children does not exceed two.
- 14.2 Paternity Leave shall be granted on production of requisite medical certificate.
- 14.3 The Paternity Leave cannot be combined with any other leave.
- 14.4 Vacation Leave overlapping with any portion of Paternity Leave shall be counted as Paternity Leave.

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14.5 Paternity Leave is not debitable in the leave account. However, a record of such leave will be maintained in the personal file of the staff concerned.

## 15. EXTRA-ORDINARY LEAVE (WITH LIEN) DURING EMPLOYMENT/STUDY LEAVE

- 15.1 Extraordinary leave (with lien), if sanctioned by the employer as per set procedure, will assure the beneficiary (employee on leave) the same position in the University on which he/she has been granted leave, after his/her rejoining the University.
- 15.2 An employee may be granted Extra Ordinary leave (with lien) to acquire higher qualifications or pursue a special line of study or to undertake study or research or other academic pursuit solely with the object of increasing their proficiency and usefulness to the University and education system.
- 15.3 An employee, after confirmation of service, may be granted Extra Ordinary Leave (with Lien), subject to proper process and subsequent approvals from the competent authorities of the University. This leave shall be leave without pay.
- 15.4 This leave will be granted to an employee for an initial period of one year only, which may further be extended/renewed on yearly basis, subject to receipt of application from the employee requesting extension and subsequent approval of the competent authorities. The employee on lien has to submit the application for continuity atleast 10 days prior to end of leave period. However, in no case, the extension of leave shall be granted beyond 3 years.
- 15.5 If an employee remains absent beyond the period of leave originally sanctioned or subsequently extended period, he/she shall lose his/her lien on his/her appointment unless he/she – (a) returns within ten days of the expiry of the leave, and (b) explains, to the satisfaction of the University, his/her inability to return on expiry of his leave.
- 15.6 In case of extra ordinary circumstances, if an employee wishes to take lien again after completion of 03 years, the second lien may be granted only when he/she rejoin the university and completes the cooling period of one year, post which the leave can further be extended.
- 15.7 This leave may be granted not more than twice during the employee's career. However, the maximum period of Leave admissible during the entire service shall not exceed 5 (five) years.
- 15.8 This Leave shall not be granted to an employee who is due to retire within 3 (three) years from the date on which he/she is expected to return after the expiry of this Leave.
- 15.9 The last month salary or the security deposit or the EL encashment, whichever is higher, shall be kept as a deposit during the entire period of leave. In case, the lien is terminated by either the employee or the University before its completion, the amount kept as deposit may be released, subject to approval and clearance of no dues certificate.
- 15.10 Where Extraordinary Leave with Lien or Study Leave precedes and/or follows Saturday (where it is not working day)/Sunday or any other off-day applicable to the employee concerned/University's holiday, then such Saturday/Sunday/Holiday, etc. will be treated as part of this Leave.
- 15.11 In case, it is found that this leave is wrongly utilized or has been taken against false reasons, the leave shall immediately be terminated by the University, which shall lead to termination of the employee. In such cases, the management/University shall not be liable to pay/clear the dues/deposit of the employee.

## 16. SHORT STUDY LEAVE

- 16.1 Short Study Leave, for not more than 5 (five) days in one calendar year may be granted to an employee for completing work related to Ph.D. subject to submission

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of corroborating evidence from the concerned university or a certificate from the guide.

- 16.2 The leave may be considered only upon the written recommendation through proper channel after ensuring that all classes/work are adjusted against the faculty/employee and that academic calendar/work is not disturbed.
- 16.3 The employee availing such leave shall not be eligible for any other leaves during the approved leave period.
- 16.4 In case Short Study Leave is exhausted, the additional days may be adjusted against EL, CL (in the same order).

