



**Shobhit
University**

EDUCATION EMPOWERS

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CIRCULAR

All the teaching and non-teaching staff members are hereby informed that from academic session 2023-2024 the leave rules are revised and shall be operative from 1st July 2023, replacing all earlier leave rules. These rules are enclosed herewith as Annexure 'I' to this circular.

This issues with the approval of competent authority.


Dr. Mahipal Singh
Registrar

11.07.2023

Copy to:

1. All the Principal(s)/Director/Dean(s)/HoD(s)/Co-ordinator (s)
2. Finance Officer/Estate Officer
3. Guard File.

For Kind information:

1. PS to Sr. Director HR & CR. - for kind information of Senior Director HR&CR.
2. PS to Vice Chancellor -for kind information of Vice Chancellor.
3. PS to Hon'ble Chancellor-for kind information of Hon'ble Chancellor

LEAVE RULES

General:

- (i) Leave is a privilege and not a matter of right. The University reserves the right to grant or refuse or revoke leave already granted depending upon the exigencies of service/ in the interest of the University. If the leave application is submitted after the applicant proceeds on leave, the concerned Director/Dean shall send the leave application to the Vice- Chancellor for required action.
- (ii) The leave year is reckoned from July, 1 to June 30 across the calendar year. Earned Leave shall be on earned and availed basis.
- (iii) No leave shall be admissible to casual and part-time employees. Ad-hoc/ purely temporary employees shall be entitled to only casual leave.
- (iv) No member of staff will leave University Campus at any time without the prior permission of their concerned reporting authority. The application for leave should be submitted ONLINE in prescribed format and got sanctioned by the concerned authority before proceeding on leave.
- (v) The Registrar's office shall maintain leave records of all employees.
- (vi) No leave except Earned leave is admissible for accumulation above a year.
- (vii) No leave can be prefixed or suffixed with the vacation.
- (viii) No employee, other than the **regular support staff**, is admissible for compensatory leave which can be granted as per policy declared earlier (Copy Enclosed as Annexure III) on a Saturday or during the notified vacations with the written permission/recommendation of the concerned authority with the mention of the work done on the holiday, in lieu of which the compensatory leave is sought and granted.
- (ix) Late arrival in office/ place of work for duty and short leave will be treated as ½ day casual leave

Categories of Leave:

- (a) Casual Leave
- (b) Earned Leave
- (c) Medical Leave
- (d) Summer and Winter Vacation (only for the Faculty)
- (e) Duty Leave and Special Duty Leave
- (f) Maternity Leave
- (g) Paternity Leave
- (h) Sabbatical/Study Leave
- (i) Extra-ordinary Leave (Leave without Pay)
- (j) Compensatory leave (applicable only to regular support staff) (k) Leave not due

Casual Leave (CL):

- i) Casual leave is given to an employee to meet a circumstance of a sudden and urgent nature at the personal or family level.
- ii) There will be a total of 8 days CL in a year which cannot be accumulated.
- iii) CL cannot be combined with any other leave.
- iv) Application for casual leave will be ordinarily made at least 1 day in advance except in an emergency situation, in such a case the telephonic granting of leave from the employee's supervisor will be made supplemented by written application on prescribed proforma immediately after the employee comes back.
- v) Half a day's casual leave may be granted in very exceptional cases when an employee remains absent for a part of the day not exceeding half of the working time with the prior permission of the concerned authority (Dean/Director/Vice-Chancellor) as the case may be.
- vi) Late arrival for duty and short leave will be treated as $\frac{1}{2}$ day casual leave.

Earned Leave

- i) An employee is entitled to Earned Leave at the rate of 1/15 of the period in which he has been in active service provided no such leave shall be admissible to the employee who is not in permanent employment. However, earned leave shall be credited to the employees leave account after he has completed ONE year of continuous service in the University. 24 days of earned leave is applicable to a permanent employee in a year.
- ii) The Leave at the credit of an employee shall be carried forward in the leave account of the next year subject to the condition that maximum limit of accumulation of the Earned Leave does not exceed 48 days.
- iii) Maximum Earned Leave that may be granted at a time is 10 days.
- iv) Application for earned leave should ordinarily be made at least 6 days in advance unless it needs to be taken in some emergency situation.

