



BHARTIYA SKILL DEVELOPMENT UNIVERSITY JAIPUR

01 April 2022

Leave Policy

General

Short Title and Commencement. These Rules may be called the Bhartiya Skill Development University Jaipur Leave Rules 2017 (revised in 2019 and 2022).

Applicability

- These Leave Rules shall apply to all employees of BSDU and its constituent units.
- Persons engaged in teaching/non-teaching duties, on casual, temporary, part-time, honorary, deputation, or any other basis are entitled only to such leave as may be specified in their letter of appointment/engagement.

General Rules of Leave

- Leave cannot be claimed as a right.
- Except in an emergency, leave must be applied for, through proper channel in advance.
- Except where otherwise provided for, leave can be availed only after it has been sanctioned by the competent authority.
- Depending on the exigencies of service, the competent authority may:
 - Refuse, postpone, revoke or reduce leave of any description;
 - Recall any member of staff from leave before it is wholly availed;
 - Permit an employee, if he/she so requests, to re-join duty before expiry of the leave period.
- An employee shall not take up or accept any employment with or without remuneration during the period of leave.
- Except in the case of casual leave up to three days, it is obligatory for every employee to furnish the leave sanctioning authority, the leave addresses with telephone number if any, before proceeding on leave.
- If an employee who is on leave seeks extension, thereof, he/she shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the employee before expiry of the already sanctioned leave.
- No Leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.
- Overstay of leave shall be treated as absence without leave and will be considered "break in service". However before taking this action the competent authority shall give the concerned employee an opportunity to explain the circumstances and satisfy itself that nothing prevented the employee from obtaining prior sanction.
- Employees applying for leave on medical grounds for more than two days should produce a medical certificate from a Registered Medical Practitioner with Registration number as per Indian Medical Register. Such medical certificate shall be accepted subject to approval by the HOI. The medical certificate issued by a private doctor may be subject to scrutiny by a Medical Board constituted for the purpose. In such an event leave will be granted only if it is approved by the medical Board. The Medical Board is empowered to make appropriate enquiries or medical examinations of the employee before giving its recommendation. The Decision of the Medical board shall be final and binding. The employee on leave on medical grounds for more than seven days shall produce a medical certificate of fitness while reporting for duty. An Employee not submitting himself for medical examination shall be liable for disciplinary action.
- Except in the case of casual leave, intervening second Saturdays/Sundays and Holidays will be counted as part of leave.
- Once availed, the leave cannot be converted into any other type of leave.

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- Other than Casual Leave, no other leave can be taken as half day leave. For availing half day casual leave, the IN time and OUT time shall be mentioned/ marked in the attendance register/ biometric machine.
- For new joinee leave shall be credited after completion of two months of service, except Casual Leave which shall be credited every month.

Types of Leave

Employees are entitled for the following types of leave:

- Casual Leave
- Special Casual Leave
- Earned Leave
- Half Pay Leave/ Commuted Leave
- Maternity Leave
- Paternity Leave
- Study Leave
- Sabbatical Leave
- Compensatory Leave
- On Duty Leave

Casual Leave

- An employee shall be entitled to 12 days casual leave during a calendar year. Employees appointed during the course of the year shall be entitled to casual leave on pro rata basis.
- Casual Leave shall not be combined with any other type of leave.
- Casual leave may be availed up to maximum of five working days at a stretch and not more than seven days inclusive of Sundays/Holidays. In case an employee exceeds seven days, then the whole period of absence shall be treated as EL.
- Casual Leave shall not be carried forward. Casual leave not availed by the employee during the calendar year will lapse at the end of the year.
- Intervening Sundays and closed holidays will be excluded & not counted towards casual leave.

Special Casual Leave

Special Casual leave not exceeding 15 days in a calendar year may be granted to Teaching and Non-Teaching faculty members for the following reasons:

- To attend professional Conferences/Seminars on behalf of the University, or with the permission of the University.
- To conduct examination of a University/Public Service Commission/Board of Examination or other similar bodies/institutions.
- To deliver lectures in Institutions and Universities at the invitation of such Institutions or Universities, received by the University and accepted by the President/Vice Chancellor or Pro VC.
- Participating in delegation or working on a committee appointed by the Government of India, Government of Rajasthan, the University Grants Commission/AICTE/MCI etc., a sister University or any other academic body; and
- Performing any other duty of the University and approved by President/VC or Pro VC.
- Special Casual Leave may be availed in parts. Special Casual Leave shall not be carried forward and shall lapse at the end of the calendar year.
- Special Casual Leave shall not be combined with any other form of leave.
- Special Casual Leave shall be availed subject to prior submission of relevant documents and special sanction from the Head of Institution.
- While applying for Special Casual Leave the applicant shall furnish the Invitation Letter/Examination Admit Card and on return of to & fro journey ticket (via shortest route) and conference report.
- Journey period will form part of Special Casual Leave. The number of days of Special Casual Leave including journey period will be approved by HOI/section head before the faculty member/employee proceeds on Special Casual Leave.
- Failing to submit the necessary documents on return, as mentioned above, within 15 days of return,

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the leave including journey period shall be converted to Earned Leave or LOP Leave.

