

# Mangalayatan University, Beswan, Aligarh

Ref: MU/RO/EC/Leave Rules/14-15/167(vii)

Dated: 02 Nov 2014

## Notification

### Subject: Revised Leave Rules

The Executive Council in its 15<sup>th</sup> meeting on 01 Nov 2014 vide item no. MU/EC/2014/1/12 considered and approved the revised Leave Rules.

The leave rules will be effective from calendar year 2014 onwards.

The revised leave rules are enclosed herewith for necessary action and records.



(Manjeet Singh)  
Cdr (Retd)  
Registrar

### C.C.:-

P.S. to Vice Chancellor for kind information of the Vice Chancellor  
Vice President (Ops)  
All Directors/HoDs/ Heads/Faculty/Staff  
COE/FO/Deputy Registrar/ SM(HR)  
I/C- Library/CSD/Transport

## **MANGALAYATAN UNIVERSITY LEAVE REGULATIONS 2014**

Mangalayatan University has a liberal leave policy that caters for all eventualities for the convenience of the University employees. A few amendments have been made in the leave regulations 2010.

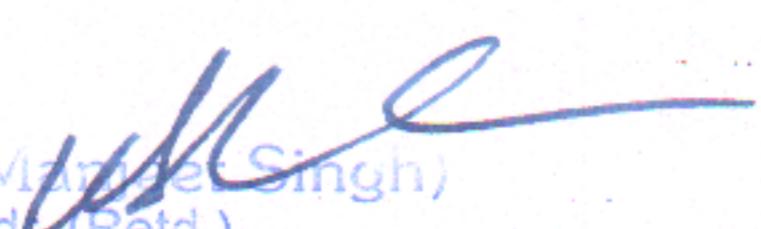
This policy has been approved by the Executive Council in its 15<sup>th</sup> meeting on 01 November 2014 and will apply to all employees of the University. It will come into force with immediate effect. It supersedes the Mangalayatan Leave Regulations 2010, referred above.

### **1. GENERAL**

- 1.1. An employee must obtain necessary sanction of the appropriate authority before proceeding on leave.
- 1.2. The leave sanctioning authority may refuse or revoke leave of any kind.
- 1.3. An official on leave should not take up any service/employment/business elsewhere without obtaining prior approval of the competent authority.
- 1.4. Absence from duty after the expiry of leave renders an employee liable to disciplinary action.
- 1.5. Leave cannot be claimed as a matter of right.
- 1.6. During the notice period of resignation/termination of an employee, a maximum of 6 days leave (all kinds together) can be availed per month.
- 1.7. Advance casual leave will not be granted. However, in exceptional cases, advance earned leave and medical leave may be approved by the Vice Chancellor on due recommendation of the Director/Section head.

### **2. CASUAL LEAVE**

- 2.1. Casual Leave of 12 days in a calendar year shall be allowed to all employees of the University. In case an employee is joining in the middle of a year, the number of casual leaves will be proportionately reduced.
- 2.2. Application for grant of casual leave should ordinarily be submitted at least two days before it is to be availed. However, in case of an emergent situation, the sanctioning authority may be informed on phone and the application be submitted on the day the employee resumes his duty after the casual leave.
- 2.3. Casual leave is essentially intended for short period. It should not be granted for more than 6 days at any one time.
- 2.4. Casual leave cannot be combined with any other kind of leave.
- 2.5. Holidays and Weekly off can be prefixed or suffixed to casual leave. Weekly offs and Holidays falling during a period of casual leave are not counted as part of casual leave.
- 2.6. The sanctioning authority should maintain the proper account of casual leave.
- 2.7. Half day casual leave is permitted.



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### **3. EARNED LEAVE**

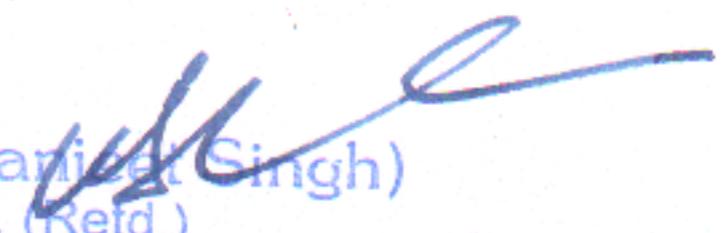
- 3.1. The earned leave admissible to all the non teaching staff will be 30 days per calendar year and may be availed only after getting it sanctioned in advance from the sanctioning authority.
- 3.2. The earned leave admissible to all the teaching staff will be 10 days in a calendar year; the remaining 20 days will be allowed as 40 days vacation leave as observed in para 6 below. Earned leave may be availed only after getting it sanctioned in advance from the sanctioning authority.
- 3.3. Earned leave can be accumulated up to 180 days.
- 3.4. In case an employee is joining in the middle of a year, the number of earned leave will be proportionately reduced.
- 3.5. In calculating the earned leave, a fraction should be rounded off to the nearest whole number i.e., fraction below half should be ignored and that of half or more should be rounded off as one.
- 3.6. No half day earned leave shall be permitted.

