
Leave Policy

Objective

The Institutes intent is to provide each employee with annual time for vacation, sick, or personal use. It is understood that employees in the course of their employment will need time off to relax and have a work-life balance.

However, leave is not a right but at the discretion of the sanctioning authority.

Applicability

The provisions contained in these regulations shall apply to all the employees of the Institute, unless a separate set of terms have been mutually arrived at between TIET and the employee.

Definitions

1. **'Leave'** includes Casual, Earned, Academic, Study, Sabbatical, Half-Pay, Commuted, Special, Extra Ordinary, Maternity and Holiday.
2. **'Earned Leave'** means: leave earned in respect of periods spent on duty during vacation or otherwise.
3. **'Half Pay Leave'** means: leave earned in respect of completed years of service calculated according to the provisions hereinafter contained.
4. **'Commuted Leave'** means: leave as provided in the service regulations as reproduced below.
5. **'Completed years' service'** means: continuous service of the specified duration in the Institute & includes period spent on duty as well as on deputation and leave including extraordinary leave.
6. **'Vacation'** implies both the summer and winter break.

Change in Nature of Leave

The nature of leave due and applied by an employee cannot be altered at the option of the sanctioning authority, so, while it is open to the sanctioning authority to refuse or cancel leave due and applied for under this rule, it is not open to them to alter the nature of such leave.

Approving Authorities to Grant Leave

Approval of leave (Except Study Leave) will need to be signed off by up to two levels of authorities as is described under

1. **Recommending authority (RA)** – An employee's immediate supervisor will be the RA. The RA will ensure the availability of leave balance & continuity of work before recommending the same.
2. **Sanctioning authority (SA)** –HOD is the Sanctioning Authority. SA will be the final authority for taking a final decision on the leave application.

Note:

- a) RA has the authority to approve or reject leave (citing reasons and inform the employee)
- b) After the approval or rejection by RA, the form will be sent to SA.
- c) In case the employee is not satisfied with RA's recommendation, they can escalate to the SA.
- d) SA can overrule the recommendation given by RA.
- e) In case an employee directly reports to the SA, then there SA will be the direct authority for leave approval and sanction.
- f) Study Leave to the employees of the Institute including the Director will be sanctioned by the Board of Governors.

Commencement and Termination of Leaves

Leave ordinarily begins from the date on which leave is actually availed of and ends on the day preceding the one on which duty is resumed.

Sundays and other holidays may be prefixed as well as suffixed to leave subject to any limit of absence on leave prescribed under each category of leave.

Leave Cycle

The Institute follows January to December as its Leave cycle.

Categories of Leaves

Applicable leaves at TIET have been labeled under the following categories (for regular employees):

Type of Leave	Teaching Staff	Non-Teaching Staff
Earned Leave	Nil (for every 2 days worked during vacation, 1 day EL is credited. Maximum 30 EL can be earned)	30
Casual Leave	8	8
Special Casual Leave	0	10
Study Leave	Yes	Yes
Half Pay Leave	20	20
Sabbatical leave	Up to 1 yr	
Academic Leave	10	0
Compensatory Casual Leave	No	Yes
Extra Ordinary Leave	Yes	Yes
Maternity Leave	As per the Act	As per the Act

Leave (All Employees)

1. Earned Leave

Entitlement: (All regular employees joined on or before 30th June 2015)

Vacation Staff (Faculty): One-day leave is earned for 2 days working during vacation subject to maximum of 30 days per year. Vacation staff will be entitled for 60 days' vacation.

Other Staff: 30 days per year

- For computing earned leave, the period of extra-ordinary leave, without pay leave availed, if any, shall be excluded from the working days & the actual credit of earned leave shall be granted on pro-rata basis.
- The maximum accumulation allowed is 450 days for the entire duration of service.
- Encashment of earned leave shall be allowed to a maximum of 300 days out of the credit accumulation of 450 days.
- Leave preparatory to retirement: Out of the consolidated credit of maximum 450 days, an employee shall be allowed to avail up to 150 days of leave with pay as LPR.

General Conditions

- The encashment shall be allowed only in cases of superannuation, voluntary/premature retirement, resignation and death of the employee while in service.

