

JK Lakshmipat University, Jaipur

Holidays, Leave and Vacation for the Staff of University and its Institutes

(1) Holidays

The Institutes of the University will observe public holidays and restricted holidays in a calendar year as fixed by the Vice-chancellor from time to time.

(2) Vacation

The Faculty shall be entitled for winter and summer vacation as recommended from time to time by the Directors of the Institutes, which will be on the basis of the norms prescribed by the Vice-chancellor from time to time.

(3) Leave

The employees of University and its constituent Institutes may be sanctioned leave as shown below. ***This will be subject to the condition that leave cannot be claimed as a matter of right and when the exigencies of the Institutes of the University so require, discretion to refuse or revoke leave of any description is reserved with the sanctioning authority.***

I. Casual Leave

- (a) Casual leave admissible to faculty will be eight (8) and for other staff, it will be 12 days in a calendar year subject to the condition that normally not more than six days casual leave may be allowed at any given time.
- (b) Casual leave cannot be combined with leave of any other description.
- (c) Casual leave cannot be accumulated and leave not availed of during any particular year shall lapse at the end of that year.

II. Special Casual Leave

Special casual leave, not exceeding ten days in an academic year, may be granted to an employee.

- (a) to conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and



- (b) to inspect academic institutions attached to a statutory board, etc.

Note: (i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above taken place, will be excluded.

(ii) In addition, special casual leave to the extent mentioned below may also be granted:

(a) to undergo sterilization operation under family welfare programme. Leave in this case will be restricted to six working days; and

(b) to a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.

(c) special casual leave cannot be accumulated, nor can it be combined with any other kind of leave. It may be granted in combination with holidays or vacation.

III. Duty Leave May be Granted for:

Duty leave, not exceeding fifteen days in an academic year, may be granted to an employee.

- (i)
 - (a) attending conferences, congresses, symposia and seminars on behalf of the institute of the University or with the permission of the Competent Authority.
 - (b) delivering lectures in the institutions and universities on the invitation of such institutions or universities received by the Institute of the University, and accepted by the Institute of the University.
 - (c) working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institute of the University.
 - (d) participating in a delegation or working in a committee appointed by the Government of India, State Government, the University Grants Commission/AICTE or any other academic body, and;
 - (e) for performing any other duty of the university.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;

- (iii) The leave may be granted on full pay. If a faculty receives 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.

IV. Earned leave

(i) Earned Leave for Faculty Members

Earned leave admissible to a faculty member shall be:

- (a) 1/30th of actual service including vacation plus
- (b) One-half of the period, if any, during which he/she is required to perform duty during vacation.
- (c) For the purpose of computation of the period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- (d) Earned leave at the credit of a faculty shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- (e) Earned leave not exceeding 300 days may be encashed at the time of retirement or death.
- (f) The employee who resigns or is terminated shall be allowed to encash earned leave up to half the balance or 150 days whichever is less.

(ii) Earned Leave for other Staff

- (a) The other staff will be entitled for thirty days earned leave on completion of one year service. The earned leave will be credited in advance at the rate of 15 days on 1st January and 1st July every year. For the employee who joins between these two periods, the calculation will be at the rate of 2½ days per month.

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- (b) The earned leave can be accumulated up to 300 days and can be encashed at the time of retirement or death.
- (c) The employee who resigns or is terminated shall be allowed to encash earned leave up to half the balance or 150 days whichever is less.

V. (i) Half-pay Leave

Half pay leave admissible to an employee shall be 20 days for each completed year of service. Such leave may be granted on medical grounds only.

(ii) Commuted Leave

Commutated leave, not exceeding half the number of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to an employee subject to the following conditions:

- (a) Commuted leave during the entire service shall be limited to a maximum of 300 days;
- (b) When commuted leave is granted, twice the number of such leave shall be debited against the half-pay leave due; and
- (c) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

The faculty will be eligible to encash commuted leave at the time of retirement subject to condition that the encashment of total shall be limited to 300 days i.e., (Earned leave + commuted leave). The faculty who resigns/ is terminated shall also be eligible for encashment of half the earned leave and commuted leave in credit subject to the ceiling of 150 days.

