

Summary of Leave Rules

S.n.	Type of Leaves	Period	Brief of the Norms	Applicability
1	Causal Leave (CL)	08 Days / Year	<ul style="list-style-type: none"> Can be combined with Special Casual / Vacation leave only. Can be taken for half day also. Sundays/ Holidays are not counted as part of CL and can be prefixed / suffixed. Normally should not be granted more than 5 days except under special circumstances. 	Academic & Non-Academic Staff
2	Earned Leave (EL)/ Vacation Leave	30 Days / Year	<ul style="list-style-type: none"> 15 Days on Half yearly basis, max. accumulation upto 300 Days. Calculated as 2.5 days for each completed calendar month. EL upto 180 days can be availed at a time. For vacation staff, there are 60 vacation leave in a year. Half of the balanced vacations are credited to the EL account. For vacation staff, EL after availing part of VL is calculated as Part of vacation = $30 \times \frac{\text{No. of days of vacation not availed of}}{\text{No. of days of the entire vacation}}$ 	Academic & Non-Academic Staff
3	Sabbatical Leave (SL)	1 year (+120 Days EL on exceptional cases with Chairman, BOG approval)	<p style="text-align: center;">- Once in 6 Years - Three times over service period</p>	Academic
4	Special Causal Leave (SCL) Special Casual Leave Vacation (SCLV)	30 Days / Year - Maximum 15 days of SCL during one semester - During the Vacation, SCLV can be availed which is counted as ½ towards SCL quota		Academic
5	Special Casual Leave for Group A Employees	Group A Officers in pay level 14 and above - 20 Days / year Group A Officers in pay level 13 and below - 12 Days / year		Group A Employees
6	Child Care Leave (CCL)	730 Days during entire service.	<ul style="list-style-type: none"> For women employees having minor children (less than 18 years). Also extended to single male parent. After Availing 365 days leave, only 80% Salary is paid. Cannot be availed for less than 5 days at a time. Not sanctioned during probation period. LTC can be availed during CCL. Not debited against the leave account. 	Academic & Non-Academic Staff
7	Paternity Leave (PL)	15 Days	<ul style="list-style-type: none"> To be availed before or up to six months from the date of delivery of the child. Male employees with less than two surviving children and admissible on valid adoption of a child below the age of one year. Not debited against the leave account. 	Academic & Non-Academic Staff
8	Maternity Leave (ML)	180 Days	<ul style="list-style-type: none"> Admissible to married/ unmarried female employees during pregnancy (180 days) with less than two surviving children and Miscarriage/ Abortion (45 days) in the entire service. Counted as service for increments / pension. Not debited against the leave account. 	Academic & Non-Academic Staff
9	Extra Ordinary Leave (EOL) (eligible after completion of 3 years)	Above 3 months, the maximum of two years or 4/5 th of the service period.	<ul style="list-style-type: none"> For Academic staff- Approval of Dean (Faculty) on the recommendation of Professional committee. For Non-Academic staff approval can be approved by Deputy Director (Operations) as a special case when no other leave is available. 	Academic & Non-Academic (on special cases)
10	Short Leave	Upto 3 months	HOD can Approve	Academic
11	Half Pay Leave (HPL)	20/year	<ul style="list-style-type: none"> 10 Days on Half yearly basis. Can be availed with or without medical certificate. 	Academic & Non-Academic Staff
12	Commuted Leave	Not exceeding half the amount of HPL on medical certificate	<ul style="list-style-type: none"> Not exceeding half the amount of HPL against medical certificate If taken, twice the no. of HPL should be debited. 	Academic & Non-Academic Staff