

Date: 04.02.19

**Sub: Revised Leave Policy as on 04.02.2019**

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The leave details to the staff are detailed below

**1. Teaching Staff**

- |                   |   |                         |
|-------------------|---|-------------------------|
| a. Casual Leave   | - | 12 days / Calender year |
| b. Earned Leave   | - | 12 days / Calender year |
| c. Medical Leave  | - | 10 days / Calender year |
| d. Vacation Leave | - | 30 days / Academic year |

**2. Non-Teaching Staff (Including Technical staff)**

- |                   |   |                         |
|-------------------|---|-------------------------|
| a. Casual Leave   | - | 12 days / Calender year |
| b. Earned Leave   | - | 12 days / Calender year |
| c. Vacation Leave | - | 15 days / Academic year |
| d. Medical Leave  | - | 10 days / Calender year |

**3. Estate Office**

- |                  |   |                         |
|------------------|---|-------------------------|
| a. Casual Leave  | - | 12 days / Calender year |
| b. Earned Leave  | - | 15 days / Calender year |
| c. Medical Leave | - | 10 days / Calender year |

**4. On Duty Leave**

- a. On Duty (OD) can be availed only if.
1. Attending FDP, seminar conference, workshop
  2. Member of the Doctoral Committee.
  3. Official work related to Academic, examination related activities etc.

**5. HODs / Deans / Directors / Professors and Associate Professors are not entitled to take Compensation Leave**

**6. Special Leave can be availed only in case of faculty is a member of NAAC, UGC, AICTE or any other statutory bodies.**

**7. Casual Leave can be clubbed with any kind of leave.**

**8. Combining Vacation and Earned Leave with the Government declared holiday is not permitted in form of a sandwich.**

**9. Medical leave can be availed only in case of hospitalization (after submitting the proof).**

**10. Maternity leave can be clubbed with any leave.**

**NOTE:**

- **Vacation Leave can be availed only after the permission is granted in December and May. (Vacation leave is treated for the Academic Year July to June)**
- **The Leave Period Calculation for CL & EL will be for the calendar year (i.e.) January to December.**
- **No OD will be given during vacation/holidays.**
- **Only the Staff who have completed one year of service alone are eligible for Earned/Vacation Leave**

  
Registrar

  
Deputy Registrar

  
Director HR

  
Vice Chancellor