

RKGIT (PHARMACY) LEAVE RULES

(Effective From 01-07-2016)

Prasad

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MODEL LEAVE RULES

1. SHORT TITLE :

These Leave Rules shall be called the RKGIT Leave Rules.

2. DEFINITIONS :

In these rules, unless the context otherwise requires "Institute Means"
Raj Kumar Goel Institute of Technology, Ghaziabad

"UNIVERSITY" means Dr, A.P.J. Abdul Kalam Technical University, Lucknow."

"VICE-CHANCELLOR" means Vice-Chancellor of the University

"STATE GOVERNMENT" means the State Government of U.P.

"MANAGEMENT BOARD" means Governing Board/Council of the RKGIT (PHARMACY).

"CHAIRMAN/VICE-CHAIRMAN" means Chairman/Vice-Chairman of Management Board

"PRINCIPAL" means the Principal of RKGIT (PHARMACY).

"HEAD OF DEPARTMENT" means Head of Academic Department of RKGIT (PHARMACY)

"SECTION IN-CHARGE" means an Officer In-charge of the section duly nominated by the Chairman/ Director.

"EMPLOYEE" means a person serving in RKGIT (PHARMACY) whether regular or temporary or contract and drawing salary in a month.

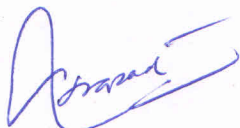
"FACULTY MEMBER TEACHER" means an employee who is appointed for teaching students of RKGIT.

"TEACHING SUPPORTING STAFF" an employee serving in a laboratory and assists faculty members for functioning of laboratory

"COMPETENT AUTHORITY" Principal will be the Competent Authority for all employees of RKGIT (PHARMACY). However, Principal on his discretion may delegate sanctioning power to any officer of RKGIT (PHARMACY) for a particular group of employees. In case of Principal, the Competent Authority will be the Chairman /Vice-Chairman of the Management Board

"FORWARDING AUTHORITY" Head of Department/ Section In-charge will be the forwarding authority for employee of his/her Department/ Section respectively. If Head of Department/ Section In-Charge is not existing, the Senior most faculty member/ coordinator will be the forwarding authority present on that day.

"LEAVE" means an authorized absence from the duty.



“LEAVE YEAR” means the academic year of RKGIT (PHARMACY) commencing from 1st July of present year to 30th June of the successive year.

“CALENDAR YEAR” means a year from 1st January to 31st December.

“MONTH” means a calendar month of the year.

3. GENERAL :

- 3.1. Leave cannot be claimed as a matter of right. It may be sanctioned, refused, curtailed, revoked or postponed according to exigencies of the work.
- 3.2. An employee shall be required to observe scheduled hours of work, during which he/she is supposed to be present at the place of his/her duty.
- 3.3. Except for valid reasons and for unforeseen contingencies, no employee shall be absent from duty without prior permission. In such cases, intimation for absence along with reasons shall be communicated to Competent Authority at the earliest opportunity.
- 3.4. As far as practicable “Link Person Pairs” shall be identified in each unit of work and care will be taken by the Link Pair Employees not to be absent simultaneously. The Head of Department/Section In-charge shall ensure that the Link Pair Employees are not on leave at a time so that the work should not suffer adversely.
- 3.5. No employee shall leave station without prior permission of the Competent Authority even during leave or vacation.
- 3.6. No encashment of any kind(s) of leave is admissible

4. KINDS OF LEAVES ADMISSIBLE TO EMPLOYEES:

The following kinds of leaves shall be admissible to an employee:

- (i) Casual Leave
- (ii) Compensatory Leave
- (iii) Short Leave and half day leave
- (iv) Leave Without Pay
- (v) Duty Leave
- (vi) Earned Leave
- (vii) Medical Leave
- (viii) Maternity Leave
- (ix) Study Leave
- (x) Extra Ordinary Leave
- (xi) Special Disability Leave
- (xii) Vacation (Only for Teaching faculty members).

