

हरकौट बटलर प्राविधिक विश्वविद्यालय

नवाबगंज, कानपुर - 208002, उ.प्र., भारत

HARCOURT BUTLER TECHNICAL UNIVERSITY

NAWABGANJ, KANPUR - 208002, U.P., INDIA

(Formerly Harcourt Butler Technological Institute, Kanpur)

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100+ YEARS
1921-2021



In pursuance of the clause 47 of U.P Act no. 11 of 2016 of Harcourt Butler Technical University, Kanpur, the Executive Council, HBTU, Kanpur makes the following regulations relating to leave as applicable to the permanent teachers appointed by the University subject to the provisions of the Act, Statutes and Ordinances of the University.

Leave Rules applicable to permanent teachers

1. A. These Leave Rules shall come into force with effect from the date of approval by the Executive Council of HBTU, Kanpur.
B. Leave of any kind cannot be availed as a matter of right. It may be refused or revoked by the competent authority empowered to grant it without assigning any reason, in the interest of the University. Leave shall always be got sanctioned in advance, except in case of urgency.
C. Subject to the above, the permanent teachers shall be eligible for the following kinds of leave:
 - i) Leave treated as duty-
Casual Leave
Special Casual Leave
Duty Leave
 - ii) Leave earned by duty-
Earned Leave
 - iii) Leave not earned by duty-
Extraordinary Leave
Leave Not Due
 - iv) Leave not debited to leave account-
 - a) Leave on grounds of health -
Maternity Leave
Adoption Leave
Child Care Leave
Leave for academic pursuits-
Study Leave
Sabbatical Leave,

The Executive Council of HBTU, Kanpur may, in exceptional cases, grant, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

2. Casual Leave:

- (i) Total Casual Leave granted to a teacher shall not exceed 14 days in an academic year. The 02(two) days additional Restricted Leave may be granted to a faculty member in lieu of two Restricted Holidays as per the leave calendar of the State Government.
- (ii) Casual Leave shall not be combined with any other kind of leave except Special Casual Leave. However, Casual Leave may be combined with holidays including Saturdays/Sundays. Holidays or Saturdays/Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.

3. Special Casual Leave:

- (i) Special Casual Leave, not exceeding 14 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a university/Public Service Commission board of examination or other similar bodies/institutions; and

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- (b) To inspect academic institutions attached to a statutory body, etc.
 - (c) To participate in a literary, scientific or educational conference, symposium or seminar or cultural or athletic activities conducted by bodies recognized by the university authorities;
 - (d) To participate in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, AICTE, NAAC, NBA, a university or any other academic body; and
 - (e) To attending meetings in the UGC, AICTE, NAAC, NBA, DST, etc. where a teacher is invited to share expertise with academic bodies, Government or NGO.
 - (f) To attend meeting of the selection committee or any similar work
 - (g) To do such other work as may be approved by the Vice Chancellor as academic work.
- (ii) In computing the 14 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
 - (iii) In addition, Special Casual Leave to the extent mentioned below, may also be granted:
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 06 (six) working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
 - (iv) Special Casual Leave cannot be accumulated, nor can it be combined with any other kind of leave except Casual Leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion:

4. Duty Leave:

- i. Duty Leave may be granted if a person is deputed by the University for the following:
 - (a) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor,
 - (b) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
 - (c) For performing any other duty for the university.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned Duty Leave on reduced pay and allowances.
- iv. Duty Leave may be combined with Earned Leave, Half Pay Leave or Extraordinary Leave.

5. Earned Leave:

- (i) Against detention of faculty members during vacation period.
- (ii) 1/3 of total detention period shall be counted as earn leave to be credited in his/her account.
- (iii) However the earned leave in 01 calendar year should not be more than 30 days.
- (iv) Earned Leave can be carried forward to next year provided total is not more than 300days.

6. Leave on Medical Certificate.

- (i) An employee to whom these regulations apply, may be granted leave on medical certificate not exceeding twelve months in all during his entire service. Such leave shall be given only on production of a certificate from the authorised medical

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attendant, or, in case the applicant happens to be outside Kanpur, from a registered medical practitioner and for a period not exceeding that recommended by such medical authority:

Provided that the period, for which leave on medical certificate is granted, shall not exceed one month on full average pay for each year of active service.

Provided further that in case of an employee who has put in service for less than a year, medical leave may be granted for such period in proportion of thirty days as the duration of his service be to one year

Provided further that for the sanction of medical leave of any other leave on grounds of illness, exceeding one month, a second medical opinion from the Civil Surgeon may be required to be submitted.

