

## **3. LEAVE AND TRAVEL RULES**

### **3.1 Leave rules for teaching staff**

All leave letters should be forwarded with recommendation through the reporting officers: HOD/ Director/Dean/VC.

#### **3.1.1 Casual Leave (CL)**

- a. Total casual leave granted to a teacher shall not exceed fifteen days in an academic year.
- b. Casual leave cannot be combined with any other kind of leave except duty leave and intervening holidays, if any.
- c. Casual leave as far as possible must be pre-informed and needs prior approval. In case of exigencies post-facto approval may be obtained immediately on reporting, on the same day or latest by the next working day.
- d. Not more than 3 days of casual leave shall be normally permitted in a month. Extended casual leave up to a maximum of 6 days may be permitted in case of exigencies and based on the leave habits at the discretion of the management.
- e. A maximum of two restricted holidays (RH), as announced by the state government where the campus of the faculty is located, in addition to the casual leave may be availed in a year, with prior approval by the University. RH leave is permitted only to those who are likely to celebrate the important festivities.
- f. No leave shall normally be entertained during examination/evaluation period. The Dean is authorized to consider the applications for leave during the Mid-Semester Examination (MSE). Leave during the End Semester Examination (ESE) needs the approval of the Registrar.
- g. Failure to register entry/exit or absence without leave approval will be treated as “Unauthorised absence” and is liable for salary/leave cut and disciplinary action. Check “View My Attendance” in Knowledge Pro (KP) regularly and immediately submit the leave form, in case of any “Absent” entry.
- h. Exemption for not registering the entry/exit is permissible only when the Faculty/Staff is authorized, in the specified format, for such an exemption by a competent authority of the University. Application

for exemption should be preferably submitted well in advance or immediately on reporting back, after the exemption period.

- i. Late entry can be registered, within 30 minutes after the check-in-time, only at the dedicated machines. Habitual late entry (more than 4 instances in a month) will lead to cut in salary (cut for 3 instances) or disciplinary action as per University rules. There is no provision for registering early exit.

### **3.1.2 Accumulated Leave (ACL)**

- a. Up to a maximum of 5 days unutilized leave out of the 15 days Casual Leave per year may be accumulated and used in subsequent years for special reasons like hospitalization, marriage, research and the like.
- b. The maximum leave accumulated at any time will be limited to 40 days.
- c. ACL approved and availed in one or more occasions together in an academic year shall not exceed 20 days.
- d. ACL 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 for considering the leave.

### **3.1.3 Special Casual Leave (SCL)**

- a. Special Casual Leave, not exceeding eight days in an academic year, may be granted at the instance of the faculty member.
  - a. To attend workshops, conferences, symposia and seminars
  - b. To attend examinations/tests or training programmes, including MPhil/PhD
  - c. Personal consultancy, if approved by the University
  - d. Orientation, Refresher and Training programmes approved by the University
- b. Special Casual Leave must be preferably pre-authorized, at least three days in advance.

- c. Submit leave application in advance along with registration/invitation documents or participation certificate immediately after the programme.
- d. Special Casual Leave cannot be accumulated.
- e. The teachers have to make their own arrangements to engage extra classes to make up for the loss in working days.

### **3.1.4 Duty Leave (OOD)**

Duty leave is granted at the instance of the University:

- a. To conduct examination of a University/Public Service Commission/Board of Examination or other similar bodies/institutions
- b. To inspect academic institutions attached to a statutory board, including BOS and Academic Council, with the approval of the University
- c. To deliver lectures in institutions and universities at the invitation received by the University, and accepted by the Vice Chancellor
- d. To work in another University, any other institution or organization, when so deputed by the University.
- e. 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.
- f. For performing any other duty for or on behalf of the University/Department
- g. No duty leave would be permitted for doing freelance services, unless it is based on an official enquiry and the teacher is deputed for the purpose by the University
- h. Application for duty leave, supported by relevant documents (nomination/appointment), must be made at least 3 days in advance duly recommended by the HOD

### **3.1.5 Maternity Leave (ML)**

- a. Maternity leave on full pay may be granted for a period not exceeding 90 days to confirmed women teachers.
- b. No maternity leave in the year of appointment/during contract period.
- c. Maternity leave on 50% pay during probation.

- d. Maternity leave must be pre-authorized, one month in advance.
- e. Application for leave must be supported by a medical certificate.
- f. If a faculty/staff fails to report or seeks extension of leave for more than 3 months and/or resigns from service on expiry of the maternity leave, the maternity benefit availed shall be refundable unless otherwise approved by the University.

