



Date: 04.12.18

Sub: Revised Leave Policy as on 04.12.2018

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 | - | Nil / 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