- (ii) When the maximum period of twelve months is exhausted, further leave on medical certificate not exceeding six months in all during the entire service may be granted by the Board of Governors in exceptional cases on the recommendation of a Medical Board
- (iii) A person who has been on a leave certificate shall produce medical satisfactory medical certificate of his fitness before he is allowed to resume his duties
- (iv) No leave may be granted under this regulation unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the employee will be fit to return to duty on the expiry of the leave applied for.

7. Extraordinary Leave:

- (i) A permanent teacher may be granted Extraordinary Leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of Extraordinary Leave.
- (i) Extraordinary Leave shall always be without pay and allowances. Extraordinary Leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates,
 - (b) Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his/her credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary Leave may be combined with any other leave except Casual Leave and Special Casual 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 is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into Extraordinary Leave.

8. Leave Not Due:

- (i) Leave Not Due, may, at the discretion of the Vice Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate.
- (ii) 'Leave Not Due' shall not be granted, unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

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- (iii) A teacher to whom 'Leave Not Due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

9. Maternity Leave:

- (i) Maternity Leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity Leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity Leave may be combined with Earned Leave or Extraordinary Leave but any leave applied for in continuation of Maternity Leave may be granted if the request is supported by a medical certificate.

10. Paternity Leave:

Paternity Leave of 15 days may be granted to male teachers during the confinement of their wives, and leave shall be granted only upto two children.

11. Adoption Leave:

- (i) A female teacher, with fewer than two surviving Children, on valid adoption of a Child below the age of one year may be granted Child Adoption Leave, by an authority competent to grant leave, for a period of 180 days immediately after the date of valid adoption.
- (ii) During the period of Child Adoption Leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (iii) Child Adoption Leave may be combined with leave of any other kind.
- (iv) In continuation of 'Child Adoption Leave a female teacher on valid adoption of a child may also be granted, if applied for, leave of the kind due and admissible (excluding Leave Not Due and Commuted Leave not exceeding 60 (sixty) days without production of Medical Certificate) for a period upto one year reduced by the age of the adopted child on the date of valid adoption, without taking into account the period of Child Adoption leave.

Provided that this facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption.

The maximum period of one year leave of the kind due and admissible (including Leave Not Due and Commuted Leave upto 60 days without production of Medical Certificate), will be reduced by the age of the child on the date of adoption without taking into account Child Adoption Leave as in following illustration:

- If the age of the adopted child is less than one month on the date of adoption leave upto one year may be allowed.
- If the age of child is six months and above but less than seven months, leave upto 6 months may be allowed.
- If the age of the Child is 9 months and above but less than 10 months, leave upto 3 months may be allowed.

(iv) Child Adoption leave shall not be debited against the leave account.


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12. Child Care Leave:

Women teachers having minor children may be granted leave upto two years for taking care of their minor children. Child Care Leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. During the period of Child Care Leave, the woman teacher shall be granted at 100% of leave salary equal to the pay drawn immediately before proceeding on leave, for the first 365 days and 80% of salary for the next 365 days. In the cases, where the Child Care Leave is granted more than 45 days, the University may appoint a part time/guest substitute teacher.

13. Study Leave:

- (i) The Scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarships of stipend (by whatever nomenclature used) for pursuing further studies leading to Ph. D/Post Doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by the University. The awarded shall be paid salary for the entire duration of fellowship/scholarship, provided of course he/she does not take up any other remunerative jobs like teaching, in the host country.
- (ii) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/she shall, however, be allowed to accept a fellowship or a research scholarship or an ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Executive Council of the University may, if it so desires, sanction Study Leave on reduced pay and allowance to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by the University.
- (iii) Study Leave may be granted to entry-level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports (other than an Associate Professor of the University, who is otherwise eligible for Sabbatical Leave) after a minimum of three years of continuous services, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education giving full plan of work. The three years minimum period of continuous service may be reduced by the Vice Chancellor to two years as per merit of the case.
- (iv) Study Leave shall be granted by the Executive Council on the recommendations of the Vice-Chancellor. Study Leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- (v) Study Leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of Study Leave.
- (vi) Study Leave may be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of Study Leave admissible during the entire service exceed five years.
- (vii) Study Leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of Study Leave. For subsequent spell of Study Leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of Study Leave.
- (viii) No teacher, who has been granted Study Leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council. In the event of the course of study falls short of Study Leave sanctioned, the teacher shall resume duty on the conclusion of the course of

