



हरियाणा केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)

(Established vide Act No. 25 (2009) of Parliament)

गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) . 123029

Village : Jant-Pali, Distt : Mahendergarh (Haryana)-123029

संख्या : ह.कें.वि.वि. / 2015 / स्थापना / 746
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दिनांक / Dated: 30.11.2015

CIRCULAR

Amendments to Ordinance XIV (Leave Rules for Teaching Staff) of the University pursuant to revision of the Leave Rules by the University Grants Commission have been approved by the Executive Council in its 23rd Meeting held on 9th October, 2015 vide Resolution No 12. The same are circulated herewith for necessary compliance by all concerned. The minutes of the 23rd E.C. Meeting held on 9th October, 2015 have already been uploaded on the University website.

[Signature] 30/11/15

Deputy Registrar (Estt.)

Encls : As above

Copy of above is forwarded to the following for information and necessary action:-

1. वित्त अधिकारी, हरियाणा केन्द्रीय विश्वविद्यालय, महेन्द्रगढ़ / Finance Officer, Central University of Haryana, Mahendergarh.
2. सभी डीन/विभागाध्यक्ष/टीचर इंचार्ज/ All Deans/HoDs/Teacher-in-Charge, Central University of Haryana, Mahendergarh.
3. कुलपति के निजी सहायक (माननीय कुलपति की जानकारी हेतु), हकेंवि, महेन्द्रगढ़/PA to Vice Chancellor (for kind information of Hon'ble Vice-Chancellor), Central University of Haryana, Mahendergarh.
4. कुलसचिव के निजी सहायक, (कुलसचिव की जानकारी हेतु), हकेंवि, महेन्द्रगढ़/PA to Registrar (for kind information of the Registrar), Central University of Haryana, Mahendergarh.
5. कंप्यूटर सेंटर, हकेंवि, महेन्द्रगढ़ - वेबसाइट पर पर्दर्शित करने हेतु /Computer Centre, CUH-for uploading on the Website.

[Signature] 30/11/15

Deputy Registrar (Estt.)

Amended Ordinance XIV relating to Leave Rules for Teaching Staff
(Amendments approved by the Executive Council in its meeting held on 09th October, 2015)

Note:

- A. These Leave Rules shall come in to force with effect from the date of approval of the Executive Council.
- B. Leave of any kind cannot be availed as a matter of right. It can be refused/revoked by the sanctioning authority in the interest of the institution. Leave shall always be got sanctioned in advance, except in case of urgency.
- C. Subject to (B) above, the University teachers shall be eligible for the following kinds of leave:

1. DUTY LEAVE

Duty Leave of the maximum of 30 days in an academic year may be granted for the following:

- a. Attending Conferences, congresses, symposia and seminars on behalf of the University and with the permission of the University.
- b. Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University, and accepted by the Vice-Chancellor.
- c. Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University.
- d. Participating in a delegation or working on a committee appointed by the Central Government, State Government, the University Grants Commission, a sister University or any other academic body, and
- e. For performing any other duty for the University.
- f. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- g. 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/she may be sanctioned duty leave on reduced pay and allowances.
- h. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- i. Duty Leave should be given also for attending meetings in the UGC, DST,

etc. where a teacher is invited to share expertise with academic bodies, government or NGO.

2. STUDY LEAVE

1. The scheme of Study Leave provides an opportunity to avail of scholarships / fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature used) for pursuing further studies leading to Ph. D/ Postdoctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowships shall not be linked to the recipient's pay / salary paid to her / him by his / her parent institution. The awardees shall be paid salary for the entire duration of fellowship/scholarship, provided of course s/he does not take up any other remunerative jobs like teaching in the host country.
2. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. S/he may however be allowed to accept a fellowship or a research scholarship or an ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Executive Council 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.
3. Study leave may be granted to entry-level appointees as Assistant professor / Assistant Librarian / Assistant Director of Physical Education and Sports (other than an Associate Professor or Professor of a University) 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 work.
4. Study Leave shall be granted by the Executive Council on the recommendation of the Head of the Department. The leave shall not be granted for more than three years in one spell, save in very 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.
5. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which s/he is expected to return to duty after the expiry of study leave.
6. Study leave may be granted not more than twice during one's career. However, when study leave is taken in combination of Earned Leave/ Extra-Ordinary-Leave/ Half-Pay-Leave, under no circumstances, shall the maximum period during the entire service exceed five years.