5. CASUAL LEAVE :

- 5.1. All employees will be eligible for availing 14 days Casual Leave in an academic year.
- 5.2. Casual Leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays.



5.3. Holidays or Sundays falling within the period of Casual Leave shall not be counted as casual leave.

5.4. Casual Leave will lapse after expiry of the academic year.

6. COMPENSATORY LEAVE :

6.1. An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day assignment Compensatory Leave may be granted at the discretion of the Competent Authority. The Compensatory Leave should preferably be availed within two months. If extra remuneration is paid for such duties then no Compensatory Leave will be allowed.

8. HALF DAY LEAVE:

8.1. During the scheduled hours of work an employee must be present at the place of his/ her duty. Coming late or leaving early will be considered an act of indiscipline. For unavoidable circumstances, Half Day leave is permissible. One Casual Leave will be deducted from Casual Leave Account for 2 Half Day Leaves.

8.2. Casual Leave

The Competent Authority shall maintain record of Casual Leaves of their employees and shall be made freely available to employees as and when they want to check their leave record .

9. LEAVE WITHOUT PAY :

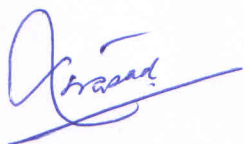
9.1. If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent Authority shall be treated as Leave Without Pay.

9.2. If the Competent Authority finds that the employee has absented intentionally to avoid duty assigned to him or he/she is in the habit of abstaining himself without due sanction of leave, then, such act shall invite disciplinary action as deemed fit.

10. DUTY LEAVE :

10.1. Duty Leave may be granted for:-

- i. Attending conference/ seminar and workshop.
- ii. Delivering lectures at other colleges or universities on invitation.
- iii. Attending meeting at the University.
- iv. Conducting any examination work or any other duty assigned by the University.
- v. Conducting Examination of M. Pharm./ Ph.D. dissertation of other universities/ institutions.
- vi. Taking M.Pharm (Modular) classes of the University at other college.
- vii. Official work assigned by the Chairman/ Principal in the interest of RKGIT (PHARMACY).



- 10.2. The duration of leave will be such as may be considered necessary by the Competent Authority on each occasion. However, Duty Leave up to a maximum period of 15 working days on full pay will normally be admissible in a semester.
- 10.3. Duty Leave can only be availed with prior approval of the Principal.
- 10.4. Duty Leave will be granted subject to the condition that the academic programme of the Institute is not adversely affected by the absence of the concerned person. The Forwarding Authority shall ensure alternative arrangement made before forwarding the application for the duty leave.

11. EARNED LEAVE :

- 11.1. 10 Days Earned Leave will be provided to the teaching members of the Institute in addition to 24 Saturdays as full offs and 28 Saturdays as half offs in an academic year. 5 days EL will be credited on 1st of July and the remaining 5 days on 1st of January of the academic year.

For the non-teaching members of the institute, in addition to the earned leave in the form of holidays on all the Saturdays as stipulated above i.e 24 Saturdays as full offs and 28 Saturdays as half offs. 12 days EL (6 days Per Semester) will be admissible. 6 days EL will be credited on 1st of July and the remaining 6 days on 1st of January of the academic year.

Earned Leave may be accumulated upto 30 days by the both the teaching and non-teaching employees. The leaves credited more than 30 days on the due dates will automatically lapse.

- 11.2. Earned Leave cannot be availed before 6 (six) month of service.
- 11.3. The maximum period of Earned Leave that can be granted to an employee at a time shall be 5 days. It can be extended upto 15 days under special circumstances with the approval of director.
- 11.4. An employee, who wishes to avail Earned Leave, will have to apply 10 days in advance and will proceed on leave only after it has been sanctioned. Outstation address and contact numbers must be provided in the application. The employee is required to hand over charge to another employee nominated by the Head of the Department/Section In-charge.
- 11.5. Earned leave cannot be clubbed with casual leave. However, in special circumstances, it can be availed with Medical Leave, Maternity Leave or Study Leave. Sunday and holidays falling before and after the Earned Leave shall be granted as prefix and suffix holidays.