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- study unless the previous approval of the Executive Council to treat the period of short fall as Extraordinary Leave has been obtained.
- (ix) Subject to the maximum period of absence from duty on leave not exceeding three years, Study Leave may be combined with Earned Leave, Extraordinary Leave or vacation, provided that the Earned Leave at the credit of the teacher shall be availed of at the discretion of the teacher. When Study Leave is taken in continuation of vacation, the period of Study Leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during Study Leave, shall be placed in that position and shall get the higher scale only after joining the post.
 - (x) The period of Study Leave shall count as service for the purposes of retirement benefits (pension/contributory provident fund), as the case may be, provided the teacher joins the University on the expiry of his/her Study Leave, and serves for the period for which the bond has been executed.
 - (xi) Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction, provided that where Study Leave granted has been so cancelled, the teacher may apply again for such leave.
 - (xii) A teacher availing himself/herself of Study Leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty after the expiry of the Study Leave.
 - (xiii) A teacher-
 - (a) Who is unable to complete his/her studies within the period of Study Leave granted to him/her, or
 - (b) Who fails to rejoin the service of the University on the expiry of his/her Study Leave, or
 - (c) Who rejoins the service of the University but leaves the service without completing the prescribed period of services after rejoining the service, or
 - (d) Who, within the said period, is dismissed or removed from the service by the University shall be liable to refund to the University, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study approved by the Executive Council.

Explanation:

If a teacher asks for extension of Study Leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these rules.

Notwithstanding the above, the Executive Council may order that nothing in these rules shall apply to a teacher who, within three years of return to duty from Study Leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these rules.

- xiv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down here above and give security of immovable property to the satisfaction of the Finance Division of the University or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of who permanent teachers for the amount which might become refundable to the University in accordance to the rules explained above.
- (xv) The teacher on Study Leave shall submit to the Registrar of the University six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. This report shall reach the Registrar within one month of the expiry of every six months of the Study Leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (xvi) The teacher on Study Leave shall submit a comprehensive report on the completion of the Study Leave period. A copy of the research document/ monograph/academic paper produced during the period of Study Leave shall be put in the public domain, perfectly on the website of the University.



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14. **Sabbatical Leave:**

- (i) Permanent, whole-time teachers of the university who have completed seven years of service as Associate Professor or Professor 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 university and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/herself of Study Leave, would not be entitled to the Sabbatical Leave.

Provided, further that Sabbatical Leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous Study Leave or any other kind of training programme of duration one year or more.

- (iv) A teacher shall, during the period of Sabbatical Leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on Sabbatical Leave.
- (v) A teacher 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 scholarship or adhoc teaching and 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 Council may, if it so desires, sanction Sabbatical Leave on reduced pay and allowances.
- (vi) During the period of Sabbatical Leave, the teacher 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 teacher rejoins the university on the expiry of his/her leave.

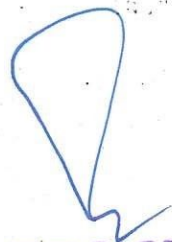
15. **Leave for faculty members deployed Visiting Faculty/Re-employed after superannuation/Adjunct Faculty/ Chair Professor/Professor Emeritus shall be as under-**

- (i) Casual Leave: At par with regular faculty. i.e.. 14 days in an academic year.
- (ii) Special Casual Leave: At par with regular faculty, i.e., not exceeding 14 days in an academic year for the purpose is given in clause 3 of these rules.
- (iii) Winter and Summer vacations: At par with regular faculty.
- (iv) These faculty members are not entitled for Earned Leave.

16. **Authorities Empowered to Sanction Leave:**

The authorities specified in column (2) of the table below, are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that leave asked for is admissible and is at the credit of the teacher concerned.

Sl.No.	Kind of Leave	Sanctioning Authority	Extent of Powers
i.	Casual/Special Casual Leave to:		
a.	Deans/HoDs	Vice Chancellor	Full
b.	Other Teachers	HoDs	Full
ii.	Duty Leave to:		
a.	Deans/HoDs	Vice Chancellor	Full
b.	Other Teachers	Vice Chancellor	Full
iii.	Earned Leave/Medical Leave /Maternity leave/Child Care Leave Paternity leave/Adoption Leave to:		
a.	Deans/HoDs	Vice Chancellor	Full
b.	Other Teachers	Vice Chancellor	Full
iii.	Sabbatical/Leave/Study Leave	Vice Chancellor	Full
iv.	Extraordinary Leave		



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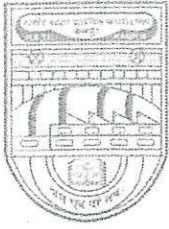
a.	Deans/HoDs	Vice Chancellor	Full
b.	Other Teachers	Vice Chancellor	Full
Provided that where leave involves visit abroad, the competent authority shall be the Government			
vi.	Child Care	Vice Chancellor	

17. Power to Relax:

Where University is satisfied that the operation of any of these rules causes undue hardship in any particular case, the University, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner with the approval of the Executive Council.



