



LEAVE RULES

UNIVERSITY OF LADAKH

3.20.1 **Leave admissible to permanent teachers:**

The following kinds of leave shall be admissible to permanent teachers:

- 3.20.1.1 Leave treated as duty viz.; Casual Leave, Special Casual Leave and Duty Leave
- 3.20.1.2 Leave earned by duty viz.; Earned Leave, Half Pay Leave and Commuted Leave
- 3.20.1.3 Leave not earned by duty viz.; Extraordinary Leave and Leave Not Due
- 3.20.1.4 Leave not debited to leave account:
 - a) Leave for academic pursuits, viz.; Study Leave and Sabbatical Leave/Academic Leave.
 - b) Leave on grounds of health, viz.; Maternity Leave and Sick Leave.

3.20.2 **Quarantine Leave:**

The University Council/Syndicate may, in exceptional cases, grant for reasons to be recorded, other kinds of leave subject to such terms and conditions as it may deem fit to impose.

3.20.3 **Casual Leave:**

- 3.20.3.1 Total Casual Leave granted to a teacher shall not exceed fifteen (15) days in an academic year.
- 3.20.3.2 Casual Leave shall not be combined with any other kind of leave except Special Casual Leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of Casual Leave shall not be counted as casual leave.
- 3.20.3.3 Casual Leave account of a teacher other than the Head of the Department shall be maintained by the respective Heads of Department concerned.
- 3.20.3.4 Casual Leave of the Head of the Department including permission to leave headquarter, shall be granted by the Dean of the concerned faculty.
- 3.20.3.5 Any Casual Leave not availed of during the year shall lapse at the close of calendar year.

3.20.4 **Special Casual Leave:**

Special casual leaves not exceeding (10) ten days in an academic year may be granted to a teacher for the following purposes:

- 3.20.4.1 To conduct examination of a University, Public Service Commission, Board of School Education or other similar bodies/institutions; and
- 3.20.4.2 To inspect academic institutions attached to a statutory Board etc. such as:

NOTE:

1. In computing the ten (10) days leave admissible the days of actual journey, if any, to and from the place(s) where such conference activity takes place, will be excluded.
2. In addition special casual leave to the extent mentioned below may also be granted:
 - a) to undergo sterilization operation (vasectomy or salpingectomy) under the Family welfare Programme. Leave in this case will be restricted to 6 working days; and
 - b) to a female teacher who undergoes non-peripheral sterilization;(Leave in this case will be restricted to fourteen days).
3. special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. But it may be granted in combination with holiday or vacation.

3.20.4.3 To participate in a literary, scientific or educational conference, symposium or seminar or cultural or athletic activities conducted by bodies recognised by the University authorities.

3.20.5 Earned Leave:

3.20.5.1 Earned leave admissible to a teacher shall be:-

- a) $1/30^{\text{th}}$ of actual service including vacation-period; and
- b) $1/3^{\text{rd}}$ of the period, if any, during which he is required to perform duty during vacation.

NOTE:

For purposes of computation of actual service, all periods of leave except Casual, Special Casual and Duty Leave shall be excluded.

3.20.5.2 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 on grounds of sickness supported by a medical certificate, or when the entire leave, or a portion thereof is spent outside India.

Note 1: When a teacher combines vacation with Earned Leave the total period 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.

Note 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.

Note 3: Encashment of Earned Leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/ State Government.

3.20.6 Earned leave for Temporary Teachers:

3.20.6.1 Temporary teachers shall be entitled to Earned Leave as a permanent teacher except that in respect of the first year of his service he shall be entitled to earned leave as follows:

- a) 1/60th of the period of actual service plus;
- b) 1/3rd of the period, if any, during which he is required to perform duty during vacation; Provided that when leave is also earned in a year under above clause, the period of vacation during which duty is performed shall be excluded from the computation of the period of actual service for the purpose of clause (a) and the total of leave earned under clause (a) as well as clause (b) in that year shall not exceed 30 days.

3.20.7 **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 medical certificate from a registered medical practitioner or for private affairs or for academic purposes.

Note: 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.

3.20.8 **Commutated Leave:**

Commutated Leave not exceeding half the amount of Half Pay Leave due, may be granted on the basis of medical certificate from a recognized medical practitioner to a permanent teacher subject to the following conditions:

- a) Commuted Leave during the entire service shall be limited to a maximum of 240 days; and
- b) When Commuted Leave is granted twice the amount of such leave shall be debited against the half pay leave due.

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 the rule unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

3.20.9 **Extraordinary Leave:**

3.20.9.1 A Permanent teacher may be granted Extraordinary Leave if:-

- a) no other leave by rule is admissible; and
- b) no other leave is admissible but the teacher concerned applies in writing for the grant of extraordinary leave.

