



## **LEAVE RULES**

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**EFFECTIVE FROM 01 JANUARY 2020**

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## PDM UNIVERSITY LEAVE RULES

1. Short title and commencement
  - i. These rules may be called the PDM University Leave Rules, 2020.
  - ii. These rules shall be deemed to have come into force from 1<sup>st</sup> January, 2020.
  
2. Definitions
 

**Academic Council:** The Academic Council is the principal academic body of the PDM University which exercises general supervision over the academic policies of the university.

**AICTE:** All India Council for Technical Education

**Competent Authority:** Chancellor /Vice-Chancellor /Pro-Vice Chancellor and any other Authority of the University designated by the Chancellor.

**HOD:** Head of the Department

**HOI:** Head of the Institution

**PDMU:** PDM University

**UGC:** University Grants Commission
  
3. Extent of application
 

These Leave Rules shall apply to all employees of PDMU and its constituent units. Persons engaged in teaching/Nonteaching duties, on casual, temporary, part-time, honorary, deputation, or any other basis are entitled only to such leave as may be specified in the leave rules.
  
4. Category of Employees
  - i. Teaching Staff (including all academic staff).
  - ii. Teaching Supporting Staff (including instructors/technicians)
  - iii. Non-Teaching staff: -
    - Administrative Officers
    - Office Staff (Superintendent, Office Assistant, Clerk, Record Keeper etc.)
    - Peons
  - iv. Essential Services Staff: -
    - Driver, Mali, Sweeper, Conductor, Carpenter, Electrician, Plumber, Fitter etc.
  
5. General Rules of Leave
  - i. Leave cannot be claimed as a right. Except in an emergency, leave must be applied for, through proper channel in the prescribed form, in advance.
  - ii. Except where otherwise provided for, leave can be availed only after it has been sanctioned by the competent authority.
  - iii. Depending on the exigencies of service, the competent authority may Refuse, postpone, revoke or reduce leave of any description; recall any member of staff from leave before it is wholly availed by the employee.
  - iv. An employee shall not take up or accept any employment with or without remuneration during the period of leave.

- v. Except in the case of casual leave up to three days, it is obligatory for every employee to furnish to the leave sanctioning authority, the contact address with telephone number, if any, before proceeding on leave.
- vi. If any employee who is on leave seeks extension thereof, he/she shall make an application in writing to the competent authority giving reasons for that. Such application shall be made sufficiently in advance so as to enable the office to process the same and communicate the decision of the competent Authority to the employee before expiry of the already sanctioned leave.
- vii. No extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.
- viii. Overstay on expiry of leave shall be treated as absence without leave and will be considered "break in service". However before taking this action the competent authority shall give the concerned employee an opportunity to explain the circumstances and satisfy itself that nothing prevented the employee from obtaining prior sanction.
- ix. Employees applying for leave on medical ground for more than two days should produce a medical certificate from a Registered Medical practitioner. Such medical certificate shall be accepted subject to approval by the Competent Authority. The employee on leave on medical grounds for more than seven days including intervening Saturdays/Sundays shall produce a medical certificate of fitness while reporting for duty.
- x. Except in the case of casual Leave, intervening Saturdays/Sundays and Holidays will be counted as part of leave.
- xi. Once availed, the leave cannot be converted into any other type of leave.
- xii. Other than Casual leave, no other leave can be taken as half day leave. For availing half day casual leave, the IN time and OUT time shall be mentioned in the attendance register. Also, a noting sheet/email shall be forwarded to HOD/HR department separately for IN and OUT time.
- xiii. For new joinees leave shall be credited after completion of probation period of service, except Casual Leave which shall be credited every month.

#### 6. Types of leave

Employees are entitled for the following types of leave: -

- a. Casual Leave.
- b. Special Casual Leave.
- c. Earned Leave.
- d. Vacation.
- e. Medical Leave.
- f. Maternity Leave.
- g. Paternity Leave.
- h. Study Leave.