Medical Leave

- i. Maximum of 12 days in a year medical leave on half pay at the rate of one day per month of service convertible to 6 days with full pay is admissible to all regular employees, and is not subjected to accumulation. This leave may be sanctioned subject to the production of medical and fitness certificates from Registered Medical Practitioner.

Compensatory Leave (only for eligible support staff)**:

- i. Eligible support staff is admissible for compensatory leave which can be granted on a Saturday or during the notified vacations with the written permission/recommendation of the concerned authority (Director /Dean) with the mention of the work done on a holiday in lieu of which the compensatory leave is sought and granted.



- ii. Only half a day will be compensated for one full day's work done in the interest of the University on a holiday as mentioned in the official Holiday List of the University. However, depending on the nature of work, the Vice Chancellor may consider, in some special case, one full day against one day of holiday work on recommendation of concerned immediate authority.
- iii. Minimum work on a holiday to become eligible for compensation is half a day's work, i.e. four hours.
- iv. Total compensatory leave in a year will be for **Ten days** which cannot be accumulated and can be taken only on a Saturday or during the notified vacations.
- v. The compensatory leave cannot be added with any other leave.

**** (Please see annexure III)**

Summer and Winter Vacation (Only for Faculty Members):

- i) Members of the teaching faculty, who have completed one year of regular service, shall be entitled for **16 days of Summer Vacation** and **8 days of Winter Vacation** in a year (Declared by University). In order to ensure uninterrupted functioning of the department, the summer and winter vacation will be granted by the Competent Authority on recommendation of concerned authority in a staggered manner in such a way that not more than 50% of the faculty shall be given leave at any given point of time. This vacation can be granted only during the summer vacation and winter vacation period declared by the University subject to the condition that University work does not suffer.
- ii) The vacations may not be prefixed or suffixed to any other kind of leave including Casual Leave.
- iii) No person on leave shall be permitted to accept a salaried appointment or undertake professional work or engage in trade or businesses during his/her leave period except with the prior written approval of the competent authority.
- iv) Leave in case of vacation employee which is earned by the University employee lapses automatically on completion of academic session or his/ her retirement/resignation or termination of service in any manner, including removal or dismissal from the service.
- v) Leave to employees on contractual appointment/casual employees will be governed by the terms and conditions laid down in the respective contracts.
- vi) Leave, unless otherwise mentioned, will be sanctioned by the Vice- Chancellor, Dean, Director/ Coordinator or by such appropriate authority to whom the necessary powers are delegated by Board of Management.

Duty Leave:

- i) Duty leave may be granted for:
 - a) Attending conferences, symposia and seminars on behalf of the university or with the permission of the university;
 - b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Competent Authority;
 - c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university;



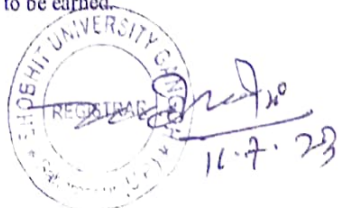
- d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, a University Grants Commission, a sister University or any other academic body, and
- e) For performing any other duty for the university.
- ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on such occasion;
- iii) The duty leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
The Vice-Chancellor can assign duties and grant duty leave on recommendations of concerned authority to an employee in the interest of the University for the tasks like Examination, Training, Conferences, Seminars, Workshops etc. normally for **not more than 6 days in a academic year.**
- v) **6 days Special Duty Leave** shall be allowed Teaching staff (Faculty Members) in an academic year for assignments given to them by NAAC, NBA, AICTE, PCI and other Statutory Bodies.

