

C.V. RAMAN POLYTECHNIC LEAVE RULE

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**Bidyanagar, Mahura, Janla
Bhubaneswar**

CVRP/ADMN/HR-4/2022

Date : 01/01/2022

This policy is referred to the Leave Policy and is a part of service rule of the Institution. It applies to all the employees (teaching & non-teaching) of the institution.

This shall be effective from 01st January 2022

General Rules of Leave

1. Leave cannot be claimed as a right.
2. Except in an emergency, leave must be applied for, through proper channel in the prescribed format attached as appendix, in advance.
3. Except where otherwise provided for, leave can be availed only after it has been sanctioned by the sanctioning authority.
4. Depending on the exigencies of work, the sanctioning/recommending authority may: -
 - (a) Refuse, postpone, revoke or curtail/leave of any description;
 - (b) Recall to duty any employee on leave shall rest with the sanctioning authority;
 - (c) Permit an employee, if he/she requests, to re-join duty before expiry of the sanctioned leave period.
5. An employee shall not take up or accept any employment/assignment of work in any other organisation with or without remuneration during the period of leave.
6. Except in the case of casual of leave up to two days, it is obligatory for every employee to furnish the leave sanctioning authority the leave addresses with telephone number if any, before proceeding on leave.
7. If an employee who is on leave seeks extension, thereof, he/she has to make an application in writing to the sanctioning authority giving reasons. Such application shall make sufficiently in advance so as to enable the office to process the application and communicate the decision to the employee before expiry of the sanctioned leave.
8. No leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.
9. Overstayal 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.
10. Employee applying for leave on medical grounds for more than two days should produce a medical certificate from a doctor of Government Hospital/PHC. Such medical certificate shall be accepted subject to approval by the Administrator. The

medical certificate issued by a private doctor may be subject to scrutiny by the Medical Officer of the Institution. In such event leave will be granted only if it is approved by the medical officer. The employee on leave on medical grounds for more than five days should produce a medical certificate of fitness while reporting for duty. An Employee not submitting himself for medical examination shall be liable for disciplinary action.

11. Except in the case of casual leave, Sundays and holidays falling during the intervening period of leave will be counted as days on leave.
12. Once availed, the leave cannot be converted into any other type of leave except in case of unforeseen reason.
13. For new employees leave shall be credited after completion of three months of service.
14. An application for leave should be submitted in the prescribed form to the recommending authority, who after putting his/her recommendation will forward the same to the sanctioning authority for final decision.

Types of Leave

15. Employees are entitled for the following types of leave: -
 - (a) Casual Leave (CL)
 - (b) Special Casual Leave (SCL)
 - (c) Earned Leave (EL)
 - (d) Medical Leave (ML)
 - (e) Summer Vacation Leave (SVL)
 - (f) Maternity Leave (MTL)
 - (g) Paternity Leave (PTL)
 - (h) Study Leave (SL)
 - (i) Compensatory Off (CO)
 - (j) Official Duty Leave (OD)

Casual Leave

16. An employee shall be entitled to 10 days casual leave during a calendar year. Employees appointed during the course of the year shall be entitled to casual leave on pro rata basis.
17. Casual leave shall not be combined with any other type of leave.
18. Casual leave may be taken up to maximum of two working days at a stretch. Intervening Sundays will not be counted towards casual leave, provided the employee has worked 5 days in that week.
19. Casual leave shall not be carried forward. Casual leave not availed by the employee during the calendar year will lapse at the end of the year.

Special Casual Leave

20. Special Casual Leave: Special Casual Leave may be granted to teaching and Non-Teaching employees for following: -

- (a) To attend professional Conferences/Seminars on behalf of the Institution, with the permission of the Administrator ;
- (b) To conduct examination of a Institution/Public Service Commission/Board of Examination or other similar bodies/institutions;
- (c) To deliver lectures in Institutions at the invitation of such institutions, received by the Institution and accepted by the Administrator ;
- (d) Performing any other duty the Institution and approved by HOD and sanctioned by Administrator of the Institution.