- i. Sabbatical Leave.
  - j. Compensatory Leave.
  - k. On Duty Leave.
  - l. Leave During Notice Period.
  - m. Leave on Loss of Pay (LOP).
- a. Casual Leave
- i. An employee shall be entitled to 10 days of casual leave during a calendar year.
  - ii. Employees appointed during the course of the year shall be entitled to casual leave on pro rata basis.
  - iii. Casual leave shall not be combined with any other type of leave.
  - iv. Casual leave may be taken up to a maximum of four working days at a stretch and not more than 7 days inclusive of Sundays/Holidays. In case an employee exceeds 7 days, then the whole period of absence shall be treated as earned leave. Intervening Sundays and closed holidays will be excluded & not counted towards casual leave.
  - v. Casual leave not availed by the employee during the calendar year will lapse at the end of the year.
- b. Special Casual Leave
- Special Casual Leave not exceeding 10 days in a calendar year may be granted to Teaching and Non-Teaching faculty members for following: -
- i. To attend professional Conferences/Seminars on behalf of University, or with the permission of the Competent Authority;
  - ii. To conduct examinations of University/Public Service Commission/ Board of Examinations or other similar bodies/institutions;
  - iii. To Deliver Lectures in Institutions and Universities at the invitation of such Institutions or Universities, received by the University and accepted by the Chancellor/Vice Chancellor or Pro Vice Chancellor;
  - iv. Participating in delegation or working on a committee appointed by the Government of India, Government of Haryana, the University Grants Commission/AICTE/MCI etc., a sister University or any other academic body; and
  - v. Performing any other duty of the University and approved by Chancellor/Vice Chancellor or Pro Vice Chancellor.
- a. Special Casual Leave may be availed in parts. Special Casual Leave shall not be carried forward and shall lapse at the end of the calendar year.
  - b. Special Casual Leave shall not be combined with any other form of leave.
  - c. Special Casual Leave shall be availed subject to prior submission of relevant documents and special sanction from the Competent Authority.
  - d. While applying for Special Casual Leave the applicant shall furnish the Invitation Letter and on return shall submit the conference report.
  - e. Journey period will form part of Special Casual Leave. The number of days of Special Casual Leave including journey period will be approved by Competent Authority before the faculty member proceeds on Special Casual Leave.

- f. Failing to submit the necessary documents on return, as mentioned above, within 15 days of return, the leave including journey period shall be converted to Earned Leave/Leave on loss of pay.
- g. Special Casual Leave for conferences shall ordinarily be sanctioned for faculty members presenting papers during the conference.
- h. Faculty Members invited as guest lecturers shall take due approval from Competent Authority for availing special casual leave.
- i. Special Casual Leave may also be granted for attending convocation.

c. Earned Leave Earned Leave entitlement per calendar year shall as under: -

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|-----------------------------|---------|
| • Teaching Staff            | 10 Days |
| • Teaching Supporting Staff | 10 Days |
| • Non-Teaching Staff        | 30 Days |
| • Essential Services Staff  | 30 Days |

subject to the following provisions: -

- i. Entitlement of Earned leave shall be calculated on monthly basis. However, it will be credited in the month of January. In case an employee leaving/retiring during the year has availed earned leave more than that entitled on pro rata basis, it will be adjusted (financial adjustment) at the time of relieving. The additional leave availed will be treated as leave on Loss of Pay and financial deduction will be carried out accordingly from the balance pay due to the employee.
- ii. Teaching staff shall be entitled to 10 days of Earned Leave in each year of their service.
- iii. Employees on probation shall not be entitled to Earned Leave.
- iv. Non-teaching staff and Essential Services Staff shall be entitled to:-
  - a. 10 days of Earned Leave in each year during the first & second year of their service,
  - b. 20 days Earned Leave during the third and fourth year of their service and
  - c. 30 days Earned Leave in fifth year of their service and onward.
- v. Earned Leave may be accumulated up to maximum of 300 days.
- vi. An employee wishing to avail earned leave must apply for the same in advance. It should be for a minimum of four days at a time.
- vii. Earned Leave must be applied for a continuous period and not in broken periods/piecemeal. Multiple applications shall not be entertained.
- viii. Application should be made to the appropriate authority through proper channel at least seven days in advance on the prescribed form.