Extraordinary Leave:

- i) A permanent teacher may be granted extraordinary leave when:
 - a) No other leave is admissible; or
 - b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment in the following cases:
 - a) Leave taken on the basis of medical certificates
 - b) Cases where the competent authority is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to re-join duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - c) Leave taken for pursuing higher studies; and
- iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed two years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed three years in the full working life of the individual.
- iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

Leave Not Due:

- i) Leave not due, may be granted to a permanent teacher for a period not exceeding **12 days**. Such leave shall be debited against the half pay leave earned by him/her subsequently.
- ii) 'Leave not due' shall not be granted unless the competent authority is satisfied that as far as can reasonably be foreseen, the teacher will return on duty on the expiry of the leave and earn the leave granted.
- iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his /her leave account is not wiped out by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still be earned may be waived by the Board of Management.
Provided further that the Board of Management may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.



Maternity Leave:

- i. Married women employees who have put up a minimum of three years of regular and continuous service are entitled Maternity Leave as per following:-
 - 30 days with full pay
 - 60 days with half pay
 - 90 days without pay
- ii. An employee can avail herself of the maternity leave not more than twice throughout her service.
- iii. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a women employee in her career is not more than 15 days, and the application for leave is supported by a medical certificate.
- iv. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Paternity Leave:

- i. In recognition of the crucial role that fathers play in the lives of their children and the importance of family bonding, it is essential to provide provisions for paternity leave. The following are the entitlements for paternity leave, allowing fathers to actively participate in the early stages of their child's life:
 - 08 days with full pay
 - 15 days with half pay
 - 30 days without pay

Sabbatical Leave/Study Leave:

- i. The Sabbatical Leave/Study Leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave/sabbatical Leave.
- ii. The faculty members sponsored by the University for higher studies will be granted sabbatical/study leave without pay / half pay / full pay depending on the nature and duration of the leave required, provided they sign a bond with the University to serve it at least for double the leave period after completion of the higher study programme, and produce evidence of having completed the study after their leave. The sabbatical/study leave cases will be decided on case-to-case basis by the Board of Management, because of varied nature and duration of requirement of leave.
- iii. Permanent, whole -time teachers of the university who have completed seven years of service as Associate Professor or Professor may be granted sabbatical leave /study leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher both for Sabbatical and Study Leave.
- iv. A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training program of duration one year or more.
- v. A teacher on sabbatical leave/study leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she shall may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council/ Board of Management may, if it so desires, sanction sabbatical leave on reduced pay and allowances.



- vi. During the period of sabbatical leave/ study leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/ contributory provident fund, provided that the teacher re-joins the university on the expiry of his/her leave.

Extra-ordinary Leave (Leave without Pay):

- i. Extra ordinary Leave for a maximum period of 3 months may be granted to Non Teaching Employee by competent authority on recommendation of immediate concerned authority in case of extra-ordinary circumstances when no other kind of leave is due to the employee. The period of leave without pay shall be counted as service rendered by the employee.

LEAVE PROFILE:

- An employee who desires to obtain leave of absence shall have to give specific reasons thereof to the University, and also the address including e-mail and contact number with mobile number (whatsapp) while on leave. The application for leave shall be made on the prescribed form.
- Application form duly filled will be got endorsed from the office of the Registrar through Dean/Director/Coordinator indicating leave due on the proposed date of proceeding on leave, before submitting the same to the Sanctioning Authority.
- Application of leave for less than three days duration shall be submitted to the competent authority as per norms at least 24 hours in advance.
- Application of vacation leave shall be submitted to the competent authority as per norms after declaration of VACATION by the University or at least 6 days in advance from the starting of vacation.
- Application of leave for more than three days duration shall be submitted to the competent authority as per norms at least 6 days in advance.
- Except in emergency, no employee shall proceed on leave unless sanctioned. If any employee proceeds on leave without prior approval, it will be considered as LWP (leave without pay).
- In case of leave for more than 2 days on the grounds of sickness, competent authority may ask for a medical certificate of an registered medical practitioner, Competent Authority may, at its discretion, also direct the employee to report to another registered medical practitioner/ officer to obtain another medical certificate. The cost of such additional medical examination shall be borne by the employee.
- In the event of an employee desiring extension of his/ her leave originally granted, he/she shall submit an application or letter to the University well before the expiry of the period of leave originally granted to him/ her. The competent authority on receipt of his/ her application/ letter shall inform the employee, whether the extension of leave applied for has been sanctioned or rejected.
- An employee who remains absent from duty for a consecutive period of eight days (inclusive of Weekly Holiday, National and Festival holidays) without permission of the competent authority in writing, shall be deemed to have abandoned the employment and his/ her service will stand automatically terminated at the expiry of the period of said eight days.