### **3.1.6 Extraordinary leave (EOL)**

- a. Absence without leave entitlement shall be on extraordinary leave on loss of pay and shall need prior approval of the Dean/Director and the Registrar.
- b. Loss of pay leave may be granted only under exceptional circumstances, for reasons approved by the University.
- c. For very special reasons extra-ordinary leave for a limited period may be granted with pay, at the discretion of the University and based on the leave habits of the faculty/staff. However, such leave approved in one or more occasions together in an academic year shall not exceed 21 calendar days. In cases of prolonged medical treatment leave with/without pay may be granted as per the policy and discretion of the management
- d. Clearance of dues in the prescribed format should be submitted in case of extended leave and rejoining after such leave will be as per section 5.6.
- e. Extraordinary leave with pay need the prior approval of the Vice Chancellor/Chief Finance Officer. The faculty shall submit the approval letter along with the application for leave.
- f. If an employee absents himself/herself from duty without prior approval or leave sanction for more than 21 consecutive days, he/she shall be presumed to have left the services of the University on his/her own accord without notice and his/her name shall accordingly, be struck off from the rolls of the University.

### **3.1.7 Vacation rules**

- a. Vacation facility is available only for academic faculty members.
- b. The formal vacation period shall be restricted to 21 days every year after completion of the valuation of the answer sheets of the End

Semester Examination of the Even Semester or End Trimester Examination of the third trimester.

- c. Vacation dates will be as notified by the Registrar each year.
- d. 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 holiday by the University.
- e. No vacation facility will be available to non-teaching staff (laboratory and administrative staff) engaged in academic departments.
- f. 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.
- g. In general no leave is permitted on either side of vacation period.

## **3.2 Leave rules for non-teaching staff**

### **3.2.1 Casual Leave**

(Same as for teaching staff)

### **3.2.2 Duty Leave**

(Same as for teaching staff)

### **3.2.3 Maternity Leave**

(Same as for teaching staff)

### **3.2.4 Extra-ordinary Leave**

(Same as for teaching staff)

### **3.2.5 Accumulated Leave**

(Same as for teaching staff)

### **3.2.6 Special Leave (SL)**

- a. Special leave for specific purposes for a certain period, during lean days, may be granted to the resident staff, at the discretion of the University and based on the leave habits of the Staff.

- b. Non-teaching/Non-vacation staff members are eligible for five days of special leave per year.
- c. Special leave is to be utilized during lean days and must be pre-informed and needs prior approval.
- d. The unutilized special leave may be accumulated and used in subsequent years
- e. The maximum special leave accumulated at any time will be limited to 40 days.
- f. Special leave availed in one or more occasions together in an academic year shall not exceed 20 days.
- g. Intervening holidays, if any, will be included for considering the leave.
- h. Extraordinary leave with pay for residential staff (Security, Hostel warden) to visit their native place 15 days in a year or one month once in two years, excluding normal CL and SL applicable to nonteaching staff.

### **3.3 Travel Rules and Regulations**

Traveling for official purposes by the University Staff shall be governed by the following rules. Traveling for the purpose of these rules means any movement outside Bengaluru (Place of posting) involving overnight stay.

- No travel shall be permitted unless authorized by the approving authority, in the prescribed format.
- The mode of travel and the limits on permissible expense during the travel shall be as per University rules.
- Timing and duration of travel shall depend on the exigencies though however no teaching faculty shall as far as possible plan their travel during the beginning and end months of a semester and shall ensure that not more than 6 class hours are lost due to travel related absence.
- Within a week of completion of every travel, a Travel Report and a Traveling Expense Statement must be submitted in the prescribed format.
- Traveling expense statement must be approved by the travel approving authority and the Chief Finance Officer.

- Expenses for local conveyance on travel shall be permitted on actual basis. Any expense claimed in this regard in excess of ₹200/- must be supported by receipt.
- Approval of the Vice Chancellor shall be required for any foreign travel. Travel must be by Economy Class Air and limits of total expenses per day including accommodation shall be as per University Rules.
- Vice Chancellor may authorize higher expense limit on case-to-case basis in exceptional circumstances for domestic as well as foreign travels.
- In case two members of staff travel together, the approving authority may approve the higher limit of eligibility for both the persons, if deemed necessary in the interest of the University.

### **3.4 Medical Leave**

Confirmed employees with continuous service of less than 10 years can avail medical leave of maximum six months (180 days) and those with service 10 years or more will be eligible for maximum 12 months (360 days) of medical leave computed at the rate of 20 days for every completed year of service. Medical leave shall be availed in cases of hospitalization and prolonged medical treatment. The medical leave may be approved with pay or with half pay or without pay as per rules and at the discretion of the management.