### **4. MEDICAL LEAVE**

- 4.1. The medical leave to teaching/non-teaching employees in respect of each completed year of service shall be admissible for 10 days.
- 4.2. Medical leave for more than 1 day shall be granted on the production of a valid medical certificate from a registered practitioner.
- 4.3. Unutilised Medical leave at the end of a year can be carried forward to the next year.
- 4.4. An employee who is on leave for more than six days on medical grounds will be permitted to return to duty only on production of a certificate of medical fitness.
- 4.5. Leave sanctioning authority may secure second medical opinion, if it considers necessary in the case of medical leave.

### **5. STUDY LEAVE**

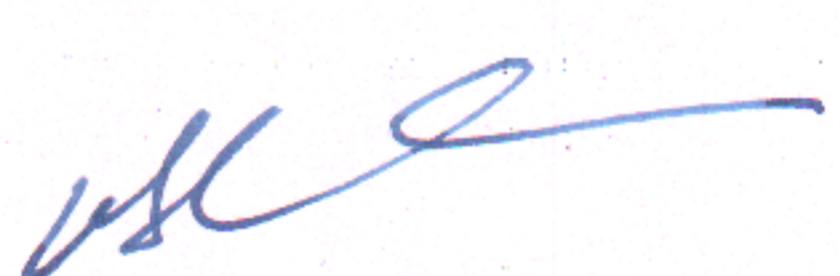
- 5.1. Study Leave may be granted to a regular, whole time and permanent employee with not less than 3 years service to proceed for higher studies in India or abroad which should be beneficial to the University.
- 5.2. The University will not bear any expenses/liability on this count.
- 5.3. The maximum period for study leave cannot exceed 24 months in the entire service of the employee. This period may however be extended to 36 months for employees doing PhD in IITs, NITs, institutions of similar repute and foreign universities.
- 5.4. The concerned employee shall be required to resume his duty after the expiry of the leave period.
- 5.5. Basic Pay may be granted during study leave to an employee having more than 3 years of continuous service with the University. Candidates desirous of availing basic pay during study leave will have to sign a service bond stipulating to serve the University for a minimum period of time which shall be equal to the period of leave granted.

  
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- 5.6. Employees who have not completed 3 years of continuous service with the University may be allowed study leave without pay.
- 5.7. In case an employee does not resume services at the end of the study period, he/ she will refund the total basic pay received by him/her during the study leave period along with the usual rate of interest.
- 5.8. In case an employee, on return from study leave serves the University for a period less than the bond period, the refund amount shall be reduced proportionately.
- 5.9. Not more than 10% of the employees of a given Institute shall be on study leave at a given time.
- 5.10. Study leave of an employee receiving basic pay during the leave shall be counted as active service for increments and promotions.
- 5.11. A certificate from the University/Institute where the employee pursues his/her higher studies must be produced at the time of rejoining the University.
- 5.12. Study Leave will not be granted to an employee who is due to retire within two years of his return to duty after the said leave.

## 6. VACATION LEAVE

- 6.1. Faculty members working in teaching departments, will be allowed 10 days earned leave as per provisions mentioned in para 3 above. The remaining 20 days shall be allowed as 40 days vacation leave during specified vacation periods in a calendar year.
- 6.2. Vacation Leave not availed in a calendar year will lapse, however in case of a faculty who has been officially retained by his Director/HoD for work during the vacation period, the balance vacation leave will be converted into earned leave in the ratio 2:1 (2 vacation leave to 1 Earned leave) and shall be added to the faculty member's earned leave balance.
- 6.3. While granting vacation leave, the HoDs/Directors will ensure that roughly 50% of the faculty members of the department are present at any given time & the departments are fully functional.
- 6.4. Directors/Deans of Institutes shall not be eligible for Vacation Leave. However they are entitled to 30 days EL per year. Heads of teaching departments may decide to avail vacation leave or convert the same to earned leave. They will make a declaration about this at the beginning of the year.
- 6.5. The date of commencement and duration of vacation will be as specified in the University academic calendar.
- 6.6. Vacation leave shall be credited at the beginning of the year but will be availed only during periods of vacation shown in the academic calendar.
- 6.7. Vacation leave may be availed only on prior approval of Director/HoD.
- 6.8. In case an employee is joining in the middle of a year, the number of vacation leave will be proportionately reduced.