- In order to maintain smooth teaching schedule; faculty members are requested to avail LWP only in case of extreme emergency and not as regular practice as this disturbs the planned teaching schedule. Therefore, No faculty shall be granted more than 2 days of leave without pay in a month. If a faculty member takes more than two days leave in a month then salary will be deducted accordingly.

EARNED/VACATION LEAVE:

Calculation of Earned Leave for Non- Vacation Employee viz Administrative Officers, Personal Secretary, Office Assistant, Lab Assistant, Power Generating and Maintenance staff etc.:

For Non- vacation Employee, earned leave will be admissible @ 1 day per 15 days of period spent on duty subject to a maximum of 24 days in a year.

Note- Any employee under probation period will not be treated as Non-vacation employee till successful completion of probation period.

Calculation of Leave for Vacation Employee:

- Teaching Faculty will be the vacation employees.
- The University shall notify the duration of vacation leave (Winter and/or Summer Vacation).
- A vacation employee shall be entitled to the number of vacation leaves announced in an Academic Session of the Year. However, for fresh vacation employee, the vacation leave entitlement shall be calculated on pro-rata basis for the remaining period of entitlement in that academic year.
- A member of teaching faculty entitled to vacation shall not be allowed to proceed on vacation until he/ she completes the examination or academic work assigned to him/her.
- Vacation employee can be retained on duty during vacation period (part or full) and assigned administrative or academic duties by the Vice-Chancellor on recommendation of immediate concerned authority during the period of vacation.
- A vacation employee, who avails vacation as declared in an academic year, does not earn any earned leave during that year.
- For a vacation employee the earned leave shall be calculated as follows:
"Earned leave shall be full period of the retained period during the vacation."

Rules Governing the Earned/Vacation leave:

Salary to be drawn during earned/vacation leave will be the same as the employee was drawing immediately before proceeding on such leave provided the leave is due at the point of time.


To avoid any dislocation of institutional work, earned leave for more than 10 days will not normally be granted at a time unless he/she serves the institute at least for 180 days after availing the last earned leave.

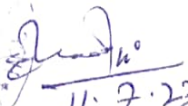
Earned/vacation leave shall not be accumulated for encashment at any point of time. Vacation leave will not be carried forwarded for the next academic year.



Quantum of leave:

SN	Description of Employees	Leave Entitled (Academic Year wise) no. of days				Remarks
		EL	VL	CL	Other	
(a)	Teaching Staff- Member of Faculty	Full Conversion of EL from VL.	To be declared by the University -24 days (summer-16,winter-8)	8	<ol style="list-style-type: none"> 1. Duty Leave/Special Duty Leave- 6+6 2. Medical-6 3. EoL -As per rule. 4. Leave not due- 12 5. Maternity leave- 30 6. Paternity Leave- 8 7. Sabbatical Leave/ 8. Study Leave- As per rule 9. Weekly Off. 	
(b)	Non-Teaching Staff Admin Officer, Office Asst. Laboratory Asst., Library, Power Gen./ Maintenance Staff etc.	24 days	NA	8	<ol style="list-style-type: none"> 1. Medical-6 2. Compensatory leave- 10 (As per rule.) 3. Maternity leave- 30 4. Paternity Leave- 8 5. EOL-As per rule 6. Weekly Off. 	EL will only admissible on completion of probation period. CL will be entitled on pro-rata basis during probation period.
(c)	Hostel Warden(s)	--	--	--	Duty Leave (Only for University work)	
(d)	Casual Employees viz Maintenance staff (Safai Karamchari, Gardner, Plumber etc.)/Office attendant non vacation employee on probation period	NA	NA	NA	4 days in a month.	The leave should not be accumulated more than 08 days.
(e)	Security Guard & Hostel attendant, Generator Operator and other persons on emergency duties.	NA	NA	NA	2 days in a month.	The leave should not be accumulated more than 04 days.