- b) The encashment of leave shall be made at the rate of salary paid as on date of superannuation, voluntary/premature retirement, resignation and death of the employee while in service.
- c) For the purpose of encashment, the '**Salary**' is defined as – Basic pay & includes Dearness allowance. No other payment/allowances applicable to employees shall be considered as part of 'Salary' for determining the amount of leave encashment.
- d) No encashment of leave and/or leave preparatory to retirement shall be permissible in case of termination leading to dismissal.
- e) For cases where employee is re-engaged or their term is extended after superannuation, the leave earned during such period shall not be encashable.
- f) During the continuity of service of existing employee (**employed before 1st July 2015**), if any of the employee is engaged in alternative category i.e. from vacation staff to non-vacation staff or vice versa, the rules applicable to revised category shall be applicable from the date of such change & all previous credits of EL shall be carried forward within & up to the limits prescribed above.
- g) The earned leave shall not be credited for giving any paid duty during vacations like exam duty, summer-term, etc.
- h) Minimum one-year service is required, to be entitled for getting earned leave/vacation i.e. in cases where an employee serves the Institute for a period less than one year, they will not be entitled for any earned leave.
- i) Where the services of an employee are terminated by notice or by payment of salary in-lieu of notice period or otherwise in accordance with the terms & conditions of their appointment, they will be granted cash equivalent in respect of earned leave at their credit on the date on which they cease to be in service subject to maximum limit as applicable to their category.

Entitlement: *(All regular recruitments w.e.f. 1st July 2015)*

Vacation Staff (Faculty): One-day leave is earned for 2 days working during vacation subject to maximum of 30 days per year. Vacation staff will be entitled for 60 days' vacation.

Other Staff: 30 days per year

- a) For computing earned leave, the period of extra-ordinary leave, without pay leave availed, if any, shall be excluded from the working days & the actual credit of earned leave shall be granted on pro-rata basis.
- b) The maximum accumulation allowed will be 120 days.
- c) Any credit exceeding the 120 days' limit shall be encashed on a yearly basis (maximum encashment can only be for 15 days/year). The total encashment during entire tenure of employee shall be limited to 300 days (including accumulated earned leave).
- d) Teaching staff can encash maximum of 15 days out of the total leave earned during a year. The balance, if any can be used as vacation.
- e) Non-teaching staff can encash 15 days and remaining 15 days can be used as vacation.

General Conditions

- a) The encashment will be made on a yearly basis as defined above at the basic salary of that year (1st July) and will be done on 1st January the following year. In the event that the encashment is in cases of superannuation, voluntary/premature retirement, resignation & death of the employee while in service, then it will be made at the rate of salary paid as on date of those events.
- b) For the purpose of encashment the '**Salary**' is defined as – Basic Pay and includes Dearness Allowance. No other payment/allowances applicable to employees shall be considered as part of 'Salary' for determining the amount of leave encashment.
- c) No encashment of leave and/or leave preparatory to retirement (LPR) shall be permissible in case of termination leading to dismissal.
- d) For cases where the employee is re-engaged or their term is extended after superannuation, the leave earned during such period shall not be encashable.
- e) During the continuity of service of employee, if any of the employee is engaged in alternative category i.e. from vacation staff to non-vacation staff or vice versa, the rules applicable to the revised category shall be applicable from the date of such change and all previous credits of EL shall be carried forward.
- f) The earned leave shall not be credited for giving any paid duty during vacations like exam duty, summer-term, etc.
- g) The entire continuous service shall be counted for encashment of leave.
- h) There shall be no leave preparatory to retirement.
- i) Minimum one-year service is required, to be entitled for getting earned leave/vacation i.e., in cases where an employee serves the Institute for a period less than one year, they will not be entitled for any earned leave.
- j) Where the services of an employee are terminated by notice or by payment of salary in-lieu of notice period or otherwise in accordance with the terms and conditions of their appointment, they will be granted cash equivalent in respect of earned leave at their credit on the date on which they cease to be in service subject to maximum limit as applicable to their category

2. Casual leave

Entitlement: Casual leave is not earned by duty and, as such, an employee on casual leave is not treated absent from duty and their salary is not interrupted. All the regular employees including fixed-term contract/contract /term appointment etc. are entitled for casual leave.