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In pursuance of the provisions of Harcourt Butler Technical University Act 2016 vide clause no. 47 (U.P Act no. 11 of 2016) the Executive Council, HBTU, Kanpur hereby makes the following regulations relating to leave as applicable to the Non-Teaching Employees appointed by the University subject to the provisions of the Act, Statutes and Ordinances of the University.

Leave Rules applicable to permanent Non-Teaching Employees

1. A. These Leave Rules shall come into force with effect from the date of approval by the Executive Council of HBTU, Kanpur.
- B. Leave of any kind cannot be availed as a matter of right. It may be refused or revoked by the competent authority empowered to grant it without assigning any reason, in the interest of the University. Leave shall always be got sanctioned in advance, except in case of urgency.
- C. Subject to the above, the University non teaching employees shall be eligible for the following kinds of leave:
 - (i) Leave treated as duty -
Casual Leave
Special Casual Leave
 - (ii) Leave earned by duty - Earned Leave
Half Pay Leave
Commutated Leave
 - (iii) Leave not earned by duty -
Extraordinary Leave
Leave Not Due
 - (iv) Leave not debited to leave account-
 - (a) Leave on grounds of health -
Maternity Leave
Adoption Leave
Child Care Leave
 - b) Leave for academic pursuits -
Study Leave

The Executive Council may, in exceptional cases, grant, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

2. Casual Leave:-

- (i) Total Casual Leave granted to a university employee shall not exceed 14 days in a calendar year. The two days additional Casual Leave is in lieu of two Restricted Holidays which are converted into Casual Leave.
- (ii) Casual Leave shall not be combined with any other kind of leave except Special Casual Leave. However, Casual Leave may be combined with holidays including Saturdays/Sundays. Holidays or Saturdays/Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.

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3. Special Casual Leave:-

A. Special Casual Leave shall be admissible for a period not exceeding 14 days in a calendar year for participating in sports events and cultural activities.

(1) Sports events :-

- (a) (i) Participating in sporting events of national/international importance,
- (ii) Coaching/ administration of teams participating in sporting events of national/international importance;
- (iii) Attending coaching or training campus under Rajkumari Amrit Kaur Coaching Scheme or similar All India coaching or training schemes;
- (iv) Attending coaching or training campus at National Institute of Sports, Patiala
- (v) Participating in mountaineering/ trekking expeditions.
- (vi) Attending coaching campus in sports organized by National Sports Federation/Sports Boards recognized by Government.

(b) Special Casual Leave for a period not exceeding 10 days in any one calendar year may also be granted for participating in inter-university and inter-departmental tournaments and sporting events held in or outside Delhi.

(2) Cultural Activities: Special Casual Leave may also be granted to employees to participate in cultural activities like dance, drama, music, poetic symposium etc. of all India or inter-state character organized by Government of India State Government/Government sponsored Bodies.

B. For family planning:-

In addition to above, special Casual Leave to the extent mentioned below, may also be granted -

(1) In the case of Male Employees: Male University employees who undergo vasectomy operation under the Family Welfare Programme for the first time may be granted Special Casual Leave not exceeding five working days. If any employee undergoes vasectomy operation for the second time on account of the failure of the first operation, Special Casual Leave not exceeding five working days may be granted again on production of a certificate from the medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

(2) In the case of Female Employees:-

(a) Female University employees, who undergo tubectomy operations whether puerperal or non-puerperal, may be granted Special Casual Leave not exceeding 10 working days.

(b) In the case of female University employees who undergo tubectomy operation for the second time on account of the failure of the first operation, Special Casual Leave not exceeding 10 working days may be granted again on production of a medical certificate from the prescribed medical authority concerned to the effect that the second operation was performed due to the failure of the first operation.

(c) Female University employees who have insertions of Intra-Uterine Contraceptive Devices may be granted Special Casual Leave on the day of the IUCD insertion.

(d) Female University employees who have re-insertions of Intra-Uterine Device (IUD) may be granted Special Casual Leave on the day of the IUD re-insertion.

