

SHROFF S R ROTARY INSTITUTE OF CHEMICAL TECHNOLOGY

SRICT LEAVE RULES (W.E.F. 1 Jan 2016)

1. TITLE AND PHILOSOPHY

These rules may be called SRICT Leave Rules. These rules shall apply to all the employees of SRICT. Leave is a provision to stay away from work for genuine reasons with prior approval of the competent authority. It may be granted for a casual purpose, for a planned activity, on sickness grounds or in extraordinary conditions. Leave cannot be claimed as a matter of right. When the exigencies so demand, any kind of leave may be refused or revoked by the competent authority.

2. AUTHORITY EMPOWERED TO SANCTION LEAVE

Ordinarily, the Principal, SRICT shall be the authority to sanction leave. However, Vice Chairman, ARES will be sanctioning the leave on recommendation of competent authority in certain cases. Leave for Principal and Director will be sanctioned by the Vice Chairman, ARES.

3. TYPES OF LEAVE

The following types of leave shall be admissible to the members of faculty/ staff, as mentioned in the explanation for each type of leave.

- A. Casual Leave (CL)
- B. Earned Leave (EL) (for Non teaching staff)
- C. Vacation (for Teaching staff)
- D. Sick Leave (SL)
- E. Leave without Pay (LWP)
- F. Maternity Leave (ML)
- G. Special Disability Leave (SDL)

H. Sabbatical Leave (SbL)

I. Professional Leave (PL)

3 (A). CASUAL LEAVE (CL)

A member of the faculty/ staff on casual leave is not treated as absent from duty. Subject to exigencies of service a maximum of 10 days in aggregate in a calendar year can be sanctioned as casual leave. Besides, all the faculty/ staff members are allowed to avail any two days from the list of Restricted Holidays (RH) declared and circulated by the Gujarat Govt. during each calendar year. Casual Leave and Restricted Holidays can be combined with vacation but not with any other kinds of leave. CL and RH can be used either as a prefix or as a suffix but not as both, to vacation, public holidays, and weekly off (Sunday). Half a day casual leave can be granted but not half a day Restricted Holiday. This kind of leave is admissible to all faculty and staff subject to pre approval is taken from authority before at least two days of his or her leave. A maximum of two days CL in succession can be granted, in general. This type of leave is admissible during probation period and ad-hoc period subject to completion of one month of service at SRICT. During ad-hoc period, this type of leave will be on pro-rata basis and admissible during his/her ad-hoc period. This type of leave cannot be carried forward to next year.

3 (B). EARNED LEAVE (EL)

This kind of leave is admissible to Principal and members of non-teaching staff who have successfully completed their probation period.

1. The Earned Leave admissible to a non-teaching staff member shall be 24 days in a calendar year. 12 days of Earned Leave will be credited in advance on the first of January and rest Twelve days of Earned Leave will be credited on first of July every year to the EL Account.

2. For a staff member, whose services will be confirmed during the calendar year, he/she will be eligible for the Earned Leave on pro-rata basis.

3. For a staff member, who will cease the employment by way of retirement/ termination/resignation/removal/ dismissal or for any other reason, the services during the year will be entitled for EL on pro-rata basis. In counting, the days of EL fraction shall be rounded off to the nearest day.

4. Earned leave can be accumulated up to 180 days during the total period of service of the employee.

5. The maximum period of Earned Leave that can be granted to an employee at a time shall be 15 days and the minimum shall be 3 days.

6. An employee can avail EL for not more than three occasions in a calendar year.

7. Separate leave record of EL shall be maintained.

3 (C). VACATION

1. Teachers (who are on probation and/or confirmed in SRICT service) of the institute will be eligible to avail a maximum of Thirty days' vacation in a calendar year as declared by the institute. Other employees are not eligible for vacation. This type of leave is admissible during probation period, provided the teacher has put in at least 90 days (discounting holidays and leave period) service of SRICT.

2. Vacation can be suffixed or prefixed only with CL or RH, as stated in 3 (A) with a prior approval of competent authority.

3 (D) SICK LEAVE (SL)

1. This kind of leave is admissible to all faculty and staff, however, if availed during the probation period, his/ her probation period shall be extended by number of days of SL availed.

2. Sick Leave is credited in advance at the rate of 5 days on the 1st day of January every year.
3. Sick Leave may be availed on sick certificate by a registered medical practitioner only if an employee avails Sick Leave more than 1 day in succession.
5. SL can be accumulated for a maximum of 30 days in the total period of service of the employee.
6. Separate leave record of SL shall be maintained.
7. No claim of encashment of SL or otherwise will be considered at the time of resignation / superannuation / suspension/ dismissal / termination of an employee.
8. Approval of Sick Leave will be taken by employee within 3 days after resuming his /her duty otherwise it will be considered as LWP. Half a day SL will not be granted.
9. Leave is admissible during probation period and ad-hoc period subject to completion of one month of service at SRICT

3 (E). LEAVE WITHOUT PAY (LWP)

1. Leave without pay (LWP) shall be without salary and may be granted as per the discretion of sanctioning authority. The period of LWP shall not count for increment except when such leave is granted on sick grounds or for pursuing higher studies with prior approval which has direct bearing on the nature of duties. LWP availed without prior approval will be liable for action.
2. Permissible duration of LWP may be approved by the Principal/ Competent Authority on a case-to-case basis.
3. LWP availed during probation period will extend the probation period by the number of days availed as LWP.