7. 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 earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work period done during the of earlier leave as also give details of work to be done during the proposed study spell of leave.
8. 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. In the event of 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 to treat the period of short-fall as Extra-Ordinary leave has been obtained.
9. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay-leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When study leave is taken in continuation of vacation, 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 study leave, shall be placed in that position and shall get the higher scale only after joining the post.
10. Subject to fulfillment of the stipulated conditions of grant of study leave laid down under the study leave bond, the period of study leave shall count as service for the purposes of retirement benefits (New Pension Scheme), provided that the teacher rejoins the University on the expiry of his/her study leave, and serves for the period for which the Bond has been executed.
11. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction, provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
12. A teacher availing herself / himself of study leave, shall undertake that s/he 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 expiry of the study leave.
13. 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 service 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 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,

14. The teacher on study leave shall submit to the Registrar of his/her parent University six-monthly reports of progress in his/her studies from his / her supervisor or the Head of the institution. This report shall reach the Registrar within one month of the expiry of every six months 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.
15. The teacher on study 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 study leave shall be put in the public domain, preferably on the website of the University.

EXPLANATION:

If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned s/he shall be deemed to have failed to rejoin the service on the expiry of her/his leave for the purpose of recovery of dues under these guidelines.

Notwithstanding the above, the Executive Council may order that nothing in these guidelines 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 may in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these guidelines.

After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond on the prescribed format appended with rules, in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in the foregoing paragraph and give security of immovable property to the satisfaction of the Registrar 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.

3. SABBATICAL LEAVE:

- i) Permanent, whole time teachers of the University who have completed seven years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.
- ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

- iii) A teacher, who has availed himself/herself of study leave, will not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any kind of training programme of duration of one year or more.

- iv) 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.
- v) A teacher on sabbatical leave shall not take up, during the period of that leave, 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 ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- vi) 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 New Pension Scheme, provided that the teacher rejoins the University on the expiry of his/her leave.

4. Casual Leave

- i) Total casual leave granted to a teacher shall not exceed 8 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.

5. 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 other similar bodies/institutions; and
 - b) To inspect academic institutions attached to a statutory board, etc.

- 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 will be restricted to 6 working days; and
 - b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- iv) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

6. Earned Leave

- i) Earned leave admissible to a teacher shall be:
 - a. 1 /30th of actual service including vacation; *plus*
 - b. 1 /3rd of the period, if any, during which he/she is required to perform duty during vacation.

For purposes of computation of 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 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 avoidance of doubt, it may be noted:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as 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 non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

7. Half-pay Leave

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

Explanation:

A "completed year of service" means continuous service of specified duration under the University and includes periods of absence from duty as well as leave including extraordinary leave

8. Commuted Leave

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

9. 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) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for 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, provided 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 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 leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
 - iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

10. 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 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 still to be earned may be waived by the Executive Council.

Provided that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

11. 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 earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

12. Child Care Leave

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University may, appoint a guest substitute teacher with intimation to the UGC,

13. Paternity Leave

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

14. Adoption leave

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

15. Quarantine Leave (QL)

- 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.
- Quarantine leave may be granted on medical certificate for a period not exceeding 21 days. In exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine leave may be combined with earned leave, half pay leave or extraordinary leave.
- A teacher on quarantine leave shall not be treated as absent from duty and his pay shall not be affected.

16. Vacation

(i) Vacation may be taken in combination with any kind of leave except casual and special casual 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 one semester.

(iii) When a vacation falls between two periods of leave so as to result in a continuous 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/she has given notice of resignation and the period of such notice expires during vacation or within one month from the last pay thereof.

17. 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 has held this post substantively otherwise than on probation. If a person in the permanent service of the University is appointed 'on probation' to a higher post, during probation, he/she shall not be deprived of the benefit of leave rules applicable to his/her permanent post.

18. Teachers Appointed under Statute 19(2)

The teachers appointed by the Executive Council under Statute 19(2) of the Act shall be governed by all the provisions of this ordinance relating to the appointed teachers, except the following:

(i) They shall not be entitled for sabbatical or study leave.