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- (e) Female University employees who undergo salpingectomy operation alongwith Medical termination of Pregnancy (MTP) may be granted Special Casual Leave not exceeding 10 working days.

Female employees who undergo salpingectomy operation alongwith medical termination of pregnancy and avail the facility of Maternity Leave for six weeks will NOT be entitled to additional 10 working days of Special Casual Leave.

- (1) Male employees whose wives undergo tubectomy operation -
- (a) Male University employees whose wives undergo either puerperal or non- puerperal tubectomy operation for the first time or for the second time due to failure of the first operation (under Family Welfare Programme) may be granted Special Casual Leave for 3 working days subject to the production of a medical certificate stating that their wives have undergone tubectomy operation for the second time due to the failure of the first operation. It shall not be necessary to state in the certificate that the presence of the University employee is required to look after the wife during her convalescence.
- (b) Male University employees whose wives undergo tubectomy/ salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted Special Casual Leave upto 7 days subject to the production of the medical certificate stating that their wives have undergone tubectomy/salpingectomy operation after Medical Termination of Pregnancy. It shall not be necessary to state in the certificate that the presence of the University employee is required to look after the wife during her convalescence.
- (c) Special Casual Leave has to follow the date of operation The grant of Special Casual Leave to a male University employee whose wife undergoes tubectomy operation is intended to enable him to look after his family after the operation. In the circumstances, the Special Casual Leave will necessarily have to follow the date of operation and there cannot be any gap between the date of operation and the date of commencement of Special Casual Leave.
- (2) Special Casual Leave to women employees when their husbands undergo vasectomy operation Special Casual Leave for one day, on the day when their husbands undergo vasectomy operation may be given to women University employees, to enable them to attend on their husbands.
- (3) In case of post-sterilization operation complications A University employee who requires Special Casual Leave beyond the limits laid down for undergoing sterilization operation owing to the development of post-operation complications may be allowed Special Casual Leave to cover the period for which he or she is hospitalized on account of post-operational complications, subject to the production of a certificate from the concerned hospital authorities/an Authorized Medical Attendant.
- (4) Admissible for sterilization operation by laproscopic method also -The provisions relating to grant of Special Casual Leave to male and female University employees may also be applied to cases where the sterilization operation is performed by laproscopic method.
- (5) For undergoing recanalization operation: University employees who undergo operation for recanalization may be granted Special Casual Leave up to a period of 21 days or actual period of hospitalization as certified by the Authorized Medical Attendant, whichever is less. In addition Special Casual Leave can also be granted for the actual period of the to and fro journey performed for undergoing this operation.



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The grant of Special Casual Leave for recanalization operation (without any commitment to the re-imbusement of medical expenses) is subject to the following conditions:-

- (i) the operation should have been performed in hospital/medical college/ institute where facilities for recanalization are available. If the operation is performed in a private hospital, it should be one nominated by the State Government/ Union Territory Administration for performing recanalization operations.
- (ii) the request for grant of Special Casual Leave is supported by a medical certificate from the doctor who performed the operation to the effect that hospitalization of the University employee for the period stipulated therein was essential for the operation and post-operation recovery.
- (iii) The concession indicated above is admissible to University employees who-
 - (a) are unmarried, or
 - (b) have less than two children; or
 - (c) desire recanalization for substantial reasons, e.g., a person has lost all male children or all female children after vasectomy/ tubectomy operation performed earlier.
- (6) Combining with regular/ Casual Leave:- Special Casual Leave connected with sterilization/ recanalization under family welfare programme may be suffixed as well as prefixed to regular leave or Casual Leave. However, Special Casual Leave should not be allowed to be prefixed both to regular leave and Casual Leave. Special Casual Leave should either be pre-fixed to regular or to Casual Leave and not both. Similarly Special Casual Leave may be suffixed either to regular leave or to Casual Leave and not both. The intervening holidays and or Saturdays/Sundays may be prefixed/ suffixed to regular leave, as the case may be.

C. MISCELLANEOUS:-

Special Casual Leave not exceeding ten days in any one calendar year may also be granted-

- (1) to serve as Juror or Assessor or to give evidence before the Court of Law as a witness in a civil or criminal case in which his private interests are at issue. The leave so granted should be sufficient to cover the period of absence necessary:
- (2) when deputed to attend reference libraries of other institutions and conferences of educational gathering of learned and professional society in the interests of the University or other academic work which will include working on the Committees appointed by the University / Government/ U.G.C: lecturing and examination work or such other work as may be specified by the University.
- (3) to participate in literary, scientific or educational symposia or seminar or cultural or athletic or sports activities conducted by the University or by bodies recognised by the University; or
- (4) Natural Calamities. Bandhs etc. When employees residing at places 8 km. away from office, are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs etc.; if the absence was due to picketing or disturbances or curfew. Special Casual Leave may be granted irrespective of the distance from residence to office.