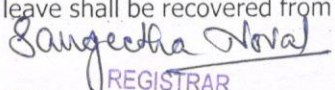
- Special Casual Leave for conferences, shall ordinarily be sanctioned for faculty members presenting papers during conferences.
- Faculty Members invited for guest lectures shall take due approval from HOI for availing special casual leave.
- Special Casual Leave will be granted for attending convocation but no TA/DA will be reimbursed for the same.
- Special casual leave required for sports events and cultural activities subject to approval from HOI. Special leave can also be availed due to natural calamities, curfews etc.

Earned Leave

- All the employees will be entitled for 24 days EL per calendar year.
- Entitlement of Earned leave shall be calculated on monthly basis. However, it will be credited biannually for six months, in two instalments of 12 days each on the first day of January and first day of July of every calendar year. In case an employee, leaving/retiring during the year, has availed earned leave more than the entitlement, it will be adjusted (financial adjustment) at the time of retirement/relieving on pro rata basis. The additional leave availed will be treated as leave on Loss of Pay and financial deduction carried out accordingly from the balance pay due to the employee.
- Employees on probation are entitled to Earned Leave.
- Employees shall be entitled to Earned Leave in their first year of service on pro-rata basis.
- Earned Leave balance in a year will be carried forward and may be accumulated up to maximum of 40 days. The remaining EL should be encashed at the end of financial/calendar year.
- An employee wishing to avail earned leave must apply for the same in advance. It should be for a minimum of four days at a time.
- Earned Leave must be applied for a continuous period and not in broken periods/piecemeal. Multiple applications shall not be entertained.
- Application should be made to the appropriate authority through proper channel at least seven days in advance on the prescribed form.
- An employee may proceed on leave pending retirement for a maximum period of up to 30 days provided he has those many days of EL to his credit, on prior approval of competent authority.
- Those employees who are on unauthorized absence from duty or are under suspension are not entitled to apply for encashment of earned leave during the period of such unauthorized absence or suspension.
- The employee, whose services are terminated/discharged on disciplinary grounds, shall not be entitled to encashment of earned leave.
- Earned leave can be combined with all types of leave other than Casual Leave or Special Casual Leave.

Half Pay Leave/ Commuted Leave

- A regular/probation employee shall be entitled to 10 half pay leave for each completed year of service. However, from beginning of second year of service, half pay leave if not availed in a calendar year, or balance half pay leave, shall be converted into commuted leave in the following year in the ratio of 2:1.
- Half pay leave and commuted leave shall be granted for medical purposes only.
- Employees applying for such leave on medical grounds should produce a medical certificate from a Registered Medical Practitioner with Registration number as per Indian Medical Register Such medical certificate shall be accepted subject to approval by HOI.
- Employees when re-joining their duty after availing such leave for more than seven days shall have to produce a medical fitness certificate stating that they are fit to resume duties.
- The maximum commuted leave that may be granted at a time shall be 30 full days. If commuted leave is combined with the earned leave, the total period shall not exceed 60 days.
- If an employee on commuted leave resigns from service or is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered from


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his/her dues/benefits. However no such recovery may be made if the retirement is by reason of ill health rendering the employee unfit for further service, or in the event of his/her death.

- During half pay leave, half the salary drawn prior to proceeding on such leave shall be admissible.
- Half pay leave/ Commuted leave has to be availed during service and cannot be encashed.
- Employee joining in the middle will be given HPL on pro-rata basis.