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## **7. MATERNITY LEAVE**

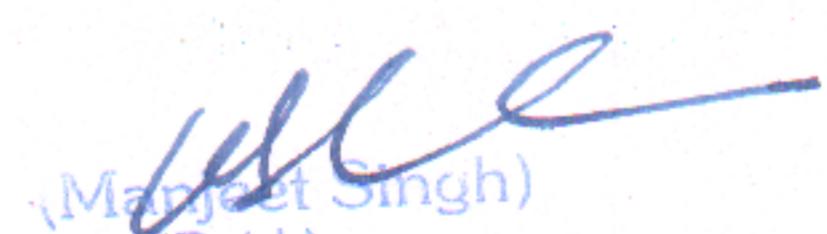
- 7.1. A female employee who has completed 90 days of actual service immediately preceding her expected date of delivery shall be eligible for maternity leave.
- 7.2. Female employees may be granted maternity leave on production of Medical Certificate duly countersigned by the Resident Medical Officer of the University as under:
  - 7.2.1. Pregnancy: 90 days- Admissible only to employees with less than two surviving children.
  - 7.2.2. Miscarriage/abortion-45 days in the entire service period.
- 7.3 It may be combined with leave of any other kind.
- 7.4 Maternity leave will be on full pay and will be counted as active service for increment.
- 7.5 Maternity leave can be availed 45 days prior to the expected date of delivery mentioned on the medical certificate.

## **8. ACADEMIC LEAVE**

- 8.1. Academic leave may be granted to an employee for:
  - 8.1.1. Attending conference, congress, symposia, seminar, etc on behalf of the university.
  - 8.1.2. Delivering lectures in institutions and universities at the invitation of institutions or universities approved by the Vice-Chancellor;
  - 8.1.3. Working in another Indian/Foreign University, Institution or organization/ international agency when so deputed by the university;
  - 8.1.4. Working on a Delegation/Committee appointed by State/Central Government/or any other university/ Academic Autonomous Bodies;
  - 8.1.5. Visiting foreign countries under Cultural & Bilateral Exchange Programme, India Fellowship, Indo-US Exchange of Scientist Programmes sponsored by the UGC any other recognized body.
  - 8.1.6. Academic Enhancement for self /appearing for examinations etc.
  - 8.1.7. Appearing as an examiner/paper setter /other academic duties in educational institutes of repute.
  - 8.1.8. Pursuing a course of study for academic growth.
- 8.2. Person availing the academic leave shall submit a certificate of attendance from the University/ Institute which he/she attended.
- 8.3. The total academic leave shall be 15 days in a year.
- 8.4. Travel time may be considered as academic leave if duly recommended by the appropriate authority.

## **9. COMPENSATORY LEAVE**

- 9.1. Compulsory attendance on weekly off or other public holidays will entitle an employee to compensatory leave for the number of days an employee is directed to attend office, unless it is imposed on him as a penalty or it is required to clear arrears for which he is personally responsible. The attendance in such cases should be under prior orders of the appropriate authority.

  
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- 9.2. No compensatory leave will be admissible to an employee who is paid Overtime Allowance or TA/DA for the day of compulsory attendance on weekly off and other holiday.
- 9.3. The compensatory leave to the extent actually credited may be availed within 30 days from the date of the entitlement otherwise the same will be treated as lapsed.
- 9.4. The sanctioning authority for compensatory leave will be the same as in the case of casual leave.

## **10. DUTY LEAVE**

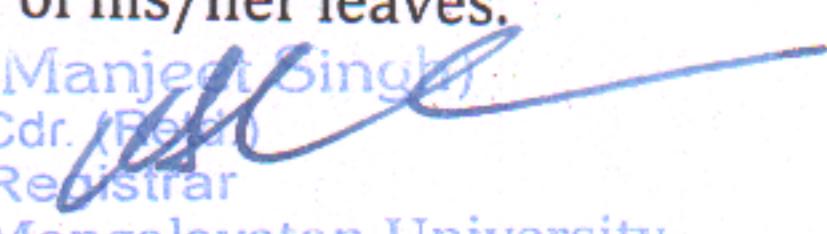
- 10.1. An employee may be allowed duty leave for any official work assigned to him/her for which he/she is to leave the normal place of work.
- 10.2. The sanctioning authority for duty leave will be the same as in the case of casual leave.