The above leave may be allowed subject to satisfaction of conditions and norms laid down by the Administrator.

21. Special Casual leave shall not be combined with any other form of leave.

22. Special Casual leave shall be availed subject to prior submission of relevant documents and special sanction from the Administrator.

23. While applying for Special Casual leave the applicant shall furnish the invitation letter/examination Admit Card and on return, the to & fro journey ticket (via shortest route) and conference report.

24. Journey period will form part of Special casual leave. The number of days of Special Casual leave including journey period will be approved by Administrator before the faculty member proceeds on Special Casual leave.

25. Failing to submit the necessary documents on return, as mentioned above, within 03 days of return the leave including journey period shall be converted to LOP.

26. Special Casual leave for conferences shall ordinarily be sanctioned for faculty members presenting papers during the conference.

27. Faculty Members invited for guest lecturers shall take due approval from Administrator for availing Special Casual leave.

Earned Leave

28. Earned Leave entitlement per calendar year shall be as under:

- (a) 24 Days in case of Non-Teaching Staff.
- (b) 18 Days in case of teaching faculty (only academics).

29. Entitlement of Earned leave shall be calculated on monthly basis. However, it will be credited at the end of the calendar year. 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 retirement/relieving. The additional leave availed will be treated as leave on Loss of Pay and financial deduction carried out accordingly from the balance pay due to the employee.
30. Employees on probation are not entitled to Earned Leave, if the probationer is confirmed in the post.
31. Earned Leave must be applied for a continuous period and not in broken periods/piecemeal. Multiple applications shall not be entertained.
32. Application should be made to the appropriate authority through proper channel at least three days in advance for a minimum period of three days earned leave and seven days in advance if it is more than three days. No earned leave shall be granted for less than three days.
33. Earned leave shall be allowed maximum three times in a calendar year.
34. Earned Leave may be accumulated to the credit of the employee up to maximum of 60 days.
35. Encashment of earned leave shall be allowed to the permanent employees (from the date of permanent) who have completed minimum 10 years of services with the Institution and at the time of superannuation. However, in case of death of an employee during the period of service the accumulated leave may be allowed to be encashed by the employee's spouse or in absence of the spouse to the legal heirs after verification of proper documents.
36. The employee whose services are terminated/discharged on disciplinary ground shall not be entitled for encashment of earned leave.
37. The Encashment of Earned Leave will be calculated on Basic and AGP of the employee.

Medical Leave

38. An employee shall be entitled to 10 days medical leave during a calendar year. Employees appointed during the course of the year shall be entitled to casual leave on pro rata basis.
39. Employee applying for leave on medical grounds for more than two days should produce a medical certificate from a doctor of Government Hospital/PHC. Such medical certificate shall be accepted subject to approval by the Administrator. The

medical certificate issued by a private doctor may be subject to scrutiny by the Medical Officer of the Institution. In such event leave will be granted only if it is approved by the medical officer. The employee on leave on medical grounds for more than five days should produce a medical certificate of fitness while reporting for duty. An Employee not submitting himself for medical examination shall be liable for disciplinary action.

Summer Vacation Leave

40. Summer Vacation Leave is admissible only to teaching faculty as under:
 - (a) Teaching Faculty (only academic) - 20 days/year
41. Summer vacation leave shall be availed by the entitled Teaching faculty only after the end of even semester. The exact dates of vacation period will be announced by the Administrator of the Institution in advance.
42. Faculty members would be required to avail the summer vacation Leave during the declared vacation. Those who are detained during vacation will get earned leave to the extent in the ratio of 3:1 of the vacation denied. In other words faculty will get one day EL for each three working days during vacation.
43. Vacation leave shall be granted by the Administrator of the Institution in a manner to ensure that in general 50% of the staff shall remain present in the department in a particular day throughout the vacation period.
44. Vacation leave will be permitted only if a faculty has put in a total of 12 months overall physical services.
45. Vacation leave cannot be combined with EL.