Maternity Leave

- Maternity Leave is admissible only to women employees employed either on contract/probation/confirmation directly by the university or any of the constituents of the university.
- A woman employee whether permanent or otherwise shall be entitled to maternity leave benefits provided she has worked for a period of not less than 80 days during the twelve months, immediately preceding the date of her expected delivery, in the University or its constituent units.
- Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for second delivery. However, a woman employee with one living child from the first delivery shall be eligible for the maternity leave even if she gives birth to twins in the second delivery.
- The maximum period of entitlement for maternity leave shall be 180 days with full pay, of which not more than 45 days shall precede the date of expected delivery.
- In case of a miscarriage or medical termination of pregnancy before seven months, a woman employee, on production of prescribed proof, shall be entitled to 45 days leave with pay immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee.
- In case of miscarriage or medical termination of pregnancy after seven months, a woman employee on production of prescribed proof shall be entitled to 180 days leave or less than that, depending upon the physical status of the employee as mentioned in the medical certificate issued by the consultant, following the day of miscarriage or medical termination of pregnancy.
- A woman employee with fewer than two surviving children on valid adoption of a child below the age of one year may be granted child adoption leave for a period of 45 days immediately after the date of valid adoption.
- Intimation to the HOD and the HOI must be done at least one month before availing maternity leave.
- Medical certificate mentioning the expected date of delivery shall be submitted to HOI for availing of the maternity leave.
- Leave of any other kind, except casual leave, may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate.

Paternity Leave

- Paternity leave is entitled to married male employees for a maximum period of 15 days and can be availed 10 days before or up to three months after child birth, provided the limit is up to two surviving children.
- Paternity leave cannot be combined with any other form of leave.

Study Leave

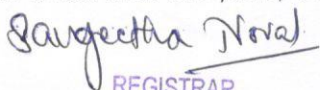
- Study Leave up to a maximum limit of 24 months may be granted to permanent faculty members with five years of service who are deputed for higher studies or training. The higher studies or training involved should be such that the knowledge gained by the faculty member is useful to the University/college. The Vice Chancellor may relax the condition of five years of service on recommendation of HOI where it is in the interest of the Institute to send faculty members for higher studies for meeting regular requirements.
- The President / Vice Chancellor, on recommendation of HOI may allow additional one year of Study Leave (total 3 years) where the faculty member has been sponsored for Ph.D. in IITs.

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- Study leave for six months may be granted to those faculty members who have completed three years of service in the institute and are registered under part time category for Ph.D. programme in other Institute/University to complete the course work/other mandatory requirement of the Institute/University where they are admitted.
- Study Leave can be combined with any other type of leave (Other than CL) for which the faculty members are eligible.
- Faculty members should apply through the Head of the Institute for such Study Leave.
- The study leave will be counted as service for seniority and for the purpose of granting increments.
- At any time, not more than 10% of the total faculty strength of the Department may be permitted to be away on study leave. Vacancies caused thereby shall not to be filled up and the work shall be conducted with the existing staff.
- Faculty members who are deputed or granted study leave for higher studies or specialized training shall not be entitled to claim any monetary benefit or seniority by virtue of higher qualification or training acquired, as a matter of right.
- Faculty members who are sponsored for higher studies/training shall be eligible to draw their fixed salary (category A as per PMS) that would have accrued to them had they not proceeded on study leave, of which, 75% would be paid monthly and 25% retained to be paid later in three instalments on re-joining duty after Study Leave, subject to the condition that they execute a bond in the form prescribed, undertaking to serve the University/College for a continuous period equivalent to the duration of study leave, which is to be calculated from the date of their resuming duty after expiry of the study leave. The bond amount would be equivalent to the total amount received by the employee during the study leave with 10 % interest. He/she shall submit Bank Guarantee/Security as may be found acceptable to the authority for reimbursement of salary drawn during the period of leave i.e. the amount paid to the employee for the period of leave. Those who do not serve the institute to the required bond period will be required to pay back to the institute the bond amount on pro rata basis for the remaining period of the service bond.
- Faculty members who are not sponsored and who want to go for higher studies/training on their own may be granted study leave without pay and without financial commitment to the institute. The application for such leave should be sent in time and before the commencement of the academic year.
- Faculty member granted study leave shall on his/her return and re-joining the service of the University/Institution may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No faculty members shall however, be eligible to receive arrears of increments.
- Study leave shall count as service for pension/contributory provident fund, provided the faculty member joins the University/Institution on the expiry of his/her study leave.
- Study Leave granted to the faculty members shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
- Temporary/Probationary faculty members shall not be eligible for study leave.

Sabbatical Leave

- Permanent, whole-time faculty member of the University who have completed five years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake Academic Pursuit/Post-Doctoral work/Research Fellowship/Writing books and such other professional pursuits solely for the purpose of increasing their proficiency and usefulness to the University and higher education.
- The duration of Sabbatical Leave shall not exceed one year at a time and two years in the entire career of the faculty member.
- A faculty member, who has availed study leave with pay, shall not be entitled to the sabbatical leave. However, if the period of study leave availed by an individual is less than two years, the remaining period may be allowed as sabbatical leave.