## **11. EXTRA ORDINARY LEAVE (WITHOUT PAY)**

- 11.1. The Vice-Chancellor, for any special reason, may grant an employee an extra ordinary leave (without pay) which shall not ordinarily exceed 1 year at a time and the maximum total period shall not exceed 3 years in the entire service period of an employee.
- 11.2. Extra ordinary leave (without pay) will be granted by the Vice-Chancellor on recommendation of the Director/Section Head concerned.
- 11.3. Extra ordinary leave (without pay) shall not be counted as active service for increment, etc.

## **12. SABBATICAL LEAVE**

- 12.1. Permanent, whole-time teachers of the university who have completed seven years of service as Lecturer Selection Grade/Reader or Professor may be granted sabbatical leave to undertake study/ research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.
- 12.2. The duration of leave shall not exceed 1 year at a time and two years in the entire career of a teacher.
- 12.3. A teacher, who has availed himself/herself of study leave, would not be entitled to the Sabbatical leave within a period of 5 years from the date of his return from the study leave.
- 12.4. A teacher shall, during the period of Sabbatical leave, be paid basic pay only (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on Sabbatical leave.
- 12.5. A teacher on Sabbatical leave shall not take up 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 do teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution approved by the Vice Chancellor and will be ratified by the Executive Council.
- 12.6. 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, provided that the teacher rejoins the university on the expiry of his/her leaves.

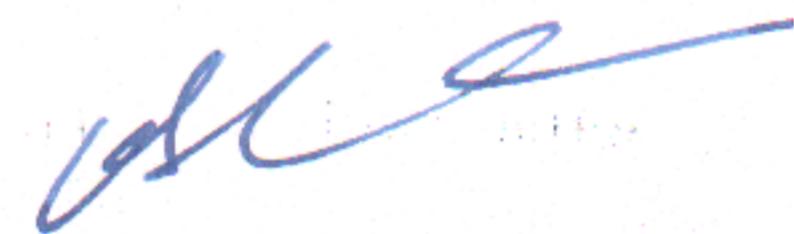
  
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- 12.7 A teacher proceeding on sabbatical leave shall execute a bond that after the expiry of such leave he/she shall return to the service of University and serve thereafter at least for three years failing which he/she shall refund to the University the leave salary received by him/her along with the usual interest.
- 12.8 In case an employee on return from sabbatical leave serves the University for a period less than the period mentioned above, the refund amount shall be reduced proportionately.
- 12.9 The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the application for grant of leave.
- 12.10 On return from leave, the teacher shall report to the university, the nature of research or other work undertaken during the period of leave. He/She should also submit the research publications/presentation/report written/patent filed or registered.

### **13. ENCASHMENT OF EARNED LEAVE**

**13.1** An employee will be entitled to encashment of unutilized balance earned leave at the time of his/her retirement from the University. The encashment shall not exceed 180 days earned leave.

The approving authority for the various kinds of leaves is mentioned at Annexure A.



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## Annexure A

Leave approving authority for various kinds of leave:

### For Teaching Staff:

1. For PVC/Directors/ Deans/Principal of Institutes: The Vice Chancellor shall be the approving authority for all kinds of leave except for medical leave for more than 1 day.
2. For HoDs/Professors: The HoI/Director of the Institute shall be the approving authority for all kinds of leave except for medical leave for more than 1 day.
3. For Assistant/Associate Professors: For casual/earned leave/duty leave for less than 3 days -Head of the department.  
For casual/earned leave/duty leave for more than 3 days – The HoI/Director on the recommendation of the Head of the department.
4. Academic Leave of Faculty- The HoI/Director on the recommendation of the Head of the department. A copy of the same is to be sent to the Office of the Registrar for records.
5. Medical Leave for more than one day shall be approved by the Registrar on the recommendation of the HOI/Director.

### For Non Teaching Staff:

1. For Registrar/Finance Officer/COE/Librarian/Staff attached to VC Office- The Vice Chancellor shall be the approving authority for all kinds of leave except for medical leave for more than 1 day.
2. Joint Registrar/Dy. Registrar/Asst: Registrar/Head H.R./P.R.O. and their staff/Head Training/ Head-Horticulture, Transport, Dispensary, Security/Univ. Engineer/Hostel Wardens/Administrative Officer/Maintenance Engineer- The Registrar shall be the approving authority for all kinds of leave.
3. Staff attached to non teaching departments- The Head of the department.
4. Staff attached to teaching departments- The HoI/Director on the recommendation of the Head of the department.
5. Academic Leave of Staff- The HoI/Director on the recommendation of the Head of the department. A copy of the same is to be sent to the Office of the Registrar for records.
6. Medical Leave for more than one day shall be approved by the Registrar on the recommendation of the HOI/Director.

Sabbatical Leave, Study Leave, Maternity Leave and Extra Ordinary leave without pay shall be granted by the Vice Chancellor on recommendation of the HoI/Section head.



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