



Office of the Registrar SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

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Ref. No. U-507/SVSU/2022/

Date: 10.09.2022

CORRIGENDUM

OFFICE ORDER **LEAVE RULE**

In slight modification in Office order no. U-507/SVSU/2022/3160 dated 19/05/2022 at maternity leave clause for Teaching and Non-teaching staff of the university, I have been directed by Hon'ble Vice-Chancellor to circulate the corrigendum.

1. The University gives privilege to its employees (teaching & non-teaching) to utilize various kinds of leaves as per their need and entitlement. Important thing is leaves are privileges and cannot be asked as a right.
2. With immediate effect, existing leave rules are as follows:

For Teaching Staff

S.No.	Leave Type	Existing Rule	Modified/extend Rule	Remarks
1.	Casual Leave	11 (initially there were 8 CL & later 3 RH were abolished and added in CL making it a total of 11 CL)	11	can be prefixed/suffixed/both the side sandwiched with holiday/Sunday as 3 RH have been added hence permission is solicited for 11 CL in a calendar year
2.	Earned Leave	12	Up to 12	One for each 30 working days inclusive of prescribed leaves and vacations but excluding absents and LWP. Can be either prefixed or suffixed.
3.	Maternity Leave	180 (during entire career)	180 (during entire career)	1. After working as regular employee for a period of one year without any unpaid leave/breaks. 2. Can be obtained for 180 days during entire career. 3. Not admissible from third child onwards. Maternity leave can be clubbed with Earned Leave.
4.	Sterilization Leave	5	5 (for female) 3 (for male)	A male teacher shall be entitled to get three days leave and female teacher five days leave for undergoing sterilization operation.

5.	Summer Vacation	14 Days	14 Days	Shall be notified each year by the VC Office
6.	Winter Vacation	7 Days	7 Days	Shall be notified each year by the VC Office
7.	General Leaves	18 Days	21 Days	There shall be no Winter/Summer (to be added) vacations for the teachers of Clinical and Para Clinical departments of Medical College and Dental College. Instead of vacation they will be allowed 21 General Leaves and can be encashed in lieu of summer and winter vacations. (The extra advantage of 3 Sundays has been given as a privilege to the faculty covering the emergency Medical and Dental duties by the Hon'ble VC. The privilege is not the right of the faculty and the Hon'ble VC has the right to withdraw that privilege from all or any particular faculty if he pleases so for his reasons.)
8.	Academic Leave	As per entitlement	As per entitlement	Will be governed through extant (it should be existing) University orders.
9.	Medical Leave	Nil	Maximum 10 days (5 with full salary and 5 with half salary may be considered)	<ol style="list-style-type: none"> 1. Medical Certificate of a qualified doctor (at least MBBS) will be required. 2. No document is required if the person is an MBBS doctor (himself/herself) 3. The privilege of Medical Leave is not the right of the faculty and the Hon'ble VC has the right to withdraw that privilege from all or any particular faculty if he find the claim as unreasonable.

FOR NON-TEACHING STAFF

S.No.	Leave Type	Existing Rule	Modified/extend Rule	Remarks
1.	Casual Leave	15 (initially there were 12 CL & later 3 RH were abolished and added in CL making it a total of 15 CL)	12+3=15	can be prefixed/suffixed/both the side sandwiched with holiday/Sunday
2.	Earned Leave	06	06	Can be either prefixed or suffixed. These leaves will carry forward to next year.

3.	Maternity Leave	180 (during entire career)	180 (during entire career)	<p>1. After working as regular employee for a period of one year without any unpaid leave/breaks.</p> <p>2. Can be obtained for 180 days during entire career.</p> <p>3. Not admissible from third child onwards. Maternity leave can be clubbed with Earned Leave.</p>
4.	Sterilization Leave	5	5 (for female) 3 (for male)	A male staff shall be entitled to get three days leave and female staff five days leave for undergoing sterilization operation.
5.	Medical Leave	Maximum 15 days	Maximum 15 days	<p>1. (1-5 days – Full salary; 6-10 days – half salary; 11-15 days – one fourth salary)}</p> <p>2. Only on prescription by the doctor of CSSH,</p> <p>3. Other doctors/nursing homes shall not be considered except on the recommendation of a committee comprising of the EO, SMS and a faculty of the department where the staff was posted at the time of taking the leave)</p>

