

LEAVE RULES AT A GLANCE				
SN	TYPE OF LEAVE	DURATION	PURPOSE	REMARK
1.	Casual Leave (It cannot be combined with any other leave).	8 days per year	Personal work etc.	Absence limited upto 8 days including prefix, suffix and intervening holidays. But prefix, suffix, intervening holidays shall not be counted as CL.
2.	Special Casual Leave under (IC& SR) norms	6 days p.m.	Visit in connection with consultancy & sponsored research activities.	
3.	Special Casual Leave (without institute financial assistance)	15 days per year	To attend: * National / Int.national conferences within India/ Abroad to present paper/ chairing a session (No paper credits) * committee meetings (not treated as on duty) * Ph.D Viva	
4.	On Duty (Holidays can be prefixed/ suffixed)	Duration of Conference plus up to a maximum of two days.	To attend: * National / Int. National conferences within India/ Abroad to present paper (3 paper credits) with Institute financial assistance. * Serve on committees / evaluation of specific academic research activities at the instance of MHRD / AICTE with/without Institute finance. * Meetings of AICTE without Institute finance. DAAD visit (bilateral project) to Germany for a maximum period of 3 months Boyscast visit - 3 to 6 months.	
5.	Half-Pay Leave (HPL) (20 days for each year of completed service)	10 days credit for every six months	Medical grounds / private affairs	
6.	Commutated Leave (based on medical certificate)	--	Medical grounds Study purpose	Twice the amount of commuted leave granted will be debited against HPL. Commutated upto 180 days during the entire service.(EL and Commuted Leave together should not exceed 240 days).
7.	Earned Leave (can be combined with any leave and also can be prefixed and suffixed with holidays but Intervening holidays will be treated as EL).	EL can be availed upto a maximum of 180 days at a stretch.		Accumulated upto 300 days only.

Formula for calculating EL : Non-Vacation Staff : 30 days per year (15 days for every six months)
 Vacation Staff : Entire Vacation: 30 days
 Part of Vacation : Duty period during vacation

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8.	Vacation (it can be suffixed and prefixed with holidays EL/HPL)	Vacation Period Winter : 30 days Summer : 90 days	--	Teachers can avail 60 days in an academic year partly in winter and summer period or entire 60 days in summer period. New faculty join in the summer vacation is not eligible for summer vacation.
8.	Extraordinary Leave (EoL) (eligible after 5 years continuous service) 1:5	4 years during the entire service & limited to 2 years on one occasion.	* Short / long term assignments in India/ abroad * Higher studies. * Research activities * Fellowship * Sickness / medical certificate	EOL of 1 year for 5 years of qualifying service. For availing of academic fellowship other than DAAD fellowship f/m may be permitted EOL upto 90 days.
Formula for calculating eligible period of EOL: Total period of service from Date of joining : n years Total period of Sab. Leave (excluding leave at credit) : a years Total period of EoL availed (other than leave on medical, higher studies & leave at credit) : b years EOL availed for study leave : c years Eligible period of EOL (excluding leave at credit) (may be rounded off) = $(n - a \times 7 - b \times 6 - c) / 5$ years				
9.	Maternity Leave	Maternity: 135 days Miscarriage: 6 weeks	Maternity/ miscarriage	Not to be debited to Leave account. Can be combined with any other leave except CL.
10.	Hospital Leave	--	Injury/ illness directly due to risk incurred in the course of official duty.	Not to be debited to leave account. May be combined with any other leave upto a max. of 28 months.
11.	Quarantine Leave	21 days (+ 9 days)	To attend dependent in the family suffering from infectious disease.	
12.	Leave Not Due	360 days (including 180 days on private affairs)	Medical grounds / private affairs	Entitled to only Half Pay. Will be debited in the HPL accrued later.
13.	Sabbatical Leave (Every 6 years of continuous service as faculty member)	Minimum of 6 months & Maximum of 1 year at a time incl. Vacation (In addition, eligible for 120 days leave at credit.)	Research work, writing text books & visiting industrial concerns of Govt, University, Industry or Govt Research Laboratories in India/ Abroad. Not eligible for regular (salaried) appointment but can receive scholarship, fellowship, bursary or any other honorarium.	To furnish a Bond to serve the Institute for 3 years on return to duty. Maximum of 15% of sanctioned strength of faculty members of a Dept. is eligible at a time. 15% rule does not apply to faculty members who are 53 and above years of age.
For any short and long leave of the following duration, <u>undertaking</u> has to be given to serve for the following period noted against each.				
Duration of Leave			Period of service to be put in the Institute	
More than 1 month and upto 8 months			One year	
Above 8 months and upto 15 months			Two years	
Above 15 months			Three years	