(ii) They shall not be entitled for vacation as their work relates to projects.

19. Teacher Re-employed after Retirement

In the case of a teacher re-employed after retirement the provisions of this ordinance shall apply as if he/she had entered service for the first time on the date of his/her re-employment.

20. Temporary Teachers

Whole time temporary teachers shall be governed by the provisions of this Ordinance subject to the following conditions and exceptions:

(i) A temporary teacher shall be entitled casual leave, special casual leave and duty leave on a par with a permanent teacher.

(ii) Earned Leave

A temporary teacher shall be entitled to earned leave on a par with a permanent teacher.

(iii) Half Pay Leave

No half pay leave shall be granted to 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.

(iv) Commuted Leave

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

(v) Extraordinary Leave

The duration of extraordinary leave to the temporary teachers shall not exceed the following limits:

(a) Three months at a time;

(b) Six months in cases where the teacher has completed three years 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 tuberculoses, cancer or leprosy;

(d) 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 continuous service on the date of commencement of extraordinary leave. A temporary teacher who fails to resume duty on the expiry of the period of extraordinary leave granted to him/her and remains absent from duty, shall, unless the Executive Council, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned from his/her service and shall accordingly cease to be a University employee

(vi) Leave not due, Study Leave and Sabbatical Leave

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

(vii) Vacation

(a) A temporary teacher shall be entitled to pay for the following vacation only if he/she joins duty within two months of the beginning of the academic session and has worked continuously and satisfactorily from the date of joining upto the last working day of the session.

(b) The vacation salary may be paid to the teacher, if the temporary appointment continues for a part or the whole of next academic session and the teacher joins on the opening day; and has also served on the last working day before the vacation.

21. Teacher Appointed on Contract Basis

Teachers appointed on contract basis shall be entitled to leave as under:

- (i) Earned leave/Half pay leave/Casual leave as admissible to whole time temporary teachers of the University
- (a) In the case of contract appointments for one year or less, unless on medical grounds, no Extraordinary leave shall be granted.
- (b) In the case of contract appointments for more than one year but less than 5 years, extraordinary leave as admissible to temporary teachers subject to the condition that the total period of extraordinary leave during the entire contract period shall not exceed 90 days.
- (c) Where the contract appointment is for 5 years or more, the extraordinary leave shall be as that admissible to the whole time temporary teachers.

22. Honorary and Part Time Teachers

Honorary and part-time teachers of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary teachers of the University.

23. General Conditions Applicable to All Categories of Teachers

(i) Leave how earned

Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.

(ii) Right to leave

(a) No leave shall be claimed as matter of right. Leave of any kind may be varied, refused or revoked by the competent authority empowered to grant it without assigning any reason, if that authority considers such action to be in the interest of the University.

(b) No leave shall be granted to a teacher whom a competent authority has decided to dismiss, remove or compulsorily retire from service, nor shall any leave be granted to a teacher who is under suspension.

(iii) Maximum period of absence from duty on leave

(a) No teacher shall be granted leave of any kind for a continuous period exceeding five years.

(b) Where a teacher does not resume duty after remaining on leave for a continuous period of five years or where a teacher after the expiry of his/her leave remains absent from duty, other than on foreign service or on account of suspension, for any period which together with the period of leave granted to his/her exceeds five years, he/she shall unless the Executive Council in view of the exceptional circumstances of the case otherwise determines, be removed from service after following prescribed procedure.

(iv) Application for Leave

Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

Note: Faculty member should not leave station till the order sanctioning leave has been issued.

(v) Commencement and termination of leave

(a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day the teacher resumes his duty.

(b) Sunday and other recognized holidays may be prefixed and /or suffixed to the leave with the permission of the authority competent to sanction the leave.

(vi) Rejoining of duty before the expiry of the leave

(a) A teacher may return to duty before the expiry of the leave granted to him/her, with the permission of the competent authority.

(b) Notwithstanding anything contained in (a) above, a teacher on leave preparatory to retirement shall be precluded from withdrawing his/her request for permission to retire and from returning to duty, save with the consent of the Executive-Council.