A. General Rules (common for teaching & non-teaching staff)

1. Officials assigned two or more responsibilities and reporting to different authorities for different assignments, will have to get their leave sanctioned from all the authorities to whom they report. Simultaneously, they should give charge to their next second person on duty.
2. No compensatory leave on account of duty on Sundays/Holidays to Head of Institutions/Controller of Examination/SMS/MS until and unless it has prior approval of Hon'ble Vice-Chancellor. In case, verbal consent is given by the Hon'ble Vice-Chancellor, still written approval has to be obtained for the purpose of official record as soon as possible.
3. Over time will be given on monthly basis to those staff members who are called by their seniors on Sundays and holidays as per below:
 - (i) The HOD will have to give a certificate that the concerned staff was called on Sunday/holiday,
 - (ii) The staff will give a short report about the work done on that day,
 - (iii) A minimum of 4 hours over time allowance will be granted, if called on Holiday/Sunday for a period lesser than 4 hours. If called for more than 4 hours, the overtime will be granted on the basis of actual working hours.
 - (iv) If the employee is not entitled for overtime as per the terms of the post (having a fixed salary), he/she will get the full days salary as overtime on the holiday, he/she comes to work.

4. The above rule does not apply for Vice-Chancellor, Pro Vice-Chancellor, Directors, Principals, Chairman, Teachers, Doctors, Controllers of Examination, SMS, MS and the Registrar etc. and/or as directed/decided by Hon'ble Vice-Chancellor from time to time.
5. Compensatory Leave in lieu of the work done by teaching/non-teaching staff on Sundays/Holidays may be availed within one month from the date of work performed otherwise it will automatically be counted as overtime or lapse.
6. The leave either prefixed or suffixed or both by holidays but the intervening Sundays or holidays shall be included in such leave for the purpose of calculation of number of leaves except casual leave and compensatory off.
7. Staff members who have their native places at a distance of more than 1000 KM from the University will have the privilege of combining their vacations (Summer/Winter) and Casual Leaves after one year of service. To avail this facility, they shall have to take prior written permission of Vice-Chancellor duly recommended by HOD and Head of the Institution at least one month in advance, barring emergency situations.

B. Duty Leave

Duty leave shall be granted for performing any duty outside the University with prior permission of competent authority. The duration of leave shall be such as may be considered necessary by the sanctioning authority on each occasion. Full salary during this period is payable.

C. Provision for Study leave(s)

No employee shall have right to claim for leave for higher studies. However, if any employee applies for study leave for higher studies, permission at the discretion of the Hon'ble Vice-Chancellor may be given for higher studies, subject to the following conditions:

1. The higher studies shall be voluntary and at his/her own wishes and employee will have to take leaves without pay.
2. In exceptional circumstances, Hon'ble Vice-Chancellor can permit paid study leave for employees toward their career enhancement provided that the employee fills a bond of serving the University for a minimum period of 5 years after completing the higher study.

D. Extra Ordinary Leave (Leave Without Pay)

Extra ordinary leave (leave without pay) may be granted to an employee in the following circumstances:

1. When no other leave is by rule, admissible or
2. When other leave is admissible, but the employee concerned applies, in writing for grant of extraordinary leave.
3. When an employee is undergoing treatment for serious illnesses like: Malignancy / Mental Illness / Tuberculosis / Leprosy etc. the Vice-Chancellor may at his discretion sanction any number of extraordinary leaves (Leave without pay) as may be required for the treatment of such illness, if the application is supported by the Medical Certificate issued by the Medical specialist treating the employee.
4. Extra ordinary leave shall be without pay and allowances.
5. Extra ordinary leave shall not be counted for increment or for the purpose of counting earn Leaves.
6. Extraordinary leave may be combined with any other leave except Casual Leave and Academic 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 has been sanctioned on medical grounds. The period of absence from duty shall in no case exceed five years in the entire service period.

E. Compensatory Leave

A non-teaching staff is eligible for Compensatory Leave in lieu of working on declared Holidays or Sundays if he/she is detailed for some official work during those days. Compensatory Leave cannot be carried forward after one month from date of work; it will be treated as overtime.

F. Over Staying Leave

An employee who remains absent after the expiry of his/her originally granted or subsequently extended leave is entitled to no salary for the period of such absence. Absence from duty after the expiry of leave will render the employee liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his/her control.

G. Employment during Leave

An employee who is on leave shall not take service or accept any work profession or employment in any capacity either honorary or otherwise, without obtaining permission in writing from the Vice-Chancellor. Any violation of the Rule attracts disciplinary action against such employees.

