

DIBRUGARH UNIVERSITY TEACHERS' LEAVERULES, 2007

(Amended up to 2022)

[Framed under article 34 of the Dibrugarh University Teachers' Service Conditions Ordinance, 1974
(amended upto 12.08.2021)]

[As recommended by the 152 Meeting of the Post-Graduate Board, D.U. held on 09.02.22 and approved by the Executive Council in its 349 meeting held on 10.03.22 under resolution No. 24.....]



DIBRUGARH UNIVERSITY
DIBRUGARH - 786004
ASSAM

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[Framed under article 34(37) of the D.U. Teachers Service Condition Ordinance, 1974
(amended up to 12.08.2021)]

[As amended by the Meeting of the Post Graduate Board, D.U. held on and approved by the Executive Council in its..... Meeting held on under Resolution No.]

1. Short Title, Extent and Commencement:

- i. These rules may be called Dibrugarh University Teachers Leave Rules, 2007 (amended upto _____)
- ii. These rules shall be applied to the teachers of the University existing on and appointed after the date of its operation.
- iii. These rules shall come into force from the date of its notification
- iv. These rules shall supersede all previous leave rules relating to teachers of the University.

2. Interpretation and definitions:

In these rules unless there is anytime repugnant to the subjects or context, words and expressions defined below shall have the meaning hereinafter explained.

- i. 'University' means the Dibrugarh University
- ii. 'Government' means the State Government of Assam, unless otherwise stated.
- iii. 'Head of the Department' for the purpose of these rules shall mean and include the Head of teaching, research or any other academic department of the University.
- iv. 'Teacher' means a teacher appointed by the university to teach in Post-Graduate and Under Graduate classes maintained/ run by the university and include a Senior Professor, Professor, Associate Professor & Assistant Professor or such grade as the University Act may create from time to time.
- v. 'Permanent Teacher' means a teacher appointed substantively against a permanent post and who is put on probation at the initial stage for a fixed period of time.
- vi. 'Temporary teacher' means a person appointed for a stipulated period only against a regular post in absence of the regular appointee.

- vii. Contractual teacher means a person appointed on contract basis on fixed monthly pay or allowances (for a stipulated period only).
- viii. 'Leave' means the privilege allowed to a teacher of being absent from duty.
- ix. 'Duty' means what a teacher is bound or required to do by the terms of his appointment.
- x. 'Holiday' means:
 - (a) holiday(s) prescribed and notified as such in relation to any teacher of the University academic departments or other institutes / Centers of the University or
 - (b) A day on which such department or institute / Centre is ordered by the Vice-Chancellor to be closed by notice in writing.
- xi. 'Vacation' means a period of absence from work granted to the teachers as per the Academic Calendar of the University.
- xii. 'Actual Service' of teacher means the period which he/she spends on actual duty and shall include.
 - (a) The period covered by any casual leave / special casual leave / duty leave.
 - (b) The University vacations.
 - (c) The University holidays except such holiday as may fall within such vacations or leave either than casual leave that may be granted to him / her.
 - (d) 'Pay' means the basic pay in respect of a whole time appointment, special pay, personal pay, house allowance and such other emoluments as may specifically be provided as pay; but an allowance for holding part-time appointment under the University shall not be included in pay.

3. **General Conditions of Leave:**

- (i) Leave shall be admissible to a teacher on actual service only but cannot be claimed by him / her as a matter of right. If the Vice-Chancellor is of the opinion that in the interests of the University so require, he/she shall have the discretion to refuse in full or in part to grant to a teacher any leave which may be due to him/her under these rules.
- (ii) The Vice-Chancellor shall have the discretion at any time to recall to duty any teacher of the University who may be on leave or vacation except on Medical Leave. The Head of the Department shall likewise have the power to recall to duty any other teacher subject to the approval of the Vice-Chancellor. When a teacher is so recalled to duty, the Vice-Chancellor may grant him/her such traveling expenses as may be admissible under the University T.A. rules.
- (iii) (a) Leave shall ordinarily be deemed to commence on the day before the expiry of the forenoon whereof a teacher relinquishes his / her duty and to end on the day which

immediately preceded the day before the expiry of the forenoon whereof he / she resumed his/her duty.

(b) When the day which immediately proceeds the day on which the teacher's Leave commences or which immediately follows the day on which the leave is due to end, is a holiday or is included in a series of holiday period. A vacation, such holidays or vacation may be combined with the leave and he / she be permitted as the case may be, to relinquish his / her duty and leave his / her station at the close of the day preceding such holidays and to return to his/her station and resume duty on the forenoon of the day following such holiday or vacations.