- ix. An employee may proceed on leave pending retirement for a maximum period of up to 60 days provided he/she has that many days EL to his/her credit, on prior approval of competent authority.
  - x. No encashment of Earned Leave is admissible.
- d. Vacation      Vacation shall be admissible to teaching & teaching supporting staff as under: -
- a. 10 days of vacation in each year during the first & second year of their service;
  - b. 20 days of vacation during the third and fourth year of their service ; and
  - c. 30 days of vacation in fifth year of their service and onward.
- i. Vacation shall be availed by the entitled Teaching & Teaching Supporting Staff only during the exact dates of vacation period as announced by the university administration.
  - ii. Where a faculty member has not been permitted by the Competent Authority to avail vacation due to him/her, the un-availed vacation may be converted into earned leave.
  - iii. Vacation shall be controlled and granted by the Competent Authority in a manner as to ensure that no department remains fully closed and at least one senior faculty is available at any time.
  - iv. Vacation cannot be availed in parts during the same vacation period except when exigencies of service demand.
  - v. All the employees on vacation should be on duty on the last working day before vacation and the first working day on reopening. Otherwise, the total period of absence shall be treated as earned leave or in case no earned leave is due, by enforcing leave on loss of pay.
  - vi. Vacation cannot be combined with earned leave. However, the Competent Authority may permit such combinations depending on the merits of the case.
- e. Medical Leave
- i. An employee shall be entitled to 5 days' Medical Leave in a calendar year.
  - ii. Medical Leave if not availed in calendar year, shall not be carried forward in the following year.
  - iii. Medical Leave shall be granted for medical purpose only.
  - iv. Employees applying for such leave on medical ground should produce a medical certificate from a Registered Medical Practitioner. Such medical certificate shall be accepted subject to approval by Competent Authority.
  - v. Employees when re-joining their duty after availing such leave for more than 5 days shall have to produce a medical fitness certificate stating that they are fit to resume duties.
  - vi. In case the medical leave exceeds 5 days, the leave availed by him/her more than 5 days will be counted as leave of the kind due to him/her.
  - vii. Medical Leave has to be availed during service and cannot be encashed.
- f. Maternity Leave
- i. A woman employee whether permanent or otherwise shall be entitled to maternity leave benefits provided she has worked for a period of not less

- than 1 year immediately preceding the date of her expected delivery, in the university, or its constituent units.
- ii. Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for second delivery. However, a woman employee with one living child from the first delivery shall be eligible for the maternity leave even if she gives birth to twins in the second delivery.
  - iii. The maximum period of entitlement for maternity leave shall be 90 days with full pay, of which not more than 45 days shall precede the date of expected delivery.
  - iv. In case of a miscarriage or medical termination of pregnancy before seven months, a woman employee, on production of prescribed proof, may be entitled to 45 days leave with pay immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee.
  - v. In case of miscarriage or medical termination of pregnancy after seven months, a woman employee on production of prescribed proof may be entitled to 90 days leave or less than that, depending upon the physical status of the employee as mentioned in the medical certificate issued by the consultant following the day of miscarriage or medical termination of pregnancy.
  - vi. A woman 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 for a period of 45 days immediately after the date of valid adoption.
  - vii. Intimation to the Head of the Institution must be given at least one month before availing maternity leave.
  - viii. Medical certificate mentioning the expected date of delivery shall be submitted to Head of the Institution for availing of the maternity leave.
  - ix. Leave of any other kind, except casual leave, may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate.
- g. Paternity Leave
- i. Married male employees are entitled to Paternity Leave for a maximum period of 5 days and it can be availed 10 days before or after the birth of a child, provided the limit is up to two surviving children and completed one year of service.
  - ii. Paternity leave cannot be combined with any other form of leave.
- h. Study Leave
- i. Study Leave up to a maximum limit of 24 months may be granted to permanent faculty members with five years of service who are deputed for higher studies or training. The higher studies or training involved should be such that the knowledge gained by the faculty member is useful to the University. The Chancellor may relax the condition of five years of service on recommendation of the Vice-Chancellor. The Vice-Chancellor can impose any condition(s) for recommending study leave.
  - ii. Study leave for 3 months may be granted to those faculty members who have completed three years of service in the University and are registered

under part time category for Ph.D. programme in other University to complete the course work/other mandatory requirement of the University where they are admitted.

- iii. Faculty members should apply through the Head of the Institute for such Study Leave.
  - iv. At any time, not more than 10% of the total faculty strength of the Department may be permitted to be away on study leave. Vacancies caused thereby shall not to be filled up and the work shall be conducted with the existing staff.
  - v. Faculty members who are deputed or granted study leave for higher studies or specialized training shall not be entitled to claim any monetary benefit or seniority by virtue of higher qualification or training acquired, as a matter of right.
  - vi. A faculty member when granted study leave shall on his/her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No faculty members shall however be eligible to receive arrears of increments.
  - vii. A faculty member when granted study leave shall on his/her return and re-joining the service of the University shall serve the University at least for a period equal to the duration of his/her study leave. Any breach in this condition will lead to recovery of the amount equivalent to the salary of that period. An affidavit to this effect shall be furnished by the concerned faculty member before getting the leave sanctioned.
  - viii. Study Leave granted to the faculty members shall be deemed to be cancelled in case it is not availed within 1 months of its sanction.
  - ix. Temporary/Probationary faculty members shall not be eligible for study leave.
- i. Sabbatical Leave
- i. Permanent, whole-time faculty members of the University who have completed 7 years of service in PDM University as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake Academic Pursuit/Post-Doctoral work/Research Fellow/Writing books and such other professional pursuits solely for the purpose of increasing their proficiency and usefulness to the University and higher education.
  - ii. The duration of sabbatical Leave shall not exceed one year at a time and two years in the entire career of the faculty member.
  - iii. A faculty member, who has availed study leave with pay, shall not be entitled to sabbatical leave. However, if the period of study leave availed by an individual is less than two years, the remaining period may be allowed as sabbatical leave.
  - iv. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the faculty's return from previous study/sabbatical leave.
  - v. A faculty member 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 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 Academic Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