Maternity Leave

46. Maternity Leave is admissible only to women employees employed directly under the Institution. A woman employee shall be entitled to maternity benefits as per the provisions of the Maternity Benefit Act 1961. provided she has actually worked for a period of not less than 80 days in the twelve months, immediately preceding the date of her expected delivery.
47. Maternity benefit is granted up to two surviving children. Entitlement is based on number of surviving 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 surviving child from the first delivery shall be eligible for the maternity leave even if she gives birth to twins in the second delivery.

48. The maximum period of entitlement for maternity leave shall be as per the above Act of pregnancy.
49. In case of a miscarriage or medical termination of pregnancy before seven months, a woman employee, on production of satisfactory certificate from a registered medical practitioner, shall be entitled to six week 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 miscarriage punishable under the Indian Penal Code does not come under this clause.
50. Intimation to the HOD and the Administrator of the Institution must be made at least one month before availing maternity leave along with the Medical certificate mentioning the expected date of delivery.
51. Maternity leave may be combined with leave of any other kind except casual leave, if it is supported by a medical certificate.

Paternity Leave

52. Paternity leave is entitled to married male employees for a maximum period of 07 days and can be availed within 15 days after child birth, provided the limit is up to two surviving children. If the employee not availed the leave within the specified period such leave shall be treated as lapsed.
53. Paternity leave cannot be combined with any other form of leave.

Study Leave

54. Study Leave up to a maximum limit of 24 months may be granted to permanent faculty members with five years of service in the Institution who are deputed for higher studies, research or training. The higher studies, research or training involved should be such that the knowledge gained by the faculty member is useful to the Institution. The Administrator may relax the condition of five years of service on recommendation of the Chairman where it is in the interest of the Institution to send faculty members for higher studies for meeting regular requirements.
55. The Administrator, on recommendation of the Chairman may allow additional one year of Study Leave (total three years) where the faculty member has been sponsored for PhD in organisations of repute.
56. The faculty shall execute a notarized SURETY BOND with undertaking to serve the Institution for a period equivalent to the duration of study leave after completion of PhD.

57. The faculty shall deposit three post-dated cheques/indemnity bond, equivalent to existing Basic Pay + AGP for the period of study leave availed, which shall be returned to him/her after serving for the above stipulated period.

Nota Bene

58. Study Leave can be combined with any other type of leave (Other than CL) for which the faculty members are eligible.

59. Faculty members should apply through the Administrator of the Institution for such Study Leave.

60. 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.

61. 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.

62. Faculty members who are sponsored for higher studies/training shall be eligible to draw their fixed salary that would have accrued to them had they not proceeded on study leave, of which, 50% would be paid monthly and 50% retained to be paid later in three instalments on re-joining duty after Study Leave, subject to the condition that they execute a bond in the form prescribed, undertaking to serve the Institution for a continuous period equivalent to the duration of study leave, which is to be calculated from the date of their resuming duty after expiry of the study leave. The bond amount would be equivalent to the total amount received by the employee during the study leave with 10% interest. He/she shall submit Bank Guarantee/Security as may be found acceptable to the authority for reimbursement of salary drawn during the period of leave i.e. the amount paid to the employee for the period of leave. Those who do not serve institute to the required bond period will be required to pay back to the Institution bond amount on pro rata basis for the remaining period of the service bond.

63. Faculty members who are not sponsored and who want to go for higher studies/training on their own may be granted study leave without pay and without financial commitment to the Institution. The application for such leave should be sent in time and before the commencement of the academic year. The period of study leave shall be treated as “break in service” if he/she re-join the Institution.

64. Study Leave granted to the faculty members shall be deemed to be cancelled in case it is not availed of within three months of its sanction.

