



(Formerly ITM University, Gurugram)

## **LEAVE RULES**

### **1. GENERAL**

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra ordinary conditions. Leave rules have been framed in conformity with the existing norms and practices and has the approval of the Governing Body. These rules shall be applicable with effect from 1st Jan 2017 to all employees of the University and supersedes all previous rules and notifications on the subject. The leave rules are subject to alteration / modification / review at the exclusive discretion of the Governing Body either in part or whole, at any time hereafter.

### **2. APPLICABILITY**

These leave rules shall apply to all regular and contractual Faculty, Admin and Technical Staff of the University as per the respective eligibility criteria specified under each category.

### **3. RIGHT OF LEAVE**

Leave cannot be claimed as a matter of right by any employee whatsoever, and whenever academic or administrative exigencies of work so demand, leave of any description may be refused or revoked, postponed or reduced any type of leave can be pre-poned / postponed / curtailed / revoked / denied by the Competent Sanctioning Authority.

Applying / availing leaves in excess of entitlement (even without pay) will be viewed adversely and could affect continuation / confirmation / appraisal / renewal of contract whichever is applicable.

### **4. SANCTIONING AUTHORITY**

a) Below mentioned are the sanctioning authority for the leave application of respective employees:

<b>Sno.</b>	<b>Leave application by</b>	<b>Leave sanctioning authority</b>
1.	Pro Chancellor, Vice Chancellor, Pro Vice Chancellor	Governing Body
2.	DoS, Dean, Registrar	Vice Chancellor
3.	HoD	DoS / Dean
4.	Faculty and Technical staff	HoD
5.	Administrative staff	Registrar

- b) Special Casual Leave for Faculty professional development shall be sanctioned by the Vice Chancellor. Due prior approval/permission must be obtained for such leaves and in no case "post facto" approval/sanction will be given.
- c) Study Leave shall be sanctioned by the Governing Body on the recommendations of the Vice Chancellor. Before sanctioning study leave, guidelines / Standard Operating Procedures issued by the HR will be complied with.

## **5. GENERAL RULES**

- a) Leave should always be applied through proper channel and on the prescribed form and prior sanction taken except in emergency cases. In case of emergency and absence without prior sanction, the sanctioning authority should be notified over the phone and "post facto" sanction should be obtained within 24 hours of date of leave.
- b) If any employee resigns, credit of further leave of any kind shall freeze from the date of resignation. However, leave credited into his/her account will be pro-rated as on the date of resignation and may be availed subject to the prior approval of the sanctioning authority.
- c) Leave of any kind whatsoever cannot be availed without prior approval once resignation has been submitted. In case leave is availed without prior approval, it will tantamount to non-compliance with the Service rules/Leave rules. Appropriate action including termination from service can be initiated under such circumstances.
- d) During the period of leave, an employee shall not take up or accept any employment or work whether on remuneration or without remuneration.
- e) During the period of suspension, an employee may not be granted any kind of leave.
- f) Before proceeding on leave, an employee shall intimate to the sanctioning authority and the person/s responsible for looking after his / her duties during the absence his/ her address including email address while he/ she is on leave and shall keep the said authority informed of any changes in address .
- g) Taking leave or extending leave without sanction will be treated as unauthorized absence from duty and shall render an employee liable to disciplinary action including suspension and/or termination from the services of the University.
- h) An employee on leave may be allowed to return to duty before the expiry of leave provided he/s he should notify the administration department in writing giving reasons for resuming work before expiry of leave or for cancellation of leave duly approved by the sanctioning authority.
- i) Besides disciplinary action which could include suspension and/or termination from the services of the University, three late arrivals to work (not exceeding ½ an hour each) and/ or early departure from work before the scheduled time (before ½ an hour of the day end) in a month will be considered as ½ day C L.
- j) Salary of staff member will be withheld if he/she is absent without intimation for more than 3 days. Salary in such cases can be released only after specific approval by the GB.
- k) Any leave availed during the month with pending sanction on the last working day of that month shall be treated as "Leave Without Pay" irrespective of leave balance/entitlement.

## **6. CATEGORIES OF LEAVE**

The following categories of leave shall be admissible to members of the staff.