Casual Leave cannot be claimed as a matter of right & its grant is always subject to the exigencies of service & to a maximum number of days is a calendar year shown against each category of the staff as below:

Type of Leave (Days)	Proposed Leave Rules (days)
Casual Leave	08
Special Casual Leave	10 days (for non-teaching staff only)

Minimum Duration: Half Day. Lunch interval shall be the dividing line for the grant of half-day CL.

Maximum Duration: Total period of absence shall not exceed 10 days at a time, including Sundays or other holidays prefixed and/or suffixed. Casual leave cannot be combined with any other kind of leave except special casual leave. Saturdays, Sundays & closed holidays can be prefixed and/or suffixed to casual

leave. Public holidays and weekends falling within a period of casual leave shall not be counted as part of the casual leave.

General Points

- a) Casual leave may be granted as & when required at the discretion of the sanctioning authority.
- b) Additional 7 days' casual leave will be allowed to regular security guards of the Institute in lieu of their duties on Sundays and other holidays.
- c) Institute employees enrolled in the Territorial army with the written permission of the Director, may be granted special casual leave for the period they are required to attend Annual Training Camps of courses of instruction.
- d) Six days' special casual leave may be granted to employees who undergo sterilization operation under the family planning scheme.

3. Extra-Ordinary Leave

Extra-ordinary leave shall always be without pay & allowances and may be granted when no other kind of leave is admissible or when other leave being admissible the employee concerned specially applies in writing for the grant of extra-ordinary leave. The Director shall be the approving authority for EOL.

Except in the case of a regular employee the duration of extra-ordinary leave on any one occasion shall not exceed the following limits:

- a) Three months for less than three years completed service.
- b) Six months, in the case of an employee who has completed three years' continuous service on the date of expiry of leave admissible to them under the service regulations and their request for such leave is supported by a medical certificate.
- c) Eighteen months when the employee is suffering from tuberculosis, leprosy, undergone major surgery etc., and undergoing treatment by a specialist at a registered clinic.

The authority empowered to grant leave may commute retrospectively the period of absence without leave into extra-ordinary leave. The power of commuting retrospectively period of absence without leave into extra-ordinary leave is absolute & not subject to the conditions mentioned in sub-clause above.

Counting of Leave for Increment Purposes

Extra-ordinary leave will not count towards increment. The competent authority may in any case in which it is satisfied that the extra-ordinary leave was taken on account of illness or any other cause beyond the control of an employee or for pursuing higher scientific and technical studies, direct that the extra-ordinary leave shall count towards increment. In the case of extra-ordinary leave, the date of increment shall be advanced by the period of such leave except as provided above.

4. Half Pay Leave

Entitlement: Half pay leave admissible to an employee in respect of each completed year of service shall be 20 days.

- a) Half pay leave may be granted to an employee on medical grounds or for other reasons as approved by the Director.
- b) Provided that in case of a temporary employee no half pay leave will be granted unless the authority competent to sanction leave is satisfied that the employee will return to duty on the expiry of leave,

except in the case of an employee who has been declared completely and permanently incapacitated for further service by a medical authority.

- c) In case of leave preparatory to retirement 'Leave not due' may be granted to an employee in permanent service for a period not exceeding 360 days during their entire service. However, this leave shall not exceed 90 days at a time except in the case of illness of the employee themselves where it can be extended to 180 days. Such leave shall be debited against the half pay leave the employee may earn subsequently.

Note: Leave not due shall be granted only if the authority empowered to sanction leave is satisfied that there are reasonable prospects of the employee returning to duty on the expiry of the leave and shall be limited to the half pay leave he is likely to earn thereafter.