If, however, the official had applied, or applies, for leave for genuine reasons, e.g.. medical grounds etc; for the day/ days of the bandh, he may be granted the leave admissible including Casual Leave, and not Special Casual Leave.


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- (5) During Elections - During General Elections/ bye-elections to Lok Sabha / State Assembly, employees enrolled as voters in a constituency but having offices in another constituency, are entitled to a day's Special Casual Leave on the day of Election in their home constituency to enable them to exercise their franchise if their offices are not closed on that day.
- (6) Donating blood to recognised Blood Banks on working days (for that day only).
- (7) To do such other work as may be approved by the University.
- (8) Combination of Special Casual Leave with ordinary Casual Leave/ regular leave - It is open to the competent authority to grant Casual Leave in combination with Special Casual Leave; but in cases where it is permissible to grant regular leave in combination with Special Casual Leave, Casual Leave should not be granted in combination with both Special Casual Leave and regular leave.

4. (i) **Earned Leave admissible to non teaching employees:-**

- (a) Leave account of every non teaching employee serving in the University shall be credited with Earned Leave, in advance, in two installments of 15 days each on the first day of January and the first day of July of every calendar year.
- (b) The leave at the credit of the Employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days. If a University employee is on leave on the last day of any particular half year of the calendar year, he shall be entitled to Earned Leave credited on the first day of the succeeding half year provided that the authority competent to grant leave has reasons to believe that the employee will return to duty on its expiry.

Provided that where the Earned Leave at the credit of University Employee as on the last day of December or June is 300 days or less but more than 285 days, the advance credit of 15 days Earned Leave on first day of January or July to be recorded in the manner indicated under clause (a) of Rule 4 shall instead of being credited in leave account be kept separately and first adjusted against the Earned Leave that the University employee takes during that half year and balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that balance of such Earned Leave plus leave already at credit do not exceed the maximum limit of 300 days.

- (c) A period spent in Foreign Service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.
- (ii) (a) Maximum Earned Leave that may be granted at a time shall be 180 days.

Provided Earned Leave taken as leave preparatory to retirement can be availed of upto a maximum of 300 days.

- (b) Earned Leave may be granted to a University Employee for a period exceeding 180 days but not exceeding 240 days if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan.

Provided that where Earned Leave exceeding 180 days is so granted, the period of such leave spent in India shall not in the aggregate exceed aforesaid limits.



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- (iii) Earned Leave shall be credited to the leave account of a University employee at the rate of 2½ days for each calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.
- (iv) (a) The credit for the half year in which a University employee is due to retire or resigns from the service shall be afforded only at the rate of 2 days per completed calendar month upto the date of retirement or resignation.
- (b) When a University employee is removed or dismissed from service or dies while in service, credit of Earned Leave shall be allowed at the rate of 2 ½ days per completed calendar month upto the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies In service.
- (v) If a University employee has availed of Extraordinary Leave and/ or some period of absence has been treated as dies non in a half-year, the credit to be afforded to his/her leave account at the conumencement of the next half-year shall be reduced by 1/10 of the period of such leave and/or dies non subject to maximum of 15 days.
- (vi) While affording credit of Earned Leave, fractions of a day shall be rounded off to the nearest day.

5. Leave on Medical Certificate.

- (i) An employee to whom these regulations apply, may be granted leave on medical certificate not exceeding twelve months in all during his entire service Such leave shall be given only on production of a certificate from the authorised medical attendant, or, in case the applicant happens to be outside Kanpur, from a registered medical practitioner and for a period not exceeding that recommended by such medical authority:

Provided that the period, for which leave on medical certificate is granted, shall not exceed one month on full average pay for each year of active service.

Provided further that in case of an employee who has put in service for less than a year, medical leave may be granted for such period in proportion of thirty days as the duration of his service be to one year

Provided further that for the sanction of medical leave of any other leave on grounds of illness, exceeding one month, a second medical opinion from the Civil Surgeon may be required to be submitted.

- (i) When the maximum period of twelve months is exhausted, further leave on medical certificate not exceeding six months in all during the entire service may be granted by the Board of Governors in exceptional cases on the recommendation of a Medical Board
- (ii) A person who has been an leave certificate shall produce medical satisfactory medical certificate of his fitness before he is allowed to resume his duties
- (iii) No leave may be granted under this regulation unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the employee will be fit to return to duty on the expiry of the leave applied for.