- A. CASUAL LEAVE (CL)**
- B. EARNED LEAVE (EL)**

- C. SPECIAL CASUAL LEAVE (SCL)
- D. VACATION LEAVE (VL)
- E. MATERNITY LEAVE (ML)
- F. SHORT LEAVE
- G. STUDY LEAVE
- H. SABBATICAL LEAVE

#### **A. CASUAL LEAVE**

(i) All regular and contractual employees are eligible for 10 days of Casual Leave per calendar year. CL will be credited in two halves in advance @ 5 days each on January 1st and July 1st of each year. Employees who are appointed during the course of the year shall be entitled to it on pro - rata basis.

(ii) Casual leave cannot be combined with any other kind of leave.

(iii) Casual leave may be granted at the exclusive discretion of the sanctioning authority as and when the occasion arises, provided that the total period of absence from duty does not exceed three days at a time.

(iv) Unutilized Casual leave in any calendar year will lapse and can neither be carried forward to the next year nor encashed.

(v) Proportionate deduction/ recovery will be made at the time of separation, if an employee has availed CL in excess of his/her eligibility.

#### **B. EARNED LEAVE**

(i) Earned Leave of **7** days shall be admissible to confirmed Full Time employees and **3.5** days to confirmed Part Time employees, credited on 1<sup>st</sup> Jan of every year. Employees who are appointed during the course of the year shall be entitled to it on pro-rata basis.

(ii) Earned leave cannot be availed for less than one day at a time, unless otherwise specified.

(iii) Earned leave cannot be combined with Casual leave under any circumstances.

(iv) Unutilized Earned leave in any calendar year will lapse and can neither be carried forward to the next year nor encashed.

#### **C. SPECIAL CASUAL LEAVE**

i. SCL is introduced for the faculty to outreach academic activities. SCL shall be granted for academic, PhD research work and professional involvement with the outside world subject to satisfaction of the VC that such leave will promote University's interest / academic enrichment of the faculty concerned.

ii. Whenever the faculty is on SCL, the University shall not be liable for any financial obligations whatsoever incurred by the faculty.

iii. In case of faculty, SCL shall only be applied when a faculty has no class or once the classes for that day have been taken in advance with prior information to students through Students' Notice Board. Also, faculty must notify Programmer (Server Room) and ERP so that this information can also be put into LMS.

- iv. In order to apply SCL, it is mandatory to append the invitation letter/mail/acceptance letter etc. along with the leave application and have SCL recommended from respective HOD and DOS.
- v. Maximum permissible limit for Special Casual Leave that shall be granted in a calendar year will be 12 i.e. not more than 6 days per semester. An SCL can be taken in half also for ½ day subject to prior approval.
- vi. Faculty must have completed six months with NCU in order to avail Special Casual Leave. Only in case of special recommendation by the HOD and prior approval of Vice Chancellor, faculty with less than six months association with NCU may be granted Special Casual Leave. This will be done as an exception only.

#### **D. VACATION LEAVE**

(i) Vacation leave shall represent the time when no formal teaching and/or internal or external examinations are being held at the University for any of the courses being run by it, either directly or indirectly.

(ii) Vacation Leave (VL) of **15** days is entitled to all confirmed regular Full Time employees and contractual faculty upto 70 yrs of age, who have completed one year or two teaching semesters and **7** days to confirmed Part Time employees. VL can only be availed in Summer during the non-teaching period announced in the Academic Calendar each year and as per the slots approved by the Competent Authority. In addition, the University shall remain closed for VL in Winters during the non-teaching period, from 25<sup>th</sup> Dec to 1<sup>st</sup> Jan i.e. **8** days every year. Accordingly, total Vacation Leave for employees is **23 days /year**.

(iii) The Competent authority can also authorize the Vacation leave to be taken in one or more installments during the non-teaching period, if necessary. In case leave is denied / revoked for official reasons, the employee will be compensated in lieu thereof as under:

**Faculty:** Basic + AGP

**Admin / Technical:** Basic + DA

#### **E. MATERNITY LEAVE**

(i) Maternity leave may be granted to a female member of the staff who has been in the continuous regular service of the University (without a break) for not less than one year prior to the date of application for such leave.