5. **Commuted Leave**

Entitlement: 20 Half Pay

Minimum Duration: Half day

Commuted leave not exceeding half the period of half pay leave may be granted on medical certificate to an employee subject to the following conditions:

- a) When the commuted leave is granted twice the period of such leave shall be debited against the half pay leave due.
- b) Commuted leave may be granted for half a day at a time.
- c) The employee shall obtain approval from the competent authority. However, the commuted leave for 3 days or more shall have to be accompanied by the medical certificate from a Registered Medical Practitioner.
- d) The commuted leave during the entire period of service shall be limited to a maximum of 240 days.
- e) The total duration of earned leave and commuted leave taken in continuation shall not exceed 240 days. Provided that no commuted leave may be granted under this para unless the authority competent to sanction leave is satisfied that the employee will return to duty on its expiry.

6. **Maternity Leave**

All women employees including regular/fixed-term, etc. are entitled for maternity leave on full pay provided they do not have (02) two or more living children. The maximum period of maternity leave entitled to women employees shall be 26 weeks without the necessity of production of a medical certificate. Extension if any, beyond 26 weeks shall, however, be permitted by the grant of leave of the kind due. Any leave applied for in continuation of maternity leave will be granted only if it is supported by a medical certificate from a competent medical authority.

Maternity leave not exceeding six weeks because of miscarriage or abortion shall be admissible only in those cases where a women employee has only one living child. The others having two or more children shall not be entitled to avail of this concession, but if required can be sanctioned, leave of the kind due on the production of a medical certificate.

Maternity Benefits to various categories of employees are as under:

SN	Category	Maternity Benefit reference	Maternity Benefits
1	Regular Employees	As per Institute's Regulations	26 weeks
2	Fixed Term Employees not covered under ESI	As per Maternity Act 1961	26 weeks
3	Fixed Term Employees covered under ESI	As per ESI Act	26 weeks

The maternity leave policy will subject to changes from time to time as per the Maternity Act.

7. Study Leave

Entitlement: All regular employees. Only eligible twice during one's career.

Minimum Duration: 10 days

Maximum Duration: The leave shall not be granted for more than three years in one spell.

- a) Study leave may ordinarily be admissible to the regular employees of the Institute to pursue a special course of study or investigation of scientific nature, or a sponsorship by the Institute for undergoing any specialized course or training in the interest of the Institute. Provided that except in exceptional cases at the discretion of the Board, study leave shall be granted only:
 - i. in the fields in which the interest of the Institute shall be served, and
 - ii. in such disciplines for which suitable facilities do not exist in the Institute.
- b) Study leave shall not be granted to any employee of the Institute having less than five years' service in the Institute or who has attained the age of 50 years. It shall not be admissible to the employees other than those on regular roles.
- c) The upper age limits may be relaxed on recommendation of the Director provided the employee can serve the institute for periods indicated in the bond, after their return from study leave.
- d) The teacher on study leave shall not take up, during the period of that leave, any regular/fixed-term contract/contractual in any other organization in India or abroad; they shall, however, be free to receive a scholarship, fellowship or bursary other than their regular employment;
- e) The study leave shall be granted by the Director.
- f) No separate allowance including TA/DA would be admissible to the employee for the period of the study leave.
- g) An employee granted study leave shall be entitled to keep the residential accommodation allotted to them in the campus for the period of absence on payment of usual rent.
- h) The faculty on study leave shall submit a yearly progress report to the Head of the Department/Concerned Dean. If the report does not reach after one-month of the completion of one-year tenure, the payment of leave salary may be deferred until the receipt of such report. A consolidated report should be submitted after return from leave.
- i) The employee on study leave will be entitled for full salary, including increments & DA increases.
- j) An employee of the Institute who avails study leave shall be required to execute a Bond, on the prescribed form, with two sureties to serve the Institute after their return from study leave for a period as indicated below:

Period of Study leave	Period for which bond is to be executed
One year or less	One year
More than one year	Equal to the period of study leave

- k) **Bond Value:** Bond so executed will be equal to twice the value of the salary plus allowances paid during the study leave period of absence. In case the employee is not paid salary during study leave the bond value will be the average of last three months' gross salary multiplied by the number of months of absence.
- l) If an employee fails to serve the Institute after their return from study leave for the full or part of the period mentioned above, they shall pay to the Institute liquidated damages equal to full pay & allowances for the unserved portion of the bond period plus interest thereon at the prevailing bank rate on fixed deposit for one year if the payment is not made promptly on demand.
- m) No employee having availed study leave once shall be entitled to this leave again before completing the Bond period.
- n) Not more than 20% of the staff in a department shall be granted study leave at a time subject to a maximum of two.
- o) Study leave will not be admissible for enhancing basic qualifications, including a PhD/PG degree. However, the regular employees can be granted one semester study leave (semester-off) on the recommendation of the concerned head. The heads of the units should satisfy themselves that the normal work of the unit does not suffer by the approval of such a leave.