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VI. Extraordinary Leave

- (i) A permanent employee may be granted extraordinary leave when:
 - (a) No other leave is admissible; or
 - (b) No other leave is admissible and the employee 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 except in the following cases:
 - (a) Leave taken on the basis of medical certificate
 - (b) Cases where competent authority is satisfied that the leave was taken due to the causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research cum teaching post or on assignment for technical/academic work of importance.
- (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 three years except in the cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without leave into extraordinary leave.

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VII. Study Leave for Faculty

- (i) Normally the study leave may be granted after a minimum of three years of continuous service to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education. The paid period of study leave should be limited to three years, but two years may be given in the first instance extendable by one more year, if there is adequate progress as reported by the research guide.
- (ii) Study leave shall be granted by the Vice Chancellor on the recommendation of the Director of the Institute of the University.
- (iii) Study leave shall not be granted to a faculty 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.
- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (v) No faculty who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Vice Chancellor.
- (vi) Subject to the provision of sub-clauses (vii) and (viii) below, study leave may be granted on full pay.
- (vii) The amount of scholarship, fellowship or other financial assistance that a faculty, who have been granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The foreign scholarship/fellowship would offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary will not be paid.

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- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, the study leave may be combined with earned leave, half pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the faculty shall be availed of at the discretion of the faculty. A faculty who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A faculty granted study leave shall on his/her return and re-joining the service be eligible to the benefit of the annual increment(s) which he/she shall, however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for contributory provident fund, provided the faculty joins on the expiry of his/her leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction.
- (xii) A faculty availing himself/herself of study leave shall undertake that he/she shall serve the Institute of the University for a continuous period as decided by the Vice Chancellor to be calculated from the date of his/her resuming duty after expiry of the study leave. However, this period shall vary on the basis of the duration of the leave with a minimum of one year and a maximum of five years.
- (xiii) After the leave has been sanctioned, the faculty shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) above and (xiv) below and give security of immovable property or a fidelity bond of an insurance company or a guarantee by a scheduled bank or of any kind of security to the satisfaction of the University and furnish security of two sureties one of which is a permanent faculty of the Institute of the University for the amount which might become refundable to the University in accordance with the bond.
- (xiv) The faculty shall submit to the Registrar, the reports of progress in his/her studies once in every six months from his/her supervisor through the Director of the Institute. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

VIII. Sabbatical Leave for Faculty

- (i) Permanent faculty of the university, who have completed ten years of service may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the objective of increasing their proficiency and usefulness to the university and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty.
- (iii) A faculty, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.
- (iv) A faculty shall, during the period of sabbatical leave, be paid full pay and allowances at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A faculty on sabbatical leave shall not take up during the period of that leave any regular appointment under another organization in India or abroad. He/she 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 University may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the faculty shall be allowed to draw the increment on the due date. The period of leave shall also count as service for the purposes of contributory provident fund, provided that the faculty rejoins the university on the expiry of his/her leave.

Note: (1) The programme to be followed during sabbatical leave shall be submitted to the University for approval alongwith the application for grant of leave.

(2) On return from leave, the faculty shall report to the University the nature of studies, research or other work undertaken during the period of leave.


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IX. Maternity Leave

- (i) Maternity leave on full pay may be granted, to a woman faculty/employee who has completed one year of service, for a period not exceeding 90 days, and can be availed of twice in the entire career. Maternity leave may also be granted in the case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman faculty/employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

- (ii) Maternity leave may be combined with earned leave, half pay 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.

X. Paternity Leave

Paternity leave of 10 days may be granted to male employees during the confinement of their wives, provided, the limit is up to two children with a total duration of 20 days in the entire career.

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