(ii) Maternity leave can be availed pre or post-delivery, up to a maximum period of 3 months i.e. 90 days in one stretch with prior sanction.

(iii) Maternity leave may be combined with earned leave, if any, under special circumstances.

(iv) Immediately after delivering a child, a member of the teaching faculty may apply to the Governing Body, for permission to attend the University on a "part time basis" without any break in service for a period of six months. All the provisions of the "Part Time Faculty" will apply if such conversion is approved by the GB.

(v) A person on maternity leave cannot engage in any other employment whatsoever

(vi) Maternity Leave will not be applicable for contractual employees.

(vii) Maternity Leave is applicable once in two years and cannot be permitted more than twice in an employee's service with the University. However, it must be clearly understood that, this permission is not automatic and, shall be subject to the approval, if at all, by the Governing Body.

## **F. SHORT LEAVE (for Administration Staff only)**

Short leave up to 2 hours in a month may be granted for genuine reasons after obtaining due sanction of the competent authority.

## **G. STUDY LEAVE**

(i) Faculty members who have completed ten years of continuous service may be considered for study leave, on a case to case basis, to be approved by the Governing Body on the recommendations of the Vice - Chancellor.

(ii) This duration shall not be counted for calculating the service period. During this period faculty shall not be entitled to any leave credit or increments.

(iii) Whenever the faculty is on Study Leave, the University shall not be liable for any financial obligations whatsoever incurred by the faculty.

## **H. SABBATICAL LEAVE**

(i) The objective of Sabbatical Leave facility is to promote and enhance the quality of educational and research activities at NCU through research work or other similar activities directed toward intellectual and professional growth of the faculty. The main emphasis on granting sabbatical leave will be on the basis of undertaking advanced research rather than upgrading one's qualification.

(ii) All regular faculty members, up to the age of 60 years who have completed six years of regular full time uninterrupted service, may be considered for sabbatical leave on a case to case basis. However, it is a privilege earned by only those faculty who have achieved minimum 2 'Good' and Nil 'Unsatisfactory' ratings in the past 6 appraisals. The application shall be approved by the Governing Body based on the recommendation of the Vice Chancellor. A high quality research publication, project report, funding, research proposal book, etc. is an expected outcome after availing the sabbatical leave. The faculty will submit a report to HoD and VC and deliver lectures on the outcomes, tools, techniques and technology used for the research.

(iii) A faculty member can apply for sabbatical leave once in his / her tenure. Sanction for a second term will be evaluated on much higher academic standard to be achieved. At a time, sabbatical leave will be considered for discrete period of six months or one year. An eligible faculty member who wishes to be considered for sabbatical leave should submit a formal written application to the Vice Chancellor providing complete information on the duration and nature of the activities planned during the sabbatical period, at least 6 months prior to the leave along with documentary evidence where it is proposed to be conducted. No further extension is allowed in sabbatical leave once approved. Combining any other leave with sabbatical leave is not permissible.

(iv) During the period of sabbatical leave, the faculty shall be entitled to Basic Pay+ AGP, PF, Gratuity and mediclaim benefits, as drawn by him/her at the time of applying for the leave. This leave duration of a maximum duration of one year, shall not be counted for calculating the service period. No leave credit, increment will be extended to the faculty/family during this period.

(v) Faculty members who are awarded sabbatical leave must commit themselves through a written undertaking in form of a bond to return to NCU for at least two academic years of full-time service upon completion of the sabbatical leave. If they leave prior to two years, they shall be liable to pay the notice pay (i.e. Basic Pay) in lieu thereof for the un-served period i.e. two year. In case of non - joining after sabbatical leave, it will be presumed that the faculty has abandoned his / her services from the University and will tantamount to non-compliance with



Service / rules / Leave rules / bond submitted. Appropriate action including termination from services can be initiated under such circumstances.

(vi)The aim is to reward the high performing faculty members to enhance their professional skills by availing the above leave through proper procedure, as detailed above. Notwithstanding the above, sabbatical leave cannot be claimed as a matter of right and in case of academic or administrative exigencies, it can be post-poned or denied by the competent authority.

**Approved by**

**AVDHESH MISHRA**  
**Founder & Member**  
**Governing Body**

**SHIV S. MEHRA**  
**Founder & Member**  
**Governing Body**

