



## **KIPM College of Engineering & Technology**

*Affiliated to Dr. A. P. J. Abdul Kalam University of Technology, Lucknow, Uttar Pradesh  
(formerly Uttar Pradesh Technical University)*

*Approved by All India Council of Technical Education (AICTE), New Delhi*

### **Leave Policy**

  
**Director**  
KIPM College of Engineering & Technology  
GIDA, Gorakhpur



## Leave Policy

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. Leave 'Sanctioning or Competent authority' means the Director or any other authority to whom the powers have been delegated to sanction leave.

- It is mandatory to obtain prior approval before proceeding on leave in case of emergency due to medical difficulties; the employee must inform their sanctioning authority and can apply for leaves online afterward. If not done, any absence may be taken as Leave without Pay (LWP) at the sole discretion of the sanctioning authority.

### Authority Empowered to Sanction Leave

Applications for leave shall be addressed to the following personnel as mentioned below but counter-signed by Director.

S. No	Category	Sanctioning Authority
1.	Deans, HODs	Director
2.	Teaching Staff	Director
3.	Technical Staff	Director
4.	Office Staff	Director
5.	Workshop Staff	Director
6.	Supporting Staff	Director
7.	Drivers	Director
8.	Maintenance Staff (Cleaning staff, sweeper, gardener, plumber, painter, electrician)	Director

### Following General Leave Rules are to be Followed

- Faculty members are responsible for making alternative arrangements for their theory or lab classes before taking leave. The faculty member who arrangements of classes during the leave period must ensure that they do not apply for leave themselves. Failure to engage in the class or lab will result in noncompliance with academic requirements, and strict disciplinary action may be initiated in such cases.
- Leave requests will not be sanctioned or approved if they are submitted on plain paper or communicated orally. All leave requests must be filled out using the necessary leave form provided.
- Casual Leave forms and Vacation Leave forms should be submitted directly to the department, and the department's office assistant will forward them to the Director's office. All other types of leaves (C.O., SPL, O.D., etc.) are to be forwarded by the department for approval from the Director's office.



- The Director can only grant approval of more than two leaves of any kind per month while classes are in session (e.g., February, March, April in the even semester and August, September, and November in the odd semester).
- The sanctioning of leave is at the discretion of the Director.
- Requests for leave at the last moment or communication through colleagues will not be entertained. Any communication regarding leave should only be directed to the HOD. Staff members should not approach the Director directly for leave sanctioning.
- When going on official duty, documentary evidence of the same must be submitted.
- Leave cannot be claimed as a matter of right, and the authority responsible for sanctioning leave may refuse or revoke leave of any kind.
- The authority responsible for sanctioning leave cannot change the type of leave due and applied for.
- Staff members under suspension are not eligible for leave.
- Absence from duty after the expiry of leave will result in disciplinary action.
- Absence without leave will be considered as Leave Without Pay.
- While on leave, staff members are not permitted to engage in any other employment or service without obtaining prior approval from the Director.
- Commencement and termination of leave: Leave generally starts from the actual date it is availed of and ends on the day preceding the date of resuming duty.
- Grant of leave in the event of resignation: If an employee resigns from the institute, they will not be granted any form of leave during the notice period. Casual Leave (CL) will be calculated based on a rate of 1 CL per month for that year.
- Rejoining duty before the expiration of leave: Without permission from the granting authority, no staff member on leave may return to work before the scheduled leave period ends.

### **Following Types of Leaves are Granted to The Faculty and Staff of the Institute**

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

- 12/14 days (6/7 days per semester) in an academic session.
- The entitlement of Casual Leave (CL) will be processed on the first day of each month.
- CL can be carried forward to the following month and accumulated, but it will expire completely at the end of the Academic Calendar year,
- Holidays or weekends between a sequence of CL will not be considered part of the CL entitlement. For example, if CL is taken for Saturday and Monday, the Sunday in between will not be counted as a CL Day.
- CL cannot be converted into cash.



- CL cannot be claimed as a matter of right.
- HODs should not sanction more than 2 C.L.s in a month during classes.
- CL will not be carried over in the next academic session.
- Balance of CL at the end of the academic session can be availed at any time before the start of the new academic year. Balance of CL can be used with summer/winter vacation.
- Under no circumstances, whatever may be the reason, CL is limited to 12, from 1st July to 30th June of next year. Any absence other than 12 CL will be taken as LWP (after adjusting 'compensatory off' or 'official duty' if any).
- Only 7 CL can be taken in one semester.
- A faculty joining in the middle of the academic year is eligible for a proportionate CL for that academic year.

### **Compensatory Off (C.O.)**

As per the extra assignment on holidays or for staying on campus for any assignment beyond the schedule of the institute approved by the Director, must be bought to the notice of the Director well in advance both while working and while availing. However, the Director will not approve the compensatory off if somebody works to finish the pending work of the Department / Organization. No compensatory leave will be granted if the institute is open after notification on any Sunday/Holiday. Earning/Grant of C.O. can be done within 30 days from the day worked on week offs, Sundays, or any Holiday. After earning, C.O. can be availed at any time till the end of the leave year. C.O. Earn Rule will be:

- More than 2 hrs up to 4 hrs - 1/2 day
- More than 6 hr up to 8 hrs - 1 day

### **Academic Leave (A.L.)**

A faculty member shall be eligible for Study Leave for:

