



SCHOOL OF MANAGEMENT SCIENCES

LUCKNOW

W.E.F. 01.07.2019

LEAVE RULES

A. GENERAL RULES

1. Leave shall not be claimed by any employee as a matter of right. The Institute reserves the right to accept or reject the leave application as it deems fit under the prevailing circumstances.
2. For the purposes of leave, the "Academic Year" shall be counted from July to June.
3. The teaching staff shall address their leave applications to the Director, whereas, the non-teaching staff shall address their leave applications to the Registrar of the Institute.
4. The application, stating clearly the reasons for leave and the nature of leave desired, should be submitted by the employee well in advance, i.e., at least 48 hours before availing the leave. However, under extra-ordinary circumstances, which will have to be specified, they may inform the concerned authorities before proceeding on leave and submit their leave application within 24 hours of joining their duties.
5. Absence from duty without prior intimation/approval shall be treated as a lapse on the part of the employee and shall be treated as Leave without Pay.

B. KINDS OF LEAVE ADMISSIBLE

The following kinds of leave would be admissible to the teaching/non-teaching employees of the institute :

a) Casual Leave	b) Earned Leave	c) Compensatory Leave
d) Duty Leave	e) Study Leave	f) Sabbatical Leave
g) Leave without Pay	h) Medical Leave	i) Special Leave
	j) Maternity Leave	

(a) Casual Leave :

- i) Casual leave intends to meet urgent personal requirements/circumstances.
- ii) A total of 10 days' casual leave in one academic year in two slabs of 5 each, i.e. July to December and January to June, shall be available to the teaching and

Director
School of Management Sciences
Lucknow

non-teaching staff, which will be credited to his / her account in the beginning of both the spans of an academic year. However, if an employee is not on the payroll of the Institute in the beginning of the academic year and joins the Institute later in the academic year, he/she shall be entitled for casual leave at the rate of one day for the remaining months (not exceeding 10 days) of the academic year.

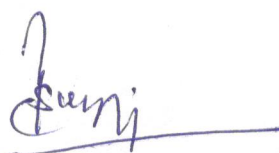
- iii) Casual Leave may be granted as and when occasion arises provided that the total period of casual leave at a stretch must not exceed 5 days.
- iv) Casual leave cannot be combined with any other kind of leave. However, holidays and Sundays falling within the period of casual leave shall not be counted as casual leave.
- v) Half-day casual leave may also be availed.


(b) **Earned Leave :**

- i) Employees on 'Probation' shall not be entitled to 'Earned Leave'.
- ii) A regular employee shall be entitled for Earned Leave at the rate of one day for every completed month of service rendered by him/her during the academic year.
- iii) Earned leave shall be admissible after the completion of an academic year.
- iv) In special circumstances it can be availed during the session on the recommendation of the Director and approval of the management committee. Prior written permission of management committee is necessary to avail this leave.
- v) Sundays/Holidays falling within the period of Earned Leave shall be counted as Earned Leave.
- vi) Earned Leave shall be encashed by the employee at the rate of the average rate of salary drawn by him/her during the academic year. Here, salary means total emoluments inclusive of all admissible allowances.
- vii) Earned Leave shall in no case be carried forward to the next academic year.

(c) **Compensatory Leave :**

- i) Compensatory Leave may be granted to an employee in lieu of extra work carried out by him / her on Sunday or holiday under the orders of Director / Registrar.
- ii) If an employee works more than 4 hours on Sunday or Holiday, he/she shall be entitled for 1/2 day compensatory leave and in case of working for more than 6 hours, he/she shall be entitled for 1 day compensatory leave.
- iii) Compensatory Leave shall neither be accumulated nor carried forward to the next academic year.
- iv) Compensatory Leave may be combined with Earned Leave, if the employee




Director
School of Management Sciences
Lucknow

concerned desires so.

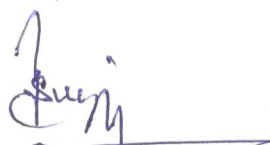
(d) **Duty Leave :**

Duty Leave may be granted to the teachers for :

- i) Attending Conferences, Seminars, Symposia on behalf of Institution.
- ii) Delivering lectures in institutions/universities at the invitation of such institutions/ universities, provided the same has been duly intimated to the Institution by the inviting bodies.
- iii) Participation in a delegation or working on a committee appointed by the government or any academic body.
- iv) Conducting examinations, viva voce, etc. in different Universities / Institutes.
- v) The Duty Leave shall not exceed 15 days in an academic year out of which 10 days in two slabs of 5 each, i.e. July to December and January to June shall be available for academic purposes (seminars/conferences/symposia) and remaining 5 days, spread over the entire academic session, shall be available for purposes, such as, work relating to examinations / viva-voce, inspection, etc.

