

BAPATLA ENGINEERING COLLEGE

Leave Rules

INTROUDCTION

These leave rules are applicable for all regular employees of the Bapatla Engineering College with effect from March 1, 2019, the following conditions apply for all

- a) Leave cannot be claimed as a matter of right
- b) Leave cannot be taken without proper approval unless same unavoidable situation
- c) The application for grant of leave should specify the period of leave, nature of leave, leave address and in the case of leave on medical grounds, medical certificate should be enclosed.
- d) Unless permitted by the authority, the employee should not return to duties before the expiry of granted leave.
- e) An employee, who is absent after the leave period, is not entitled for salary for the period of such absence. The authority may convert it to leave on half pay if the explanation is admissible.

LEAVE RULES

1. Leave admissible to Regular Teaching & Non-Teaching Staff

The following kinds of leave would be admissible to Regular staff members

- (I) Leave treated as duty, viz;
Casual leave;
Special casual leave; and
Duty leave
- (II) Leave earned by duty, viz.;
Earned leave;
Half pay leave; and
Commuted leave
- (III) Leave not earned by duty, viz;
Extraordinary leave; and
Leave not due
- (IV) Leave not debited to leave account

- (a) Leave for academic pursuits, viz;
Study leave; and
Sabbatical leave/academic leave
- (b) Leave on grounds of health, viz;
Maternity leave

Quarantine leave

The Management may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

2. Casual Leave

- a) Total casual leave granted shall not exceed fifteen days in an academic year.
- b) Casual leave cannot be accumulated nor combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- c) Not more than 6(six) casual leaves can be availed at a time.

3. Special Casual Leave

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

- (a) To conduct examination of a University/Public Service Commission/Board of examination or other similar bodies/institution; and
- (b) To inspect academic institutions attached to statutory board, University, AICTE, etc.

NOTE:

- (i) In computing the ten-day's leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- ii) Special casual leave cannot be accumulated, nor can it be combined with Any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

4. Duty Leave

- i. Duty leave may be granted for:
 - (a) Attending conferences, congresses, symposia and seminars on behalf of the college or with the permission of the college.
 - (b) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the college, and accepted by the principal

- (c) Participating in a delegation or working on a committee appointed by the Government of India, State Government, a University Grants Commission, a sister Institution or any other academic body, and
- (d) for performing any other duty for the college.
- 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, provided that 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.
- v. Duty leave for categories 4 i (a), (b), and (c) shall not exceed 15 days a year.

5. Earned Leave.

- i) Earned leave admissible to vacation staff shall be
 - (a) Half of the period, if any, during which he/she is required to perform duty during vacation.
- ii) Earned leave admissible for non-vacation staff other than teachers is 30 days per year.
- iii) Earned leave at the credit of a staff member 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 for academic purposes.
- iv) Earned leave credited 15 days for every calendar half year on 1st January and on 1st July.
- v) If earned leave is taken in combination of vacation, the total period of leave and vacation should not exceed 120 days.
- vi) If an employee joins in the middle of the month, that month is not considered for earned leave.
- vii) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 60 days.

NOTE:

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

6. Half-pay Leave.

Half-pay leave admissible to regular staff shall be 20 days for each completed year of service. Such leave may be granted based on medical certificate from a registered

medical practitioner, for private affairs or for academic purposes, and recognized by the college with evidence of such certificates.

Half-pay leave for private affairs may be granted if it is essential nature and if no other leave is available.

NOTE:

A “completed year of service” means continuous service of specified duration under the College and includes periods of absence from duty as well as leave including extraordinary leave. There is no limit for accumulation of half-pay leave.

7. Commuted Leave.

Commuted leave, not exceeding half the amount of half pay leave due, may be granted based on the medical certificate from a registered medical practitioner, recognized by the College, for the ill health of the employee only subject to the following conditions:

- i. Commuted leave during the entire service shall be limited to a maximum of 240 days:
- ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due: and
- iii. 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.

8. Extraordinary Leave.

The management may grant extraordinary leave to a regular employee when:

- i. 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:
- iii. Leave taken based on medical certificates:
 - (a) Cases where the Management is satisfied that the leave was taken due to 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;
 - (b) Leave taken for pursuing higher studies; and
- v) 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 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.

9. Study Leave

- i) Study leave may be granted after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the college or to make a special study of the various aspects of college organization and methods of education.

The period of study leave be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed ten percent of teachers in any department. Provided that the Management may, in the special circumstances of a case, waive the condition of three years' service being continuous.

Explanation: in computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided.

- (a) The person is a teacher on the date of the application; and
 - (b) There is no break in service.
- ii) Study leave shall be granted by the Governing Body on recommendation of the concerned Head of the Department and the Principal. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the college.
- iii) 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.
- 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 teacher 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 Governing Body. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Governing Body to treat the period of shortfall as ordinary leave has been obtained.
- vi) Subject to the maximum period of absence from duty on leave not exceeding three years, 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 teacher shall be availed of at the discretion of the teacher. A teacher 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.
- vii) A teacher granted leave shall, on his/her return and re-joining the service of the college, be eligible to the benefit of the annual increment(s) which he/she would have earned

in course of time if he/she had not proceeded on study leave. No teacher shall however be eligible to receive arrears of increments.

- viii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- ix) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.
- x) The teacher shall submit to the Principal, half-yearly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Principal within one month of the expiry of every six months of the study leave.

10. Maternity Leave

- i) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 135 days, to be availed of twice in the entire career. 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 woman 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 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.

11. Paternity Leave

Paternity leave of 15 days may be granted to male employee during the confinement of their wives, provided, the limit is up to two children.

Annexure – 1:
Leave Application Form

1. Name of the Staff member:
2. Employee Code:
3. Department and Designation:
4. Leave applied for:

Casual Leave	Earned Leave	Half Pay Leave
Commutated Leave	Special Leave	Study Leave
Extra Ordinary Leave	Maternity Leave	Paternity Leave

5. Reason:
6. Name of the Document Proof attached: (necessary except for CL/EL)
7. Dates requested: From / / To / /
8. Work adjustment details:

Date: _____ Employee Signature: _____

Remarks of HOD:

HOD signature and date:

Rejected/Approved (for CL/EL/OD)

Recommended/Nor recommended (for other leaves)

Date: _____ Principal

Rejected/approved

Date: _____ Secretary, BES