65. Temporary/Probationary faculty members shall not be eligible for study leave.

Compensatory Leave

66. Compensatory leave shall be allowed to non-teaching staff such as Lab Asst., Office Asst., Accountant, Driver, Maintenance staff of the Institution when duty is performed on instruction of reporting authority on Sundays or Institution holidays for full duty hours. For this a record of duty performed shall be kept by the reporting authority.

67. Working merely for an extra hour or two on a working day, or working on Sunday/holiday to clear own back log of work will not entitle an individual to compensatory leave.

68. Employees are required to submit the application for Compensatory leave through the reporting authority for approval by the Administrator.

69. Compensatory Leave shall not be credited for more than two days per month.

70. Compensatory Leave shall be availed within 30 days, against the date the duty was performed on a non-working day.

71. Compensatory Leave shall not be combined with any other form of leave, weekly off and declared holidays.

Official Duty Application

72. Official Duty Application is to facilitate an employee to mark his/her attendance if he/she goes out of the campus for official work

73. Employees are required to mention the reasons of On Duty Application at the time of submission of the application to the Administrator, duly recommended by the HOD/Reporting Authority.

Leave on Loss of Pay (LOP)

74. Employees may be granted leave on loss of pay if they are not entitled to any leave or have otherwise exhausted their available leave.

75. The maximum leave on LOP that can be granted in a calendar year, to a probationer shall be 15 days and to an employee in confirmed service, shall be 10 days, on genuine grounds.

76. Leave on loss of pay shall be excluded for the computation of service of the employee. Mere submission of application of leave or applying for its extension will not be deemed that leave has been sanctioned.

Leave Rules for Contract Employees/Junior Research Fellows

77. Employees appointed on contract shall ordinarily be eligible for 10 days' casual leave which cannot be carried forward to the subsequent year unless specifically mentioned to the contrary in their Appointment Order, in which case they shall be eligible to the leave as stated in the Appointment Order. On extension of contract these employees will be eligible for the same leaves as of first year.

Miscellaneous

78. Employees who proceed on leave must provide in the leave application their contact address including mobile numbers (at least two contact numbers) and email address.
79. Leave granted in accordance with these rules, other than leave on loss of pay, is treated as if the employees had been on duty during such leave period and it is included for the purpose of determining the period of service of the employee.
80. In case of absence of duty without leave or permission or where an employee fails to discharge his/her duties, the principles of "No work No pay" shall apply and disciplinary action as deemed fit shall be taken including "break in service".
81. Normally, extension of leave is not permitted except in case of emergency. Request for such extension should be made to the Administrator before the expiry of leave originally sanctioned, which may or may not be granted depending upon the exigency of work.
82. Leave other than Medical Leave, if due, will not be granted to a charge sheeted employee or an employee under suspension pending enquiry.
83. The HR office of the Institution 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.

Supersession

84. All previous orders on the subject stand superseded by these rules.

Sd/-
Administrator
C.V. Raman Polytechnic, Bhubaneswar

C.V. RAMAN POLYTECHNIC, ODISHA
BIDYANAGAR, MAHURA, JANLA, KHORDHA, BHUBANESWAR
LEAVE APPLICATION
CL/SCL/EL/SVL/ML/PL/SL/CO/OD

Name			
Emp. Code No.			
Designation			
Department			
Leave application		To	
No. of days		Excluding days being Sunday/holidays/Journey period	
Available leave Application			
Reason			
Leave address			
Arrangement for performance of duties including Academics /Assignments details and name of the staff whom duties being handed over.			
Date	Signature of the staff		
Recommendation of Head of the Department			

FOR OFFICE USE ONLY
CL/SCL/EL/SVL/ML/PL/SL/CO/OD

Order: Granted/Not Granted

Sanction Date	Sanctioning Authority
HR/HR Administration Remarks	

Note: This form should invariably be sent through the Head of the Department.