6. Extraordinary Leave:-

- (i) A permanent university employee may be granted Extraordinary Leave when:
- (a) No other leave is admissible; or
- (b) Other leave is admissible and the university employee applies in writing for the grant of Extraordinary Leave.


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- (ii) Extraordinary Leave shall always be without pay and allowances. Extraordinary Leave shall not count for increment except in the following cases:
- (a) Leave taken on the basis of medical certificates:
 - (b) Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the university employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the university employee has no other kind of leave to his/her credit; and
 - (c) Leave taken for pursuing higher studies:
- (iii) Extraordinary Leave may be combined with any other leave except Casual Leave and Special Casual Leave, provided that the total period of continuous absence from duty on leave shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into Extraordinary Leave.

7. Leave Not Due:-

- (i) Leave Not Due, may, at the discretion of the Vice Chancellor, be granted to a permanent university employee for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the Leave earned by him/her subsequently.
- (i) 'Leave Not Due' shall not be granted, unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the university employee will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A university employee to whom 'Leave Not Due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the university employee for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

8. Maternity Leave:-

- (i) A female University employee with less than two surviving children may be granted Maternity Leave by an authority competent to grant leave for a period of 180 days from the date of its commencement.
- (ii) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (ii) Maternity Leave not exceeding 45 days may also be granted to a female University employee (irrespective of the number of surviving children) during the entire service of that female employee in case of miscarriage including abortion on production of medical certificate.
- (iii) (a) Maternity Leave may be combined with leave of any other kind.



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(b) Notwithstanding the requirement of production of medical certificate, leave of the kind due and admissible (including Leave Not Due) upto a maximum of two years may, if applied for, be granted in continuation of Maternity Leave granted under sub-rule (i).

(iv) Maternity Leave shall not be debited against the leave account.

9. Paternity Leave for 15 days -

- (i) A male University employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife for child birth, i.e. up to 15 days before, or up to six months from the date of delivery of the child.
- (ii) During the period of such leave, he/she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (iii) The Paternity Leave may be combined with leave of any other kind.
- (v) Paternity Leave shall not be debited against the leave account.

10. Adoption Leave:

- (i) A female university 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, by an authority competent to grant leave, for a period of 180 days immediately after the date of valid adoption.
- (ii) During the period of Child Adoption Leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (iii) Child Adoption Leave may be combined with leave of any other kind.
- (iv) In continuation of Child Adoption Leave' a female university employee on valid adoption of a child may also be granted, if applied for, leave of the kind due and admissible (including Leave Not Due days without production of Medical Certificate) for a period upto one year reduced by the age of the adopted child on the date of valid adoption, without taking into account the period of Child Adoption leave.

Provided that this facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption.

- (v) The maximum period of one year leave of the kind due and admissible (including Leave Not Due and will be reduced by the age of the child on the date of adoption without taking into account Child Adoption Leave as in following illustration:
 - If the age of the adopted child is less than one month on the date of adoption leave upto one year may be allowed.
 - If the age of child is six months and above but less than seven months, leave upto 6 months may be allowed.
 - If the age of the Child is 9 months and above but less than 10 months, leave upto 3 months may be allowed.

(vi) Child Adoption Leave shall not be debited against the leave account.

11. Child Care Leave:-

(i) A woman university employee may be granted Child Care Leave by an authority competent to grant leave for a maximum period of 730 days during her entire service for taking care of her tow eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.

(ii) For the purposes of sub-rule (i), "child" means-

(a) A child below the age of eighteen years: or



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- (b) A child below the age of twenty-two years with a minimum disability of forty per cent as specified in the Government of India in Ministry of Social Justice and Empowerment's Notification No. 16-18/97-N1.1, dated the 1 June, 2001.
- (iii) Grant of Child Care Leave to a woman university employee under sub-rule (i) shall be subject to the following conditions, namely:-
- (a) it shall not be granted for more than three spells in a calendar year, however child care leave may be granted to single mothers for six spells in a calendar year.
- (b) it shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer, provided that the period for which such leave is sanctioned is minimal.
- (iv) During the period of Child Care Leave, the woman employee shall be granted at 100% of leave salary equal to the pay drawn immediately before proceeding on leave for the first 365 days and 80% of salary for the next 365 days.
- (v) Child Care Leave may be combined with leave of any other kind.
- (v) Notwithstanding the requirement of production of medical certificate, leave of the kind due and admissible (including Leave Not Due) up to a maximum of one year, if applied for, be granted in continuation with Child Care Leave granted under sub-rule (i).
- (vi) Child Care Leave shall not be debited against the leave account.
- (viii) Pro-forma for maintaining Child Care Leave account:-

Period of Child Care Leave Taken		Balance of Child Care Leave		Signature
From	To	Balance	Date	
1	2	3	4	5

- (ix) Child Care Leave can be availed, even if employee has EL at credit.