(vii) Leave on medical grounds to be supported by medical certificates

A teacher who applies for leave on medical grounds shall support his/her application with a medical certificate from a Registered Medical Practitioner empanelled by the University. Leave or extension of leave on medical certificate shall not be granted beyond the date on which a teacher is pronounced by a Medical Board constituted by the University for the purpose to be permanently incapacitated for further service.

(viii) Rejoining duty on return from leave on medical ground

No teacher who has been granted leave (other than casual leave) on medical grounds shall be allowed to return to duty without producing a certificate of fitness from the registered medical officer empanelled by the University.

(ix) Employment during leave

A teacher on leave shall not, without the written permission of the University, engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached:

Provided that this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies/Institutions or to any literary work or publication or radio or extension lectures, or with the permission of the Vice-Chancellor to any other academic work.

The leave salary of a teacher who is permitted to take up any employment during leave shall be subject to such restrictions as the Executive Council may prescribe.

(x) Absence without leave or overstay on leave

A teacher who absents himself/herself without leave or remains absent without leave after the expiry of the leave granted to him/her, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his/her leave account as leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

(xi) Conversion of one kind of leave to another

(a) At the request of the teacher concerned, the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him/her at the time leave was originally taken, but he/she cannot claim such conversion as a matter of right.

(b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered, as the case may be.

(xii) Increment during leave

If increment of pay falls during any leave other than casual leave, special casual leave, duty leave, or sabbatical leave, the effect of increase of pay shall be given from the date the teacher resumes duty without prejudice to the normal date of his/her increment, except in those cases where the leave does not count for increment.

(xiii) Leave year

For the purpose of these Ordinances, unless otherwise specified, the term 'year' shall mean a calendar year.

24. Authorities Empowered to Sanction Leave

The authorities specified in column (2) of the table below are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that leave asked for is admissible and is at the credit of the teacher concerned.

	Kind of Leave	Sanctioning Authority	Extent of Power
I	Casual / Special Casual Leave to		
A	Deans of Schools	Vice-Chancellor	Full
B	Chairperson of Deptts./Centres	Deans of Schools	Full
C	Chairperson and Other teachers	Chairperson of Centre/Dept.	Full

II	Duty Leave to		
A	Deans of Schools	Vice-Chancellor	Full
B	Chairperson and Other Teachers	Dean Vice-Chancellor	Upto 10 days and Beyond 10 days
III	Earned Leave/Half Pay Leave/Commutated Leave/Maternity Leave/Paternity Leave/Adoption Leave/Child Care Leave/ to		
A	Dean of Schools	Vice-Chancellor	Full
B	Chairpersons of the Deptts./Centres.	Deans of Schools Vice-Chancellor	Upto 90 days Beyond 90 days
C	Other teachers	Chairperson of the Centre Dean of School	Upto 90 days Beyond 90 days
IV	Sabbatical Leave / Study Leave	Vice-Chancellor	Full
V	Quarantine Leave	Vice-Chancellor	Full
VI	Extraordinary Leave		
A	Deans of Schools	Vice-Chancellor Executive Council	Upto 90 days Beyond 90 days
B	Chairperson and Other teachers	Deans of the Schools Vice-Chancellor Executive Council	Upto 30 days Upto 90 days Beyond 90 days
VII	Leave Not Due For All	Vice-Chancellor	Full

Provided that where leave involves visit abroad, the competent authority shall be the Vice-Chancellor.

25. Leave Salary

- i. A teacher granted casual leave or special casual leave is not treated as absent from duty and his pay is not interrupted.
- ii. A teacher on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- iii. A teacher on commuted leave is entitled to leave salary equal to the salary admissible under sub-clause 25(III).
- iv. A teacher on extraordinary leave shall not be entitled to any leave salary.
- v. A teacher on Maternity leave / Paternity leave / Child Care leave and Quarantine leave is entitled to draw the same pay as he/she may be drawing at the time of proceeding on leave.
- vi. Payment of all admissible allowances during leave shall be governed by the provisions of the rules regarding the payment of those allowances.
- vii. During the period of re-employment, the leave salary shall be based on the pay drawn by him/her exclusive of the pension and pension equivalent of other retirement benefits.