3.20.9.2 Extraordinary Leave shall always be without pay and allowances and it shall not be counted as service for increment or pay except in the following cases:-

- a) leave taken on the basis of medical certificate:
- 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 of fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.

3.20.9.3 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.

3.20.9.4 The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

In the case of a teacher not in permanent employment the duration of Extraordinary Leave on any occasion shall not exceed the following limits:

- a. three months at a time;
- b. six months in case where the teacher has completed three (3) years continuous service and the leave application is supported by medical certificate,
- c. eighteen months where the teacher is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy.

The total amount of Extraordinary Leave granted to a teacher during his entire service shall not exceed five (5) years.

The authority empowered to leave may convert retrospectively the period of absence without leave into Extraordinary Leave.

3.20.10 **Leave Not Due:**

3.20.10.1 Leave Not Due may, at the discretion of the Vice-Chancellor be granted to permanent teacher for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be granted otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him/her subsequently.

3.20.10.2 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.

3.20.10.3 A teacher to whom Leave Not Due is granted shall not be permitted to tender his resignation from services so long as the debit balance in his leave account is not wiped off by active

service, or he/she refunds the amount paid to him 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 off by the University Council.

Provided further that the University Council may, in other exceptional cases, waive off, for reason to be recorded, the refund of leave salary for the period of leave still to be availed off.

3.20.11 **Study Leave:**

3.20.11.1 Study Leave may be granted 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 pursue a special study of the various aspects of University organisation and methods of education.

The paid period of Study Leave shall be three years, but two years may be given in the first instance, extendable by one more year if there is adequate progress as reported by the research guide. Care would be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any Department. Provided that the University Council/Syndicate may, in the special circumstances of a case, waive off the condition of three years' service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a Research Assistant may be reckoned provided that: -

- a) the person is a teacher on the date of the appointment; and
- b) there is no break in his service.

3.20.11.2 Study Leave shall be granted by the University Council/Syndicate on the recommendation of the concerned Head of Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the University Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interests of the University.

3.20.11.3 Study Leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

3.20.11.4 Study Leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service shall not exceed five years

3.20.11.5 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 University Council/Syndicate that grants him the leave. When the course of study falls short of Study Leave obtained, the teacher shall not resume duty on the conclusion of the course of study unless the previous approval of the University Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.

- 3.20.11.6 Subject to the provisions of sub-clause 3.20.10.7 and 3.20.10.8 below, Study Leave may be granted on full pay up to two years at the discretion of the University.
- 3.20.11.7 The amount of scholarship, fellowship or other financial assistance that a teacher availing himself of Study Leave has been awarded will not preclude his/her being granted Study Leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the Study Leave may be granted. The foreign scholarship/ fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- 3.20.11.8 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, Extraordinary Leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the direction of the teacher. A teacher, who is selected to higher position during Study Leave, will be placed in that position and get the higher scale only after joining the post.
- 3.20.11.9 A teacher granted Study Leave shall, on his return and rejoining the service of the University, be eligible to the benefit of the annual increment(s) which he would have earned in the course of time if he had not proceeded on Study Leave. No teacher shall however, be eligible to receive arrears of increments.
- 3.20.11.10 Study Leave shall count as service for pension/contributory provident fund provided the teacher joins the University on the expiry of his Study Leave and has regularly paid his subscription to the contributory provident fund during the period of leave.
- 3.20.11.11 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.
- 3.20.11.12 A teacher availing of Study Leave shall undertake that he shall serve the University for a continuous period of at least double the period of Study Leave granted, to be calculated from the date of his return from study leave.

- 3.20.11.13 After the leave has been sanctioned, the teacher shall, before availing himself of the leave, execute a bond in favour of the University binding himself to the due fulfilment of the conditions laid down in sub-clause 3.20.11.11 and 3.20.11.12 and gives security of immovable property to the satisfaction of the University or 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 in accordance with sub-clause 3.20.11.12 above
- 3.20.11.14 The teacher shall submit to the Registrar six monthly report of progress in his studies from his Supervisor or the concerned Board of the Institution. This report shall reach the Registrar within one month of the expiry of every six monthly period of the Study Leave. If the report does not reach the Registrar within the time specified, the payment of leave salary may be deferred till the receipt of such report.