Leave (Teaching Staff)

1. Academic Leave

Entitlement: Regular Teaching Staff. 10 days per year.

Director may grant up to the limit of 10 days in an academic year leave of absence from duty in connection with the following:

- a) To deliver academic lectures at a university or a college or any professional institutes.
- b) To attend meetings of UGC, DST, AICTE & other govt. bodies where the faculty member is invited.
- c) To inspect academic institutions attached to a University/Board
- d) To attend an academic conference, seminars, workshops or any other work of an academic or technical nature.

This leave needs to be substantiated with proper documents.

2. Sabbatical Leave

Purpose: The purpose of sabbatical leave is to promote professional improvement and intellectual growth of faculty to enhance the quality of education & research at TIET.

Entitlement: Regular Teaching Staff. Maximum 2 years during one's career.

Sabbatical leave may be granted for one or more of the following objectives, 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 and technical departments of the government to gain practical experience in their respective fields;
- d) to visit or work in a university, industry or government research laboratories in India or abroad.

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- e) Any other purposes for the academic development of the staff member, as approved by the Board.
A faculty can avail two years' sabbatical leave during their entire career. The period of sabbatical leave shall not exceed one year at a time including vacations, if any, but the Director may grant, in addition, any other leave up to a maximum of 120 days, which an employee might have earned during service of the Institute.

The grant of sabbatical leave shall be subject to the following conditions, namely:

- a) The sabbatical leave shall be granted to regular faculty only after completion of 7 years of service.
 - b) A faculty interested in proceeding on sabbatical leave would be required to intimate their intentions in writing to the concerned HOD at least one semester in advance.
 - c) The workload of the faculty will be distributed among remaining staff. However, in exceptional cases temporary substitutes may be employed.
 - d) While recommending sabbatical leave the HOD would be required to certify that alternative arrangements have been made for sharing of academic, research and project activities and other institutional duties and commitments of the faculty during their absence.
 - e) A faculty having a sponsored research project at TIET for more two years will only be allowed for sabbatical leave after completion of the project.
 - f) At the time of availing sabbatical leave, faculty should have at least 3-years of service before superannuation.
 - g) Sabbatical leave cannot begin or end in the middle of a semester.
 - h) The faculty would be required to specify the purpose of visit and the nature of work proposed, and how the sabbatical work would contribute to their professional development and hence, benefit the institute.
 - i) The sanctioning authority of the sabbatical leave shall be the Director, and the same will only be approved based on the institute's ability to manage teaching workload and other exigencies during the period of the absence of the faculty.
 - j) Not more than 1% of the faculty (rounded off to the next higher integer) may be on sabbatical leave at a time.
 - k) A member of the academic staff shall, during the period of sabbatical leave, be paid full salary and allowances as admissible under the rules of the Institute but they shall not be entitled to any travelling allowance or any extra allowance in India or abroad.
 - l) The employee on leave will be entitled for full salary, including increments & DA increases.
 - m) The period of leave shall also count as service for purposes of retirement benefits provided that the teacher rejoins the institute before the expiry of their leave.
 - n) A member of the academic staff shall not undertake, during the period of sabbatical leave, any regular/fixed-term contract/contractual under any other organization in India or abroad; they shall, however, be free to receive a scholarship, fellowship or bursary other than their regular employment, however prior permission should be taken before receiving such amounts.
 - o) A member of the academic staff availing sabbatical leave shall furnish a bond in the prescribed form to serve the institute for a minimum period of three years on return to duty.
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- p) If the faculty decides to not return to TIET at the end of the leave, they will have to pay back the entire salary paid to them during the period of absence. This will also include house rent and any other payments made towards children/spouse education (including subsidy, fee waiver).