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- Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the faculty's return from previous study/sabbatical leave.
- A faculty member 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 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 Committee may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- During the period of sabbatical leave, the faculty members shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the faculty re-joins the University on the expiry of his/her leave.
- Faculty members desirous of availing this leave shall have to furnish a service bond for a period equal to the duration of the leave period. The amount of bond will be equivalent to the emoluments applicable to the leave period.
- The total number of faculty members on study leave and sabbatical Leave in a Department shall not exceed 10% of faculty member of the department.

Compensatory Leave

- Compensatory Leave is entitled for both regular and contractual employees of the University when duty is performed on instruction of HOD/HOI on Sunday or University holiday for full duty hours. For this a record of duty performed shall be kept by the controlling officer. Working merely for an extra hour or two on a working day, or working on Sunday/holiday to clear own back log of work will not entitle an individual to compensatory leave.
- Employees are required to submit the application for Compensatory Credit through the Head of Department for approval by the Head of Institution.
- Compensatory Leave shall not be credited for more than two days per month.
- Compensatory Leave shall be availed within 30 days against the date the duty was performed on a non-working day. If the employees are not allowed to take the compensatory leave within 30 days it may be permitted to be availed in the period of next 30 days, subject to approval of Head of the Institution.
- In case of drivers performing duty on Sunday/Off day/Holiday, leave will be admissible as under:
 - Working hours less than four hours - ½ day of compensatory leave.
 - Working hours more than four hours - one day compensatory leave.
- The concerned driver shall have to apply for compensatory leave within ten days of performance of such duty or it shall lapse.
- Compensatory Leave shall not be combined with any other form of leave.

On Duty Leave

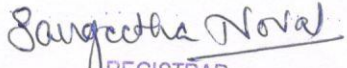
- On Duty Application is to facilitate an employee to mark his/her attendance if he/she goes out of the campus for official work.
- Employees are required to mention the reasons of On Duty Application at the time of submission of the application to the Head of the Institution, duly recommended by the HOD.

Leave on Loss of Pay (LOP)

- Employees may be granted leave on loss of pay if they are not entitled to any leave or have otherwise exhausted their available leave.
- The maximum leave on LOP that can be granted in a calendar year, to a probationer shall be 15 days and to an employee in confirmed service, shall be 30 days, on genuine grounds.
- Leave on loss of pay shall be excluded for the computation of service of the employee

Leave during Notice Period

- No Leave other than Casual Leave shall ordinarily be granted during Notice Period. If any leave


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other than Casual Leave is granted during the Notice Period, then relieving period shall be extended by the same number of days. However they may be permitted to adjust up to fifteen (15) days of leave at credit towards notice period.

- Employees who are served with a notice of termination of service are not allowed to avail whatever leave such employees are entitled to during the period of notice of termination of service.
- Employees whose services are terminated on ground of ill health will be permitted to take all the accumulated leave due before they are relieved from their service.

Leave Rules for Contract Employees

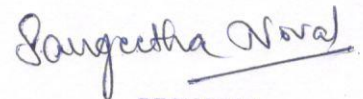
Employees taken on contract shall ordinarily be eligible for 12 days casual leave which cannot be carried forward to the subsequent year unless specifically mentioned to the contrary in their Appointment Order, in which case they shall be eligible to the leave as stated in the Appointment Order. On extension of contract these employees will be eligible for the same leaves as of first year.

Leave Rules for Employees on Deputation/Transfer from BSDU

- Employees transferred or deputed from RUJCT to serve BSDU and its constituent business units shall be covered under the leave policy of BSDU applicable for employees on probation/confirmation.
- The employees transferred from RUJCT shall be eligible for transfer of their leave balance from their parent institutions.
- The HR Department must credit the carried leave balance to the employees account.
- In case of leave encashment the earned leave transferred from the deputed institute will not be entitled for encashment. Only EL at BSDU will be entitled for encashment.

Miscellaneous

- Employees who proceed on leave must provide in the leave application their contact details.
- Leave granted in accordance with these rules, other than leave on loss of pay, is treated as if the employees had been on duty during such leave period and it is included for the purpose of determining the period of service of the employee.
- The HR office of the University/Institution is required to maintain an account of leave accrued and/or availed by each employee during a year and the period of leave carried forwarded and accumulated in respect of the previous years.
- Where a Sunday or an authorized holiday immediately precedes and/or follows the period of leave granted to an employee, such Sunday or authorized holiday is excluded from the period of leave.



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