- Pursuing Ph.D. programme (Quality Improvement Programme)
- Pursuing part-time Ph.D. Programme needing leaves to credit pre-Ph.D. courses and to discuss with supervisor or to perform experimentation or other related work for short-time as and when needed.
- Study Leave shall be admissible to a faculty member on completion of three year service for regular Ph.D.
- Study Leave for two years can be granted for regular Ph.D. programme and one year for regular PG programme
- Full pay Study Leave will be admissible for a faculty member for pursuing part –time Ph.D. Programme up to the extent of 180 days. (On the descretaion of the Management)

- A faculty member shall have to sign a bond on a Rs 100 non-judicial stamp paper to serve the College for a least three years to avail Study Leave for regular/part-time Ph.D.
- A faculty member will be required to send application for admission to higher study through duly recommended by the Head of Department and forwarded by the Director to the University/College where he/she wants to be applicant. On receiving acceptance, he/she will be required to submit application for Study Leave along with relevant documents of admission/sponsorship undertaking on the bond-paper.
- Study Leave shall be counted as the duty leave for the purpose of annual increment, promotion and other benefits.

#### **Special Leave (SPL)**

For the Family causality, Marriage, and other contingencies situations. Number of days for SPL as decided by the competent authority can be sanctioned.

#### **Duty Leave (DL)**

Staff members who go on work related to the University, Institute, and Government duty will only be entitled for Duty leave. Prior information/permission should be given/taken to/from the Director.

#### **Medical Leave (ML)**

- An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious decease forcing him/her on bed rest. For short illness Medical Leave usually will not be permissible. However the Competent Authority will examine seriousness of incidence and his/her decision will be final.
- At most 15 days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital.
- An employee is also eligible for additional Medical Leave of 20 days with half pay in an academic year, provided Medical Leave with full pay is not available.
- The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty.

#### **Maternity Leave**

- A female employee shall be eligible for 3 months Maternity Leave with full pay in case of delivery.
- Maternity Leave shall be admissible for only two occasions in total service period.
- Maternity Leave facility will be admissible to only those female employees who have completed one year of service in the institute.





- A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- A female employee will also have to sign a bond certificate to serve the institute for at least two years after availing such leave.
- One and half month pay will be paid on resuming her duty and one and half month pay after two years from the date of resuming duty.

### **Extra-Ordinary Leave**

- Extra-ordinary Leave will be granted to an employee under exceptional circumstances.
- When no other leave is admissible.
- When other leave is admissible but the employee concerned applies in writing for the grant of Extra-ordinary Leave, due to prolonged sickness , for attending legal matters or for personal affairs.
- Extra-ordinary Leave initially may be sanctioned up to one year and may be further extended for two years.
- Extra-ordinary Leave will be admissible without pay. The annual increment or promotion will be delayed equivalent to duration of Extra-ordinary Leave.

### **Special Disability Leave**

- Special Disability Leave may be granted to an employee under special circumstances when there is no leave due, and the disability is such that it is not reasonably possible for the employee to attend his/her duty.
- Special Disability Leave can be granted up to a maximum of 180 days with or without pay as the Management Board decides.

### **Short Leave (S.L.)**

For 2 hours either in morning or evening once in a month. This type of leave is applicable to all staff. Short leave cannot be combined with any other Leave type on the same day.

### **Holidays (H)**

As per the institute calendar, all staff is eligible for the same except Maintenance Staff.

### **Vacation**

- A faculty member will be entitled for a Vacation of 7 days in winter and a Vacation of 14 days in summer in an academic year. The teaching supporting staff will be entitled for a Vacation of 4 days in winter and a Vacation of 7 days in summer in an academic year.



- Employees, other than faculty members and teaching supporting staff, are not eligible for Vacation.
- A minimum of One year service will be needed in the college to avail winter or summer Vacation.
- Availing Vacation is not a right of a faculty member /teaching supporting staff . Head of the Department can recommend detention of any faculty member/teaching supporting staff . The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of college.
- All faculty members/ teaching supporting staffs in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members/ teaching supporting staffs in batches such that during Vacation adequate faculty members/ teaching supporting staffs will always be available for College/Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.
- Faculty members and teaching supporting staff shall be paid full pay for their Vacation period.

### Leave Eligibility Table

S. No.	Staff Category	CLs	COs	ALs	SPLs	Vs	DLs	MLs	MTLs	SLs
1.	Teaching staff	✓	✓	✓	✓	✓	✓	✓	✓	✓
2.	Technical staff	✓	✓		✓	✓	✓	✓		✓
3.	Office staff	✓	✓		✓		✓	✓		✓
4.	Workshop staff	✓	✓		✓		✓	✓		✓
5.	Maintenance staff	✓	✓		✓		✓	✓		

### Vacation Eligibility Table

S.No	Category	Winter Vacation, including Sundays	Summer Vacation, including Sundays
1.	Teaching staff	7 days	14 days
2.	Technical staff	4 days	7 days
3.	Office staff	4 days	7 days
4.	Workshop staff	4 days	7 days
<b>Note:</b> 1. Vacations should not be sanctioned to all department staff at the same time. The sanctioning authority will be respective HODs in consultation with the Director. 2. All new joining the institute shall not be able to avail of any vacation until he/she has spent one year in the institute.			

### **Modification Of The Rules**

These rules may be altered at any time by a resolution passed by a majority of the members present at any meeting of the Management Board duly convened for the purpose.

*Sagorathali*  
**Director**  
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GIDA, Gorakhpur