3.20.12 **Duty Leave:**

- 3.20.12.1 Duty Leave in an academic year may be granted for:-
- a) attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;
 - b) delivering lectures in Institutions and Universities at their 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 Government of India, State Government, the University Grants Commission, a sister university or any other academic body; and
 - e) performing any other duty for the University.
- 3.20.12.2 The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- 3.20.12.3 The leave will ordinarily 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 also.
- 3.20.12.4 Duty Leave may be combined with Earned Leave, Half Pay Leave or Extraordinary Leave.
- 2.20.12.5 Ten (10) days' Duty Leave without honorarium shall be granted to the Lecturers engaged on contract basis in various teaching departments of the University.

3.20.13 **Sabbatical Leave/Academic Leave:**

3.20.13.1 A permanent, whole-time teacher of the University, who has completed seven (7) years of service as Lecturer Selection Grade/Reader or Professor, may be granted Sabbatical Leave to undertake study or research or other academic pursuit solely for the purpose of increasing their proficiency and usefulness to the University and the higher education system.

3.20.13.2 The duration of leave shall not exceed one year at a time subject to a maximum of two years in the entire career of a teacher.

Provided that Sabbatical Leave shall not be granted until after the expiry of five (5) years from the date of the teacher's return from previous Sabbatical Leave or any other kind of training programme.

3.20.13.3 A teacher who has availed himself/ herself of Study Leave would not be entitled to Sabbatical Leave.

3.20.13.4 Sabbatical Leave may be availed of only twice - of one year each - only during the entire period of service of a Professor in the University. Provided, he has rendered approved service of not less than six years before each spell of Sabbatical Leave.

3.20.13.5 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 adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advance studies; provided that in such cases the University Council/ Syndicate may sanction the leave on reduced pay and allowances.

3.20.13.6 During the period of Sabbatical Leave, the teacher shall be allowed to draw the increments on the due date. The period of leave shall also count as service for the purposes of pension/ contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

Note:

- a) The programme to be followed during the Sabbatical Leave shall be submitted for approval (by the University) along with the application for grant of leave.
- b) On return from leave the teacher shall report to the University the nature of study, research or writing work undertaken during the period of leave.

3.20.14 **Maternity Leave:**

Adoption of Rule 41 of J&K CSR regarding grant of maternity leave in respect of University Teachers :-

3.20.14.1 A female government servant with less than two surviving children may be granted Maternity Leave by the authority

competent to grant leave for a period which may extend up to 180 days from the date of its commencement. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3.20.14.2 Maternity Leave not exceeding six (6) weeks may also be granted to female government servant (irrespective of number of surviving children) in case of miscarriage or abortion on production of medical certificate as laid down in State Rule 19.

3.20.14.3 Leave in further continuation or leave granted may also be granted in case of illness of newly-born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

3.20.14.4 Maternity Leave shall not be debited against leave account.

3.20.15 Paternity Leave:

Paternity Leave of 15 days may be granted to a male teacher during the confinement of his wife, provided the limit is upto two children.

3.20.16 Adoption Leave:

Adoption Leave may be provided to university teachers as per the UGC rules.

3.20.17 Child Care Leave:

3. 20.17.1 A woman employee may be granted Child Care Leave by an authority competent to grant leave for a maximum period of 730 days during their entire service for taking care of her two eldest children's whether for rearing or for looking after any of their needs, such as education, sickness and the like.

3. 20.17.2 For the purpose of sub rule 3.20.17.1 above, child means:

- a) a child below the age of 18 years; or
- b) a child below the age of 22 years with a minimum disability of 40 percent.

3. 20.17.3 During the period of Child Care Leave, a woman employee shall be paid leave salary equal to pay drawn immediately before proceeding on leave.

3. 20.17.4 Child Care Leave may be combined with leave of any other kind.

3. 20.17.5 Notwithstanding the requirement of production of medical certificate, leave of any kind due and admissible (including commuted leave not exceeding 60 days and leave not due) upto a maximum of one year, (if applied for), be granted in continuation with Child Care Leave granted under sub-rule 3.20.16.1.

3. 20.17.6 Child Care Leave shall not be debited against the leave account.
3. 20.17.7 Grant of Child Care Leave under these rules shall be subject to the following conditions:
- a) Child Care Leave cannot be claimed as a matter of right. Under no circumstances can any employee proceed on Child Care Leave without prior approval of the leave sanctioning authority;
 - b) It shall not be granted for more than three spells in a calendar year;
 - c) It shall not ordinarily be granted during the probation period. However, in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of Child Care Leave to a probationer, the leave may be sanctioned provided that the period for which such leave is sanctioned is minimal; and
 - d) The leave is to be treated as Earned Leave and sanctioned as such.
- 3.20.17.8 Sundays and holidays can be prefixed or suffixed to Child Care Leave. Consequently, Gazetted holidays or any other holiday(s) notified by the government /University followed during the period of leave would also count for Child Care Leave as in case of Earned Leave.