Provided that a holiday and or a series of holidays shall not be both prefixed and suffixed to a continuous period of leave

(c) When a teacher is permitted under clause (b) above to combine leave to any vacation or holidays his/her leave shall be deemed to commence or end. As the case may be, on the day on which it would have commenced or ended, if it has not been combined with such vacation or holidays

Provided that holiday / series of holidays shall not be the both prefixed / suffixed to a continuous period of leave.

(iv) Holidays may be permitted to be combined with leave by the Vice-Chancellor but if any holiday(s) fall between two periods of leave so as to result in a continuous period of absence from duty over the entire period, such holiday(s) shall be treated as part of leave.

(v) Vacation may be taken in combination with any kind of leave except casual leave, special casual leave and academic leave provided that vacation shall not be both prefixed / suffixed to leave.

(vi) Holiday(s) immediately preceding or immediately succeeding a vacation shall be treated as part of vacation for the purpose of these rules.

(vii) A teacher who remain absent from duty for any period after the end of any leave granted to him/ her shall be deemed to be absent without leave during such period and shall not be entitled to any leave or other salary for the period of such absence unless his/her leave is extended by the Vice-Chancellor so as to cover the period.

(viii) No teacher who was granted leave on medical ground shall return to duty until he/she produce a certificate of illness from a Medical Officer of the University or from a registered medical practitioner not below the rank of an Assistant Professor of a recognized Medical College or a District Medical Officer

(ix) Unless permitted by the Vice-Chancellor, a teacher shall not return to duty before the end of any leave granted to him / her when such leave exceeds 60 days.

(x) (a) No leave shall be granted to a teacher during the period of the notice of Termination of service or any ground whatsoever.

- (b) No leave shall be granted to a teacher who has been placed under suspension.
- (xi) Benefits of cash payment in lieu of unutilized Earned Leave at the credit of a teacher on the date of retirement may be given up to a maximum of 300 days or as may be determined by the Executive Council from time to time. Such benefit shall be given to those teachers also who retire from university service on completion of a minimum of 20 (twenty) years of continuous service. Number of days and years of service may be modified from time to time depending on exigencies by the Executive Council.
- (xii) No fulltime teacher shall, while on leave or vacation accept any salaried appointment or undertake any remuneration work other than works in connection with any examinations of a university or a statutory Board / Body unless the Vice-Chancellor or the Executive Council as the case may be had permitted to him/her to do so.
- (xiii) Unless in the consideration of the special circumstances of any particular case, the Executive Council decided otherwise a teacher shall be deemed to have ceased to be in the service of the university after he/she has been continuously absent from duty for a period of 5 years.

A teacher shall be deemed to have ceased to be in the service of the university if he/she has been continuously absent from duty without information for a period of 5 years, unless in the consideration of the special circumstances of any particular case, and/or if the Executive Council decides otherwise.

- (xiv) The total period of continuous leave excluding Extra Ordinary Leave granted to a teacher except on medical grounds shall in no case exceed 30 (thirty) months.
- (xv) Total period of continuous leave granted with full pay, excluding sabbatical leave shall not ordinarily exceed 120 days. But in case of higher studies or training within India or abroad or on medical ground it may be extended to maximum of 180 days. A leave account in prescribed form shall be maintained in respect of every teacher and the respective Head of the Departments shall be responsible for its proper maintenance.
- (xvi) A teacher shall have only one leave account irrespective of his/her holding additional appointment or appointments under this university. In case where such a teacher is granted leave in respect of substantive appointment, she/he shall be deemed to be on leave also in respect of the additional appointment (s) held by him/her.
- (xvii) Every application for leave shall be made in writing/ in online mode and should be addressed to the Vice-Chancellor/Registrar through the Head of the Department concerned and the latter shall forward submit the applications directly to the concerned authority. Vice-Chancellor.
- (xviii) **No Leave other than Casual Leave shall be availed of before it has been granted by the Vice-Chancellor/ Registrar,** provided however, that when a teacher is compelled by

unavoidable circumstances to be absent from duty before s/he has been granted leave, s/he should forthwith report the full facts of the case to the Vice-Chancellor/ Registrar and apply for the leave if s/he has not done so till then.