3. Vacation and Leave Salary

- a) An employee of the Institute entitled to vacation shall be eligible for pay and allowances at full rates during the period of vacation.
- b) An employee who proceeds on earned leave is entitled to leave salary equal to the last drawn salary in the month preceding the commencement of the leave.
- c) An employee on half pay leave or leave not due, is entitled to leave salary equal to half the amount admissible under point 3 (b) above.
- d) An employee on commuted leave is entitled to leave salary equal to the amount admissible under point 3 (b) above.
- e) An employee on extra-ordinary leave is not entitled to any leave salary.

Leave (Non-Teaching Staff)

1. Compensatory Casual Leave

Entitlement: ATS-1 to ATS-5.

Minimum Duration: Half Day

Maximum Duration: Not more than 3 days of compensatory casual leave can be availed of at a time.

Compensatory Casual Leave will be given to employees in-lieu of having worked on Holidays/Saturday/Sunday. Compensatory Casual Leave can be availed of within 90 days of the day in-lieu of which it is claimed and will lapse after that. It can be suffixed and/or prefixed to Casual Leave and Special Casual Leave, Saturdays, Sundays and other holidays.

Above staff may be called on holidays only when it is very necessary with prior permission of the HOD.

Leave Encashment to Fixed-term/Contract Staff

1. Only three years' contract/fixed-term staff will be eligible for earned leave.
2. 15 days earned leave will be given to the staff in a year.
3. Minimum one-year service is required to avail leave.
4. At the end of three years' term, 50% of the balance leave shall be encashable.
5. If an employee leaves the institute before the completion of three years' term, no leave encashment shall be given to them

General Points (All Categories)

1. **Limit of total absence:** No employee shall be granted leave that will keep them continuously absent from duty for a period exceeding three years. An employee ceases to be in the service of the institute, if they are continuously absent from duty for a period exceeding three years.
2. **Application of leave:** The person applying for leave shall mention all contact details including address, mobile/phone number on the leave application form.
3. **Leaves taken on medical grounds:** Every application for leave on medical grounds, if it is more than three days, must be accompanied by a medical certificate from the institute's medical officer or from a registered medical practitioner having qualification not less than MBBS. Director, may, at his/her

discretion, secure a second medical opinion from the institute's medical officer or chief medical officer. The fee, if any, to be charged for second medical opinion shall be paid by the institute.

The mere submission of an application for leave does not mean that the leave has been sanctioned; the applicant should await orders of the competent authority or sanctioning authority and proceed on leave only after it has been duly sanctioned by the said authority. Except in the case of emergency an employee who absents from duty without proper permission of the competent authority is liable to have their absence from duty without leave.


4. **Rejoining work on return from leave on medical grounds:** Employee granted leave on medical grounds shall be required to produce a medical certificate of fitness before resuming duty.
5. Leave cannot be claimed as a matter of right. When the exigencies of the service so require, discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it.
6. The nature of leave due and applied for by an employee cannot be altered at the option of the sanctioning authority, so, while it is open to the sanctioning authority to refuse or cancel leave due and applied for under this rule it is not open to them to alter the nature of such leave.
7. Leave ordinarily begins from the date on which leave is actually availed of and ends on the day preceding the one on which duty is resumed.
8. Sundays and other holidays may be prefixed as well as suffixed to leave subject to any limit of absence on leave prescribed under each category of leave.
9. All kinds of leave, other than earned leave, shall automatically lapse on the date of actual retirement or resignation of an employee.
10. Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of all kinds of leave.
11. If an employee overstays leave, they shall forfeit all salary during the time of their remaining absence & if they overstay their leave for more than a fortnight their services are liable to be terminated

Acceptance of Employment during Leave

An employee on leave may not take any service or accept any employment (including the setting up of a private professional practice as consultant, accountant, coaching, teaching, tuition or legal practitioner, etc.) without obtaining the prior sanction of the appointing authority in writing