11.7.23

LEAVE SANCTIONING AUTHORITIES:-

SN	Position of the employees	Authority		
		Recommendation	Scrutinizing & Approving	Sanctioning
1.	Dean/ Director & Registrar	--	--	Vice-Chancellor
2.	Faculty	Respective Dean/ Director/ Coordinators	Registrar	Vice-Chancellor
3.	Staff Admin & all Deptt.	Concerned Director	Dy.Registrar.	Registrar
4.	Maintenance Staff & Office Attendant	Concerned Director	Dy.Registrar.	Registrar

Note:-

- In case of grant of leave to Dean/ Director , Hon'ble Chancellor must be informed.
- Extension of leave or leave without pay shall in all cases be recommended by the Dean/Director/Coordinators of respective Deptt. and sanctioned by the Vice Chancellor or by an officer nominated by the sanctioning authority.
- The leave will be applied on prescribed leave application form as per Annexure I & II to this rule separately for faculty and non teaching staff.

LEAVE PROGRAMME

- It is desirable to work out a leave programme for all key personnel for a year so as to ensure that there is no disruption in work and adequate manning is ensured during academic session. It shall be endeavoured that leave is finished during non-academic period except for unavoidable reasons.
- A faculty or any other staff proceeding on any kind of leave should inform the competent authority in advance and arrange/assign his/her duties properly.
- The leave application duly mention with alternative arrangement for academic/administrative activities shall be countersigned by the concerned faculty/staff and recommended by the concerned Director before forwarding it to the sanctioning authority. Separate office order may be issued assigning duty to other faculty/staff when the faculty/staff is granted leave
- Vice Chancellor is empowered to consider/sanction any other type of leave in consultation with Chancellor.
- All leave records shall be on the University ERP system. The faculty and staff members shall be advised to apply ONLINE.



Shobhit University, Gangohi
(Application for Leave – Faculty)

Name: Designation:

School/Department

Leave period from to No. of Days

Reason for leave Type of leave-

Contact Address during leave

Telephone/ Mobile No.

Name of the person detailed to perform the duty of the applicant with details of subjects etc.:-

Name of Person	Details of subjects to be taught/ periods	Signature

Signature of the applicant with date

Remarks

Recommended/ Not Recommended

Coordinator/Director/Controller of Exams

Director

Date

Date

Status of Balance of Leave- VL CL on

Remarks of Dy.Registrar

Signature with Date

Remarks of Registrar

Sanctioned leave w.e.f To

Shri..... Will perform the assignment in absence of

Shri..... (Countersignature of the employee who will perform the assignment in absence of employee proceeding on leave)

Countersignature of the Employee

Signature of the Sanctioning Authority

Name.....

Designation.....



Shobhit University, Gangoh
(Application for Leave – Non Teaching Staff)

Name: Designation:

School/Department

Leave period from to No. of Days

Reason for leave Type of leave-

Contact Address during leave

Telephone/ Mobile No.

Signature of the applicant with date

Name of the person detailed to perform the duty of the applicant

Signature with Date

Recommended/ Not Recommended

Signature of concerned Head of department Date

Status of Balance of Leave- EL CL on

Remarks of Dy.Registrar

Signature with Date

Remarks of Registrar

Sanctioned leave w.e.f To

Shri..... Will perform the assignment in absence of

Shri.....(Countersignature of the employee who will perform the assignment in
absence of employee proceeding on leave)

Countersignature of the Employee

Signature of the Sanctioning Authority

Name.....

Designation.....