- vi. During the period of sabbatical leave, the faculty members shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of contributory provident fund, provided that the faculty re-joins the University on the expiry of his/her leave.
  - vii. Faculty members desirous of availing this leave shall have to furnish a service bond which will be equivalent to the period of leave or emoluments applicable to the leave period.
  - viii. The total number of faculty members on Study Leave and Sabbatical Leave in a Dept shall not exceed 10% of faculty members of the department.
- j. Compensatory Leave
- i. All employees will be entitled to Compensatory Leave.
  - ii. Working merely for an extra hour or two on a working day, or working on Sundays/holidays to clear own back log of work will not entitle an individual to compensatory leave.
  - iii. Employees are required to submit the application for Compensatory Credit through the Head of Department for approval by the Head of Institution.
  - iv. Compensatory Leave shall not be credited for more than two days per month. Compensatory Leave shall be availed within 30 days, against the date the duty was performed on a non-working day.
  - v. In case of employee performing duty on Sundays/Off days/ Holidays, leave will be admissible as under:-
    - Working hours less than four hours: ½ day of compensatory leave
    - Working hours more than four hours: 1 day compensatory leave
  - vi. The concerned employee shall have to apply for compensatory leave within 10 days of performance of such duty or it shall lapse.
  - vii. Compensatory Leave shall not be combined with any other form of leave.
- k. On Duty Leave
- i. "On Duty Leave" is to facilitate an employee to mark his/her attendance if he/she goes out of the campus for official work.
  - ii. Employees are required to mention the reasons of "On Duty Leave" at the time of submission of the application to the Head of the Institution, duly recommended by the HOD.
- l. Leave during Notice Period
- i. No Leave other than Casual Leave shall ordinarily be granted during Notice Period.
  - ii. Employees who are served with a notice of termination of service are allowed to avail whatever leave such employees are entitled to during the period of notice of termination of service. However, such employees are required to report for duty on the last day of the notice of termination of service to be properly relieved.

- m. Leave on Loss of Pay (LOP)
- i. Employees may be granted leave on loss of pay if they are not entitled to any leave or have otherwise exhausted their available leave.
  - ii. The maximum leave on loss of pay that can be granted in a calendar year, to a probationer shall be 15 days, and to an employee in confirmed service shall be 30 days, on genuine grounds.
  - iii. Leave on loss of pay shall be excluded for the computation of service of the employee.
7. Leave Rules for Employees on Deputation/Transfer from PDM Group of Institutions
- i. Employees transferred or deputed from PDM Group of Institutions to serve PDM University and its constituent units shall be covered under this leave rules.
  - ii. The employees transferred from PDM Group of Institutions shall be eligible for transfer of their leave balance from their parent institutions.
  - iii. The HR Department must credit the carried leave balance to the employee's account.
  - iv. For the purpose of granting Study-Leave and Sabbatical-Leave to the members of the Teaching Staff, who were transferred from PDM Group of Institutions to PDM University, their period of service shall be counted w.e.f. 14th January 2016 onwards.
8. Miscellaneous
- i. Employees who proceed on leave must provide their contact details in the leave application.
  - ii. Leave granted in accordance with these rules, other than leave on loss of pay, shall be treated as if the employee had been on duty during such leave period and shall be included for the purpose of determining the period of service of the employee.
  - iii. The HR office of the University is required to maintain an account of leave accrued and/or availed by each employee during a year and the period of leave carried forwarded and accumulated in respect of the previous years.
  - iv. Where a Sunday or an authorized holiday immediately precedes and/or follows the period of leave granted to an employee, such Sundays or authorized holidays are excluded from the period of leave. But Sundays or authorized holidays within the period of leave shall be treated as leave, except for casual leave.
  - v. The power to interpret these rules shall vest in the Vice-Chancellor of the University, whose decision thereon shall be final.