H. Visiting or Part-Time Employees

Visiting or Part – time employees are not entitled to any kind of leave admissible under this chapter.

I. Leave for Employees on Contract

For the members of staff who are appointed on contract basis the facilities will be as per the settled terms on the case-to-case basis.

J. Recalling from Leave

The management may recall any employee who is on sanctioned leave for any exigency of work.

K. Extension of leave

The application for extension of leave shall be submitted well before the expiry of the leave giving reasons for the extension so that the decision regarding sanction is conveyed to the employee in case the extension of leave is not sanctioned and the employee will be obliged to report for duty on the expiry of the leave originally sanctioned.

L. Abandonment of Service

1. If an employee remains absent for seven consecutive days without prior sanction of leaves or permission, he/she shall be served with a recall notice and in the event the notice returns undelivered another notice shall be sent. If he refuses to receive the notice or there is no response to the delivered notice for another seven days, it shall be presumed that he has abandoned/terminated his services on his own and a final order shall be passed accordingly. In case the services have been terminated by the employee themselves, then it will be assumed that they have opted to not serve the notice period, and hence the amount for the same will be deducted.
2. If an employee remains absent beyond the period of leave originally granted or subsequently extended, the clause Extra Ordinary Leave (Leave Without Pay) shall apply.

M. Exclusive Service

No employee of the University can engage himself/herself directly or indirectly in any profession, occupation or avocation outside the University without the prior written permission of the competent authority.

Tabulation for IT Department

Non-Teaching Leave				
SN	Leave Name	Short Name	Total Balance	
1	Compensatory Leave	Comp off, C-Off		
2	Casual Leave	CL	15	encashed after one Year
2	Earn Leave	EL	6	will be carry forwarded to next year
4	Medical Leave	ML	Permitted after approval By Hon'ble Vice-Chancellor	for the initial 5 days ----Full salary will be paid, Next 5 days it will be 50%, again for next 5 days it will be 25 % again for left it will be LWP
5	Maternity Leave	MTL	Permitted after approval By Hon'ble Vice-Chancellor	Total 180 days in entire career for female, till 2 surviving children, not applicable on 3 rd child onwards.
6	LWP	LWP	Without Pay	

Teaching				
SN	Leave Name	Short Name	Total Balance	
1	Compensatory Leave	Comp off, C-Off		
2	Casual Leave	CL	8+3=11	
3	Academic Leave	AL		18 - For Professor, 15 for Professor on Additional Post, 12 for Associate Professor, 10 for Associate Professor on Additional Post, 8 for Assistant Professor, 6 for Sr. Lecturer/Lecturer, 4 for Sr. Residents.
4	Summer vacation Leave	SW	14 days	
5	Winter vacation Leave	WV	7 days	
6	Earn Leave	EL	12	One for 30 days of working including permissible leaves with pay and excluding LWP.
7	Maternity Leave	MTL	Hon'ble VC approval	Total 180 days in entire career for female, till 2 surviving children, not applicable on 3 rd child onwards.
8	LWP	LWP	Without Pay	
9	GL	GL	21 days in lieu of vacations	For Medical and Dental faculty who could not avail summer and winter break. Will be encashed after year. Three leaves will be the privilege and can be denied by the Hon'ble VC.

Intervening Sunday/Holiday				
Saturday	Sunday	Monday		
CL	SUN	CL	2 CL Applied	
CL	SUN	EL	Not Allowed	
EL	Sun	CL	Not Allowed	
EL	SUN	EL	3 EL Required for Leave	otherwise, Sunday is LWP or Absent
C-Off	SUN	C-Off	2 C-Off Required for Leave	
AL	SUN	AL, EL & CL	3 AL Required for Leave otherwise Sunday is LWP or Absent	



Registrar

Copy to:

1. Hon'ble Vice-Chancellor
2. Chief Executive Officer
3. Pro Vice-Chancellor
4. All HOI's / HOD's
5. Finance Officer
6. Controller of Examination
7. Director DDE
8. Chief Administrative Officer
9. Additional Registrar (T/G/M/NM)
10. Dy. Registrar (NT/ Accommodation)
11. Staff Welfare Officer
12. C.T.O./ Head – Marcom
13. Manager – Accommodation/ Legal/ Generator/ Electricity/ Transport/ Construction/ Maintenance/ Horticulture/ Event Management



Registrar