12. Study Leave:-

- (i) Study Leave may be granted to University employees with not less than five years regular service for undergoing a special course of study consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties or being capable of widening his/her mind in a manner likely to improve his/her ability.
- (ii) Sanctioning authority Executive Council of the University on the recommendation of the Vice-Chancellor, subject to the condition -
- (a) Course should be certified to be of definite advantage to University from the point of view of public interest and is related to sphere of duties of the university employees
- (b) The particular study or study tour should be approved by the authority competent to grant leave
- (c) The official on his/her return should submit a full report on the work done by him/her while on Study Leave.
- (iii) Not granted-
- (a) for studies out of India if facilities for such studies exist in India.
- (b) to an official due to retire within three years of return from the Study Leave.
- (c) to same official with such frequency as to remove him/her from contact with his/her regular work or cause cadre difficulties owing to his/her absence on leave.


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- (iv) Maximum period is 24 months in the entire service and may be granted at a stretch or in different spells.
- (v) This will not be debited to the leave account. May be combined with any other leave due, but maximum period of continuous absence, excluding Extraordinary Leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.
- (vi) Requisite Bonds in the prescribed forms are required to be executed by the official.
- (vii) If the course falls short of the Study Leave, the official should resume duty on conclusion of the course, or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.
- (viii) Leave Salary - (a) Outside India: Pay last drawn plus Dearness Allowance, House Rent Allowance and in addition, such allowance admissible: (b) In India: - Leave salary will be equal to pay last drawn plus Dearness Allowance and HRA. No study allowance admissible. Stipend, scholarship or remuneration for any part-time employment during the period of Study Leave should be adjusted against the leave salary subject to the condition that the leave salary will not be less than that admissible during Half Pay Leave.

Note :- HRA shall be payable for the first 180 days at the rates applicable at the last place of duty. continuance beyond 180 days will be subject to the production of prescribed certificates for the drawl.

- (ix) Officials granted Study Leave shall not be paid T.A.
- (x) Resignation or retirement after Study Leave or not completing the course of study - An official, who after availing of Study Leave resigns from service or otherwise quits within three years after return to duty or does so without returning to duty at all from Study Leave, or fails to complete the course of study, should refund (i) the actual amount of leave salary, study allowance, cost of fees. T.A. and other expenses, if any, incurred by the University, and (ii) the actual amount, if any, of the cost incurred by other agencies such as Foreign Governments, Foundations, Trusts in connection with the course of study, with interest thereon at the prescribed rates. In exceptional cases, the Executive Council may waive or reduce such recoveries.

13. Authorities Empowered to Sanction Leave:

The authorities specified in column (2) of the table below, are empowered to sanction leave to the extent shown in column (3) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Executive Council. Before sanctioning the leave, the sanctioning authority shall ensure that leave asked for is admissible and is at the credit of the employee concerned.

Sl.No.	Kind of Leave	Sanctioning Authority	Extent of Powers
i.	Casual/Special Casual Leave to:		
a.	Registrar/Finance Controller/Controller of Examinations/Librarian	Vice Chancellor	Full
b.	Dy. Registrar/Asstt Registrar and equivalent Posts	Registrar	Full
c.	Other Staff		
	i. Casual Leave	Branch/Section In-charge	Full
	ii. Special Casual Leave	Registrar	Full
ii.	Earned Leave/Medical Leave/Maternity leave/Child Care Leave Paternity leave/Adoption Leave to:		
a.	Registrar/Finance Controller/Controller of	Vice Chancellor	Full

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	Examinations/Librarian		
b.	Dy. Registrar/Asstt Registrar and other staff	Registrar	Full
iii.	Leave Not Due	Vice Chancellor	Full
iv.	Study Leave	Vice Chancellor	Full

Provide that where leave involves visit abroad, the competent authority shall be the Government.

14. Power to relax:-

Where University is satisfied that the operation of any of these rules causes undue hardship in any particular case, the University, may by order, for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner with the concurrence of the Executive Council.



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