26. Cash Payment in lieu of Leave

i. On Superannuation

Where a teacher superannuates on attaining the normal age prescribed for superannuation under the terms and conditions governing his/her service, the authority competent to grant leave shall suo motu authorize encashment of Earned leave, if any, at the credit of the teacher on the date of his/her superannuation, subject to a maximum of 300 days.

ii. Superannuation while under suspension

A teacher, who superannuates while under suspension, shall become eligible for the benefit of cash equivalent of Earned leave at his/her credit on the date of his/her superannuation on conclusion of the proceedings against him/her, if the competent authority decides to re-instate him/her in service and holds that the suspension was wholly unjustified.

iii. Retirement before superannuation

A teacher who retires or is retired from service may be granted suo motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of Earned leave at his/her credit subject to maximum number of days including days in respect of the half pay leave at his/her credit as specified by the Government of India/UGC from time to time. Provided this period does not exceed the period between the date on which he/she so retires or is retired from service and the date on which he/she would have retired in the normal course after attaining the age prescribed for superannuation under the terms and conditions governing his/her service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/or equal to the leave salary as admissible for half pay leave plus dearness allowance admissible on that leave salary for the first 300 days, at the rates in force on the date the University employee so retires or is retired from service. The pension and pension equivalent of other retirement benefits and ad hoc relief/graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lump-sum as a one time settlement. No House Rent Allowance shall be payable:

Provided that if leave salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

Provided further that a teacher who is retired by University by giving him/her pay and allowances in lieu of notice, cash equivalent of leave salary shall be allowed only for the period of leave excluding that period for which pay and allowances in lieu of notice have been allowed.

iv. Resignation / Termination

(a) Resignation : if a teacher resigns or quits service, he/she may be granted suo moto by the authority competent to grant leave cash equivalent in respect of earned leave at his/her credit on the date of cessation of service, to the extent of half of such leave at his/her credit, subject to a maximum of 150 days.

(b) Termination : Where the services of a teacher are terminated by notice or by payment of pay and allowances, in lieu of notice, or otherwise in accordance with the terms and conditions of his/her appointment, he/she may be granted, suo moto

by the authority competent to grant leave, cash equivalent in respect of earned leave at his/her credit on the date on which he/she ceases to be in service subject to maximum of 300 days.

v. Dismissal/Removal

When a teacher is dismissed or removed from service following disciplinary proceedings he/she shall not be eligible for leave encashment.

vi. Teachers appointed on contract

(a) The teachers appointed on contract will suo moto be allowed encashment of earned leave at their credit on the date of termination of contract, subject to the ceiling mentioned below:

Period of Contract	Maximum earned leave for which encashment will be allowed at the time of termination of contract
2 years or less	No encashment
More than 2 years, upto 5 years	30 days
More than 5 years, upto 10 years	60 days
More than 10 years, upto 15 years	90 days
More than 15 years, upto 20 years	120 days
More than 20 years, upto 25 years	150 days
more than 25 years	180 days

(b) The encashment of earned leave as above will, however, be subject to the condition that the total earned leave for which encashment will be allowed together with the earned leave or full pay leave for which encashment had been allowed in previous appointments, if any, under the Government, an autonomous body or bodies of public sector undertaking(s), is not more than 300 days.

vii. Leave encashment when permanently incapacitated

A teacher who is declared by a duly constituted Medical Board to be completely and permanently incapacitated for further service may be granted, suo motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of earned leave due and admissible on the date of his/her invalidation from service subject to leave salary for a maximum 300 days. The cash equivalent thus payable shall be equal to the leave salary as calculated under clause (ix) below.

viii. Leave encashment of a teacher who dies while in harness

In case a teacher dies in harness, the cash equivalent of the leave salary that the deceased teacher would have got, had he/she gone on earned leave, but for the death, due and admissible on the date immediately following the date of death subject to a maximum of leave salary for 300 days shall be paid to his/her family.

ix. Calculation of cash equivalent of leave

The cash equivalent of leave shall be calculated and payable in one lump sum as a one-time settlement as per Government of India rules.

28. Making of Rules and Prescribing the Procedure to be Followed Under this Ordinance

The University may make rules and procedures for effecting the provisions of this Ordinance.