(xix) If a teacher is absent from duty without having been granted leave or without the prior permission of the Vice-Chancellor/ Registrar if s/he defaults without sufficient reason in reporting his/her absence from duty as required by rule (xviii) above, the Vice-Chancellor/ Registrar/ may refuse any leave s/he may have applied for or may treat the period of such absence from duty as Extra Ordinary Leave without pay.

(xx) If a teacher violates any one of the provisions of those rules without sufficient reason, s/he shall be deemed to have committed an act of indiscipline and shall be liable to such action as may be decided by the Executive Council in consonance with the provisions of the Dibrugarh University Teachers' Service Conditions Ordinance.

A) PERMANENT TEACHERS:

Kinds of Leave:

The following kinds of leave shall be admissible to permanent teachers:

i) Leave treated as duty:

- a) Casual Leave
- b) Special Casual Leave / Academic Leave
- c) Duty Leave

ii) Leave Earned by Duty

- a) Earned Leave
- b) Half Pay Leave
- c) Commuted Leave

iii) Leave not earned by duty

- a) Extraordinary Leave
- b) Leave not due

iv) Leave not debited to leave account

- a) Leave for academic pursuits -
 - i) Study Leave and Sabbatical Leave
- b) Leave on grounds of health-
 - i) Maternity Leave, Child Care Leave, Paternity Leave, Adoption Leave, Surrogacy Leave and Quarantine Leave

The Executive Council may, in exceptional cases, grant for reasons to be recorded in writing waiting any other kind of leave subject to such terms and conditions as it may deem fit to impose.

A.1. Casual Leave

(i) The total casual leave granted to a teacher shall not exceed eight days in an academic year.

(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

1.1. Special Casual Leave:

(i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:

(a) To conduct examination of a University/Public Service Commission/Board of Examination or any other similar body/institution; and

(b) To inspect academic institutions attached to a statutory board.

(ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

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

(a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and

(b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.

(iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

2. DUTY LEAVE/ LEAVE ON DUTY:

i. Duty leave upto 30 days in an academic year may be granted to a permanent teacher for the following purposes:

(a) 'Duty Leave' for, Conferences, Congresses, Symposia and Seminars, or as a delegate nominated by the University or with the permission of the University, for delivering lectures in institutions and Universities at the invitation of such Institutions or Universities received by the University, and accepted by the Vice-Chancellor, Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the

university; participating in a delegation or working on a committee appointed by the State Government, the UGC, a sister University or any other similar academic body; and for performing any other duty assigned to him/her by the University.

(b) Leave on Duty for attending Orientation Programme (OP), Refresher Courses, Research Methodology Workshops and Faculty Induction Programmes.

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 if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses/he may be sanctioned duty leave on reduced pay and allowances.

iv. Duty Leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.

v. Duty leave should also be given for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

3. Earned Leave:

(i) Earned leave admissible to a teacher shall be:

(a) 1/30th of the actual service, including vacation; plus.

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

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

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of 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 removal of doubt, it may be clarified:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as earned leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

2. 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 120 days.

3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the State Government.

4. Half-pay Leave: Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

Explanation: A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

Note: Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leave is less than 300 for purpose of encashment of leave at the time of superannuation, as applicable to the employees of State Government.

5. Commuted Leave: Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner 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 account; 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 Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

6. Extraordinary Leave:

(i) A permanent teacher may be granted extraordinary leave when: (a) No other leave is admissible; or (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases: (a) Leave taken on the basis of medical certificates; (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher 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 or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except the 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 the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.

(iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

7. 'Leave Not Due':

(i) 'Leave not due', may at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. 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 Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to 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 off 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 reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council. Provided that the Executive Council may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

8. STUDY LEAVE:

i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the teachers/faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post-doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his/her parent institution. The awardees shall be paid salary for the entire duration of

fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.

iii. The study leave shall be granted to an entry-level appointee as Assistant Professor (other than as Associate Professor or Professor of a University who is otherwise eligible for sabbatical leave) 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, giving full plan of the work.

iv. The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

v. The 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.

vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.

vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

viii. 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 Executive Council/Syndicate, in the event 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 Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.

ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.

xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.

xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

xiii. A teacher - (a)who is unable to complete his/her studies within the period of study leave granted to him/her or (b)who fails to rejoin the services of the University on the expiry of his/her study leave or (c)who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service or (d)who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation: If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations. Notwithstanding the above provision, the Executive Council may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service

on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

xiv. After the leave has been sanctioned, the teacher 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 paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with paragraph (x) to (xiii) above.

xv. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar within one month of the expiry of every six months of the period 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.

xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University.

xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of Universities and their subordinates of the Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University in the long run.

