



Leave Rules

Leave Rules for Contractual Teaching Staff

The Contractual Teaching Staff shall be eligible for Leave Entitlement as follows:

- a) **Casual Leave (CL)** – 12 Days (1 CL per Month)
- b) **Medical Leave (ML)** – 10 Days with Full Pay.
- c) **No Maternity Leave** can be granted to the contractual teaching staff.
- d) **Duty Leave (DL)** – To attend National/International Conferences, Seminars, etc. as per the approval of Hon’ble Vice Chancellor.
- e) Casual Leave cannot be combined with any other kind of leave.
- f) Medical Leaves will get accumulated but Casual Leaves will get expired at the end of each Academic Year.
- g) Continuous absence of 3 days without intimation will attract strict action from Competent Authority along with loss of pay.
- h) Late entry can be registered, within 10 minutes after the check-in time. Habitual late entry (more than 4 instances in a month) will attract disciplinary action and loss of pay.
- i) Prior approval has to be taken for an early exit and should punch out with Facial/Biometric attendance.

Leave Rules for Permanent Teaching Staff

1. Casual Leave (CL)

- a) Total casual leave granted to a Faculty shall not exceed twelve days in an academic year (1CL per Month).
- b) Casual leave cannot be combined with any other kind of leave.
- c) Not more than 3 days of casual leave shall be normally permitted in a month. Extended casual leave up to a maximum of 5 days may be permitted in case of exigencies and based on the leave habits at the discretion of the management.
- d) Absence without leave approval will be treated as Unauthorized absence and is liable for loss of pay and disciplinary action.
- e) Late entry can be registered, within 10 minutes after the check-in-time, only at the dedicated machines. Habitual late entry (more than 4 instances in a month) will attract disciplinary action and loss of pay.
- f) Prior approval has to be taken for an early exit and should punch out with Facial/Biometric attendance.

2. Duty Leave (DL)

- a) Duty Leave may be granted at the instance of the Faculty member to attend:
 - National/International workshops, conferences, symposia and seminars,
 - Consultancy Projects, if approved by the Vice Chancellor.
 - Orientation, Refresher Programmes and FDPs approved by the Vice Chancellor.
- b) Duty Leave must be preferably pre-authorized, at least five days in advance.
- c) Submit leave application in advance along with registration/invitation documents.
- d) Duty Leave cannot be accumulated.
- e) The Faculty have to make their own arrangements to engage extra classes to make up for the loss in working days.
- f) To conduct an examination of a University/Public Service Commission/Board of Examination or other similar bodies/institutions.
- g) To inspect academic institutions attached to a statutory board, including BOS and Academic Council, with the approval of Joy University.
- h) To deliver lectures in institutions and universities at the invitation received by Joy University, and upon approval of the Vice Chancellor.
- i) To work in another University, any other institution or organization, when so deputed by Joy University.
- j) Participating in a delegation or working on a committee appointed by the Government of India, State Government, University Grants Commission, a sister institution or any academic body.

- k) For performing any other duty for or on behalf of the University/Department.
- l) No duty leave would be permitted for doing freelance services, unless it is based on an official enquiry and the Faculty is deputed for the purpose by Joy University.
- m) Application for Duty Leave, supported by relevant documents (nomination/appointment), has to be submitted to Hon'ble Vice Chancellor with all relevant supportive documents at least 3 days in advance after duly recommended by the Dean of the School.

3. Maternity Leave

- a) Maternity leave on full pay may be granted for a period not exceeding 90 days to confirmed Permanent Women Faculty.
- b) No maternity leave in the year of appointment/during the contract period.
- c) Maternity leave must be pre-authorized, one month in advance.
- d) A medical certificate must support the application for leave.
- e) Suppose a Faculty fails to report or seeks an extension of leave for more than 3 months and/or resigns from service on the expiry of the maternity leave. In that case, the maternity benefit availed shall be refundable unless otherwise approved by the Vice Chancellor.
- f) A female member on valid adoption of a child below the age of one year may be granted child adoption leave for 90 days immediately after the date of such adoption.

Note: Maternity leave may be granted in cases of miscarriage, including abortion, subject to the condition that the leave applied for does not exceed six weeks and that a medical certificate supports the application for leave.

4. Medical Leave (ML)

Medical Leave of up to 10 days can be availed in an academic year. If availed, a medical certificate in the required format must be submitted as soon as possible.

5. Accumulated Medical Leave (AML)

- a) All the unused Medical Leaves may be accumulated and used in subsequent years for special reasons like Hospitalisation
- b) The maximum leave accumulated at any time will be limited to 40 days.
- c) AML approved and availed on one or more occasions together in an academic year shall be at most 20 days.
- d) AML must be pre-informed and needs prior approval. In case of exigencies, approval may be obtained within three days of absence.
- e) Intervening holidays, if any, will be included in considering the leave.

6. Vacation rules

- a) The formal vacation period shall be as specified in the Joy University Academic Calendar for the year after the completion of the evaluation of the answer sheets of the End Semester Examination.
- b) Any other non-class days occurring prior to or after Mid Semester Examination or the period of study holidays shall remain working days for the Faculty unless otherwise notified as a holiday by Joy University.
- c) Academic Faculty deputed to non-vacation departments/centres and Deans/Directors shall avail the vacation leave for a maximum of 30 days in a year during the vacation period, without affecting the functioning of the department/centre.
- d) No leave is generally permitted on either side of the vacation period.

Leave Rules for Non-Teaching Staff

1. Casual Leave (CL)

- a) Total casual leave granted to Non-Teaching Staff shall not exceed twelve days in an academic year (1CL per Month).
- b) Casual leave cannot be combined with any other kind of leave.
- c) Not more than 3 days of casual leave shall be normally permitted in a month. Extended casual leave up to a maximum of 5 days may be permitted in case of exigencies and based on the leave habits at the discretion of the management.
- d) Absence without leave approval will be treated as Unauthorized absence and is liable for loss of pay and disciplinary action.
- e) Late entry can be registered, within 10 minutes after the check-in-time, only at the dedicated machines. Habitual late entry (more than 4 instances in a month) will attract disciplinary action and loss of pay.
- f) Prior approval has to be taken for an early exit and should punch out with Facial/Biometric attendance.

2. Medical Leave (ML)

Medical Leave of up to 10 days can be availed in an academic year. If availed, a medical certificate in the required format must be submitted as soon as possible.

3. Vacation Rules

Vacation facility for non-teaching staff will be on a rotational basis.

Note: Hon'ble Vice Chancellor shall be the full and final authority for the approval of leave of any kind.