Forms

1. **Annexure - XXXXIV (Application form – Earned, Commuted & Half-Pay leave; EOL (without pay))**
2. **Annexure - XXXXV (Application form – Casual & Special Leave, Compensatory Off, Restricted Holiday)**
3. **Annexure – XXXXVI (Application form – Academic & Duty Leave)**
4. **Annexure – XXXXVII (Leave Encashment – Fixed term employee)**



Signature : _____
Name : Patrick Collins
Designation : Chief Human Resources Officer

Application Form: Leave –(EL)

Applied for Earned Commuted Half Pay EOL (Without Pay)

Name : _____ Designation : _____

Department/Section : _____ Purpose of Leave : _____

Phone / Mobile No. : _____

Dates of Leave Applied For

Period of Station Leave (If Required)

From : _____ To : _____

From : _____ To : _____

Address During Outstation Leave : _____

Details Regarding Arrangement for Classes (If Applicable) : _____

Date : _____

Signature of Applicant : _____

Recommended / Not Recommended

Recommended / Not Recommended

In Charge / Supervisor

Signature of HOD : _____

Recommendations of the Dean of Academic Affairs (Only for Faculty)

NOTE: Leave on Medical Grounds exceeding 3 days should be supported by Medical Certificate

Dean (Academic Affairs)

Official Use: Human Resources

Leave Admissible (No. of days)		
Earned Leave	Commuted Leave	Half Pay Leave

Recommended for approval as stated below:

No. of Days	Type of Leave	From	To
	Earned Leave		
	Commuted Leave		
	Half Pay Leave		
	EOL Without Pay Leave		

Office Remarks (If Any):

Sanctioned / Not Sanctioned

Dated

Verified by

CHRO

Sanctioning Authority

Application Form: Leave (CL)

Applied for Casual Special Compensatory Restricted Holiday

Name : _____ Designation : _____
Department/Section : _____ Purpose of Leave : _____
Phone / Mobile No. : _____

Dates of Leave Applied For Period of Station Leave (If Required)
From : _____ To : _____ From : _____ To : _____

Address During Outstation Leave : _____
Details Regarding Arrangement for Classes (If Applicable) : _____

Date : _____ Signature of Applicant : _____

For Official Use Only

Total leave admissible during the year : _____ Leave already taken during the year : _____
Leave applied for : _____ Balance Leave : _____
Office Remarks (If Any) : _____

Recommended / Not Recommended

Sanctioned / Not Sanctioned

Dated _____ Verified by _____ In Charge / Supervisor / HOD _____ Sanctioning Authority _____

NOTE: (a) Director is the competent authority to sanction the above types of leaves for Deans & Heads of Departments/Schools/Centers/Sections
(b) HOD is the competent authority to sanction the above types of leaves for remaining faculty/staff in their respective Departments/Schools/Centers/Sections

Application Form: Leave (Academic)

Applied for Academic Duty

Name : _____ Designation : _____

Department/Section : _____ Purpose of Leave : _____

Phone / Mobile No. : _____

Dates of Leave Applied For

Period of Station Leave (If Required)

From : _____ To : _____

From : _____ To : _____

Address During Outstation Leave : _____

Details Regarding Arrangement for Classes (If Applicable) : _____

Date : _____

Signature of Applicant : _____

For Official Use Only

Total leave admissible during the year : _____ Leave already taken during the year : _____

Leave applied for : _____ Balance Leave : _____

Office Remarks (If Any) : _____

Recommended / Not Recommended

Sanctioned / Not Sanctioned

Dated

Verified by

In Charge / Supervisor / HOD

Sanctioning Authority

NOTE: Director is the competent authority to sanction the above types of leaves

Leave Encashment (Fixed Term Employee)

Name : _____ Designation : _____
Department/ Section : _____ Date of Joining : _____
Date of Encashment : _____

Earned Details [Number(s)]

Maximum Accumulation : _____ Total Credit (Earned Leave) : _____
Leave Availed : _____ Entitlement for Leave Encashment : _____
Balance as on Date/Days : _____

For Pre Audit

_____	_____	_____	_____
Date	Initiated by	CHRO	AR(IAC)
		Recommended Not Recommended	Approved Not Approved
_____		_____	_____
Date		CHRO	DIRECTOR