9. Sabbatical Leave:

i) The permanent, whole-time teachers of the University who have completed seven years of service as an Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any 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 the teacher.

ii) A teacher, who has availed 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 programme of duration of one year or more.

iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave. iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. S/he may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

v) During the period of sabbatical 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 rejoins the university on the expiry of his/her leave.

10. Maternity Leave:

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 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 teacher 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 other leave such as earned leave, half-pay leave or extraordinary leave, but such leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

11. Paternity Leave:

Paternity leave of 15 days (at a stretch) may be granted to male teachers during the confinement of their wives, and such leave shall be granted only up to two children.

12. Quarantine Leave:

(i) Quarantine Leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher.

(ii) Quarantine Leave may be granted on medical ground for a period not exceeding 21 days. In exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave half pay leave or extra ordinary leave.

- (iii) A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

NOTE:

Vacation:

- (i) Vacation may be taken in combination with any kind of leave except casual, special casual and academic leave provided that vacation shall not be both prefixed and suffixed to leave.
- (ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond six months.
- (iii) When a vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.
- (iv) For the vacation period a teacher shall be entitled to the same pay as when on duty. A teacher will, however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during vacation or within the month from the last day thereof.

13. Child-care Leave:

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in line with the Central Government rules for women employees. In the cases, where the child-care leave is granted for more than 45 days, the University may appoint a part-time / guest substitute teacher with intimation to the UGC.

14. Adoption leave:

Adoption leave may be provided as per the rules of the State/Central Government.

15. Surrogacy leave: Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

16. Other Kinds of Leave Rules for Permanent Teachers of the Universities:

a) The following kinds of leave would be admissible to permanent teachers:

- (i) Leave treated as duty, viz. casual leave, special casual leave, and duty leave (including leave on duty).
- (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

(v) Leave for academic pursuits, viz. study leave, sabbatical leave and academic Leave.

(vi) Leave on grounds of health, viz., maternity leave and quarantine leave etc.

b) The Executive Council/Syndicate may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

B. Teachers other than Permanent Teachers

a. Teacher appointed on probation:

A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him/her if he/she would have held his/her post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him / her should not extend beyond the date on which the probationary period expires or any earlier date on which his/her services are terminated by the orders of the Executive Council. On the other hand, a teacher appointed on 'Probation' to a post, not substantively vacant be treated as a 'temporary teacher' for purpose of grant of leave to assess his/her suitability to the post until he/she is substantively confirmed. If a person in the permanent service of the University is appointed on probation to a higher post he/she shall not during probation be deprived of the benefit of leave rules applicable to his/her permanent post.

(b) Temporary Teacher:

Temporary teacher shall be governed by the provision of part of these rules subject of the following conditions and exceptions:

(a) A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his / her service he/she shall be entitled to earned leave as follows:

(i) 1 / 6th of the period of actual service plus.

(ii) 1 / 3rd of the period if any, during which he/she is required to perform duty during vacation.

Half Pay Leave:

No Half Pay Leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

Commutated Leave:

Temporary teachers shall not be entitled to commute any portion of the half pay leave.

Extraordinary Leave:

In the case of temporary teachers the duration of extraordinary leave on any occasion shall not exceed the following limits –

- (a) Three months at a time.
- (b) Six months in case where the teacher has completed three years of continuous service and the leave application is supported by a medical certificate.
- (c) Eighteen months where the teacher is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy;
- (d) (i) 24 months in cases where the leave is required for prosecuting studies certified to be in the University's interest provided that the teacher has completed three years of continuous services on the date of commencement of extraordinary leave. In case, where this condition is not satisfied, extraordinary leave to this extent may be sanctioned in continuation of any kind of leave due and applied for, (including three months, extraordinary leave) under (a) above if the teacher completes three years of continuous service on the date of expiry of such leave.
(ii) When a temporary teacher fails to resume duty on the expiry of the minimum period of extraordinary leave granted to him / her or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit up to which he/she could have been granted.

Leave not due and Study Leave:

Temporary teachers shall not be entitled for the grant of leave not due and study leave.

- (c) **Teachers Appointed on Contract:** Teacher appointed on contract will be granted leave in accordance with the terms of the contract. However, in exceptional cases the Vice-Chancellor may grant leave to such a teacher depending on the merit of the case.