3 (F). MATERNITY LEAVE (ML)

1. Maternity Leave may be granted to a pregnant female faculty/ staff with less than two surviving children, for a maximum period of 90 days, and it is admissible in case the faculty/ staff has successfully completed the probation period, or has joined the institute before forty days of pregnancy. ML will be on Basic+DA and it may also be granted on Basic+DA in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed 30 days in the entire service and the application for leave is supported by a sick-certificate by a registered medical practitioner.

2. Maternity Leave may be combined with leave of any other kind except Casual Leave with a permission of Sanctioning authority.

3. Separate leave record of maternity leave shall be maintained.

4. Maternity Leave shall not be admissible to faculty member working as an Ad-hoc/ Visiting Faculty/Guest Faculty/On Contract or on Retainership.

3 (G). SPECIAL DISABILITY LEAVE (SDL)

1. Special Disability Leave is admissible to employees who are disabled by injury accidentally inflicted or caused in consequence of the due performance of official duties.

2. The period of leave granted shall be such as is certified by an authorized Medical Officer and shall in no case exceed 60 days.

3. Special Disability Leave may be combined with leave of any other kind with approval.

5. Separate record of Special Disability Leave shall be maintained.

6. Period of SDL availed will be treated on Basic+DA

(H). SABBATICAL LEAVE (SBL)

1. Sabbatical Leave is admissible to the teachers of the institute who have completed ten years of their continuous service in SRICT.

2. For the first spell of SBL, the date of continuous service will commence from the date of joining the institute. For the next spells, the date of rejoining on return from earlier spell of sabbatical leave will be considered for calculation of ten years of continuous service.

3. Sabbatical leave shall be granted only after recommendation by the competent authority specifically mentioning that fully satisfactory alternative arrangements are made for duties, functions and responsibilities of the teacher being granted. Sabbatical Leave may be granted for one or more of the following purposes, namely:

- a) To conduct research or advanced studies in India or abroad;
- b) To write text books, standard works and other literature;
- c) To visit or work in industrial concerns, business houses and technical departments to gain practical experience in their respective fields;
- d) To visit or work in an institute, industry or research laboratory in India or abroad; and
- e) Any other purposes providing opportunity for the professional development of the faculty as approved by the competent authority.

The grant of Sabbatical Leave shall be subject to the following conditions:

- a) The period of sabbatical leave shall not exceed six months at a time inclusive of vacations.
- b) During the period of Sabbatical Leave, the teaching faculty shall be paid full salary and allowances as admissible under the normal rules but shall not be entitled to any traveling allowance or any extra allowance in India or abroad;

- c) During the period of Sabbatical Leave, the teacher shall not undertake any regular appointment under any other organization in India or abroad.
- d) However, receipt of scholarship or fellowship or bursary or any other ad hoc honorarium other than regular employment is permissible with prior approval of the Institute.
- e) If the Sabbatical Leave availed is less than the maximum permissible period, it would still be presumed that the opportunity has been fully utilized and the eligibility criteria would apply afresh from the date of reporting back from such leave.
- f) The teacher shall specify the places of visit along with the consent from the host institutions, the nature of work he/she proposes to do and how this would contribute to the academic development of self/ institute.
- g) On return from Sabbatical Leave the teacher concerned shall submit a report of the work done by him/her during period of sabbatical leave within a month.
- h) The teacher going on SBL may be asked to sign a bond for a period of 3 years.

3 (I). PROFESSIONAL LEAVE (PL)

1. PL is admissible only to teaching employees of the Institute on probation and/or confirmed.
2. A maximum of 10 working days is admissible as Professional Leave in a calendar year.
3. Professional leave is sanctioned for the purpose of attending Seminar/Symposium/workshop, participating in academic meetings of bodies like Board of Studies & Faculty of other Universities/Institutes, Selection Committee and special purpose committee of other Universities/ Institutes/ Govt. offices. PL may be granted to carry out theory/practical work of Ph. D. provided supportive document is given and prior approval is taken from competent authority.

4. Separate Leave record of Professional Leave shall be maintained.
5. Faculty shall be eligible to receive sitting fees/honorarium & TA/DA from the concerned universities/Institutes, however SRICT shall not pay any allowance.
6. Professional Leave shall not be admissible to faculty member working as an Ad-hoc/ Visiting Faculty/Guest Faculty/On Contract and on Retainership.
7. This type of leave is admissible in probation period also.

4. REGULATION OF CLAIM TO LEAVE.

All claims to leave (except leave cancellation) cease from the date of removal or dismissal of an employee.

5. GENERAL

1. All types of leave can only be availed with prior approval of the competent authority.
2. Application for leave or for extension of leave shall be made in the prescribed form to the authority competent to grant leave in advance.
3. Public holidays and Sundays falling in leave period will be counted towards leave. This clause is also applicable, if CLs and RH or their combination are used as prefix or suffix of Public Holidays and Sunday.
4. An employee who has been granted leave on sick grounds shall be required to produce a fitness certificate before resuming duty if SL availed is for more than 1 consecutive day
5. Absence without approved leave will constitute an interruption in service and may entail disciplinary actions.
6. The above leave rules may be amended from time to time and it will be binding to all concerned.

6. LEAVE DURING NOTICE PERIOD

Except LWP, no other leave will be granted during the notice period.