#### 17. LATE ARRIVAL/EARLY DEPARTURE

- 17.1 **Late arrival to the office (post 9:05AM) for 3 days in a month leads to 1-day LWP. Therefore, adherence to the office timings and marking of attendance (log in and log out) in the biometrics (face attendance) is mandatory.**
- 17.2 All faculty & staff members of RGU are allowed early departure only twice a month. Early departure means leaving one hour prior to the scheduled time, in case of emergencies. **However, prior approval must be taken from Hon'ble Vice-Chancellor for the same else the early departure will not be allowed, and will be adjusted against half day leave/leave without pay, as applicable.**
- 17.3 It is mandatory to also mark attendance (like regular days) in the biometrics in case of late arrivals/biometrics. In case, an employee departs early for more than 2 days in a month will have to apply for half day leave for that particular day(s).
- 17.4 An employee leaving early without prior information will be marked as LWP for the day.
- 17.5 **The early departure & late arrival policy is only given as a facility in case of emergencies. It should not be treated as a right.**

#### 18. LEAVE APPLICATION PROCESS

- 18.1 Subject to the terms and conditions of appointment, employees will be eligible for leave in accordance with these Rules, as amended from time to time.
- 18.2 **An employee who desires to proceed on leave shall apply in the hard copy leave application/ERP prior to availing the leave. In extraordinary cases where for reason beyond his/her control, it is not possible to obtain prior sanction, the employee will seek telephonic sanction from the competent authority; and on resumption of duty, apply in the hard copy leave application/ERP within next three working days.** In case the application for post-facto sanction is not submitted and/or sanctioned, the salary for the leave period will be deducted even if the employee has sufficient leave balance in his/her credit.
- 18.3 **The steps to apply for leave are as under -**
  - **The leave application is to be filled in by an employee (available with HR deptt.), preferably before availing leave (for CL & ML only). For EL/Academic/other categories of leave, time frame mentioned under the specific leaves are to be followed.**
  - **To be brought to the HR deptt. for filling up of 'Leave Status' between 3:00 PM to 5:00 PM.**
  - **To be forwarded by department coordinator/HoD/HoI/HOS/Section Heads (as applicable), latest within 3 working days post availing the leave. In case of schools/departments where both HoDs & HoIs are available, then the application has to be forwarded by both. In case of**

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administrative staff members, it has to be signed by the Registrar, post forwarding by the sectional head.

- To be submitted to the HR department for final approval of Hon'ble Vice-Chancellor. Once approved, it shall be informed to the members via official email.

#### 18.4 KINDLY NOTE

- These steps are applicable for only those staff members of RGU who are covered under the leave policy & benefits of RGU
- Before the final submission of the application to Hon'ble Vice-Chancellor for approval, the leave status should be filled-in and signed by the HR department.
- This process is applicable for all teaching & non-teaching staff members, **except Professor, Professor Emeritus, Deans & Principals. The senior staff members, as mentioned, may send their leave applications through peons/assistants and do not have to come personally to submit the forms.** However, it is expected that they will allot alternative arrangements of their classes/extra responsibilities if any.
- In cases of emergencies, the leaves (CL/ML only) may be applied within 3 working days post availing the leave.
- **For earned leaves, the form has to come 15 days in advance (as per the leave policy of RGU).**
- There is a separate form to apply for any Academic Leave.

#### 19. RESTRICTED HOLIDAY

- 19.1 Only one restricted holiday is allowed per member of RGU in one calendar year.
- 19.2 All employees will have to make alternate arrangements for their classes/duties. In case, the person assigned responsibility need to take an emergency leave, the RH will be postponed till further alternate arrangements are done.
- 19.3 RH will be allowed after 6 months from the date of joining.
- 19.4 The leave applications should be submitted to respective HoDs/coordinators/Hols/Section Heads by the notified dates every year, after which the applications will not be entertained.
- 19.5 Any further change in the approved restricted holiday can only be done with prior written approval of Hon'ble Registrar and Hon'ble Vice-Chancellor.
- 19.6 **No other leave/s can be prefixed or suffixed with RH. In case any other leave is applied for, the RH will also be treated as a part of the same leave.**

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