(e) **Study Leave :**

- i) Study leave may be granted to a teacher after a minimum of 5 years of continuous service, to pursue sequential Ph.D. / M. Tech. / M. Phil programme.
- ii) Study leave shall not be granted for pursuing the part-time programme where residency is not mandatory. However, for attending any pre-submission / seminar / viva / exam etc., relating to the part-time programme, such leave may be granted.
- iii) Study leave shall be granted by the Management Committee on the recommendation of the Director. The Director shall assess the relevance of the study from the institutional view point and shall have sole authority to either forward the application to the management committee with his recommendations or summarily reject the application at his own end.
- iv) Study leave shall be granted for not more than 10 days in an academic session.
- v) The teacher availing the study leave shall not be entitled for special leave or any other leave falling during the study leave period.
- vi) Not more than two teachers from any department shall be granted study leave simultaneously.
- vii) Study leave may be granted on full pay, only for the minimum course duration as prescribed by the AICTE/University, to a teacher who has completed 5 years of continuous service and on half pay, only for the minimum course duration as prescribed by the AICTE/University, to a teacher who has completed more than 3 years but less than 5 years of continuous service.



Director
School of Management Sciences
Lucknow

- viii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the institution for a continuous period of atleast three years, to be calculated from the date of his/her completing the M. Tech. / M. Phil., and for atleast five years, to be calculated from the date of his/her completing Ph.D. course.
- ix) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the study leave, execute a bond in favour of the Institute binding himself/herself to fulfill the conditions laid down in Sub-clause (viii). In case of default, he/she shall have to refund the entire amount of salary paid by the Institute to him/her during the study leave period granted to him/her.
- x) The teacher shall submit to the Director the monthly reports of progress in his/her studies duly endorsed by his/her supervisor or Head of the Institution.
- xi) A teacher not entitled for study leave, as per the above clauses, but desires to pursue M.Tech/M.Phil./Ph.D. programme (sequential), may be granted Special Study Leave. Such special study leave shall be granted by the Management Committee on the recommendation of the Director. The special study leave shall be granted without pay.
- xii) The management committee reserves the right to refuse the application for study leave or special study leave without assigning any reason thereof.

(f) **Sabbatical Leave :**

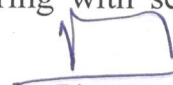
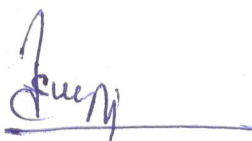
- i) Permanent (Regular) members of faculty of the Institute, who have completed seven years of service, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Institute as well as higher education system.
- ii) The duration of leave shall not exceed one year at a time.
- iii) A member of faculty who has availed himself / herself of Study Leave, would not be entitled to the Sabbatical Leave.

(g) **Leave without Pay :**

- i) In case the leave applied for is found to be more than the permissible limits as above, it shall be treated as Leave without Pay and in such a case, the salary of the employee will be deducted promptly on the basis of the salary of the current month. Here the salary means total emoluments inclusive of all permissible allowances.
- ii) In case the total absence from duty i.e. Leave Without Pay of an employee exceeds 12 days, the matter will be referred to Management Committee. In such cases the employee shall be allowed to join duty only after getting the permission from the Management Committee.

(h) **Medical Leave :**

- i) An employee shall be entitled for medical leave with pay for seven days only. This leave shall be granted in case he / she suffering with seivour



Director
School of Management Sciences
Lucknow

disease or any accidental case subject to the hospitalization in any recognized / reputed government / private hospitals. This leave shall only be given on production of the hospitalization certificate. This leave shall not be applicable for any kind of routine check-up or any other medical test.

(i) **Special Leave :**

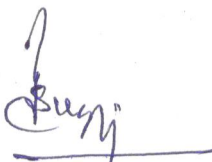
- i) The special leave is only applicable for regular employees of the Institute. The employees under the probation period shall not be entitled for the special leave.
- ii) The regular teaching staff only may be granted Special Leave upto 10 days in two slabs of 5 each during the months of May-June and Dec.-Jan. in an academic year. However, a teaching employee, desirous of availing all the 10 special leave at a stretch during May- June, may be allowed by the Director as per his / her discretion.
- iii) The regular non-teaching staff (includes marketing, placement, consultancy and other officers involved in administration) may be granted Special Leave for 5 days during the month of May-June in an Academic year. It may be split in two parts as above.
- iv) The teaching staff on contractual basis shall not be entitled for Special Leave.
- v) Grant of the Special Leave shall be the sole discretion of the Director.
- vi) If the mounting work pressure of the Institute warrants, the Director may cancel the Special Leave even if it was sanctioned.
- vii) The Special Leave shall neither be carried forward to next-academic year nor shall be encashed.
- viii) The Special Leave cannot be clubbed with any other kind of leave mentioned above.

(j) **Maternity Leave :**

The Institution has the provision to grant 'Maternity Benefits' to deserving and relevant regular employees as per the provision prescribed by the regulatory authorities at the period under reference.

NOTE :

The Management shall have the right to revoke or modify any of the leave rules at any time in the interest of the Institute.



Director
School of Management Sciences
Lucknow