12. MEDICAL LEAVE :

- 12.1. An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave usually will not be permissible. However the Competent Authority will examine seriousness of incidence and his/her decision will be final.
- 12.2. 7 days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital.



- 12.3. The employee will be required to submit his/her fitness certificate at the time he/she resumes his/her duty.
- 12.4. Sundays, holidays and off days falling before and after the leave shall not be counted as a part of the Medical Leave.

13. MATERNITY LEAVE :

- 13.1. A female employee shall be eligible for 3 months Maternity Leave with full pay in case of delivery on production of certificate from a hospital or registered medical practitioner.
- 13.2. Maternity Leave shall be admissible for only two occasions in total service period.
- 13.3. Maternity Leave facility will be admissible to only those female employees who have completed three years of service in the institute.
- 13.4. A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- 13.5. A female employee will also have to sign a bond certificate to serve the institute for at least two years after availing such leave.
- 13.6. One and half month pay will be paid on resuming her duty and one and half month pay after two years from the date of resuming duty.

14. STUDY LEAVE

- 14.1. A faculty member shall be eligible for Study Leave for :-
- Pursuing regular Ph.D. programme
 - Pursuing regular PG programme
 - Pursuing part-time Ph.D. Programme needing leaves to credit pre-Ph.D. courses and to discuss with supervisor or to perform experimentation or other related work for short-time as and when needed.
 - pursuing part-time PG Programme needing leaves to attend classes on working days and also to discuss with Supervisor regarding dissertation work.
- 14.2. Study Leave shall be admissible to a faculty member on completion of three years of service for regular Ph.D. Programme and two years for regular PG programme.
- 14.3. Study Leave for two years can be granted for regular Ph.D. programme and one year for regular PG programme
- 14.4. Full pay Study Leave will be admissible for a faculty member for pursuing part -time Ph.D. Programme up to the extent of 180 days
- 14.5. Full pay Study Leave will be admissible for a faculty member for pursuing part-time PG programme up to the extent of 90 days.
- 14.6. A faculty member shall have to sign a bond on a Rs 100 non-judicial stamp paper to serve the Institute for at least three years to avail Study Leave for regular/part-time Ph.D. programme and two years for regular/part-time PG programme after availing the Study Leave.
- 14.7. A faculty member will be required to send application for admission to higher study through duly recommended by the Head of Department and forwarded by the Principal to the University/College where he/she wants to be applicant. On receiving acceptance, he/she will be required to submit application for Study Leave along with relevant documents of admission/sponsorship undertaking on the bond-paper.
- 14.8. Study Leave shall be counted as the duty leave for the purpose of annual increment, promotion and other benefits.



15. EXTRA-ORDINARY LEAVE :

- 15.1. Extra-ordinary Leave will be granted to an employee under exceptional circumstances.
- 15.2. When no other leave is admissible.
- 15.3. When other leave is admissible but the employee concerned applies in writing for the grant of Extra-ordinary Leave, due to prolonged sickness , for attending legal matters or for personal affairs.
- 15.4. Leave needed for higher study
- 15.5. Extra-ordinary Leave initially may be sanctioned up to one year and may be further extended for two years.
- 15.6. Extra-ordinary Leave will be admissible without pay. The annual increment or promotion will be delayed equivalent to duration of Extra-ordinary Leave.

16. SPECIAL DISABILITY LEAVE :

- 16.1. Special Disability Leave may be granted to an employee under special circumstances when there is no leave due and the disability is such that it is not reasonably possible for the employee to attend his/her duty.
- 16.2. Special Disability Leave can be granted up to a maximum of 180 days with or without pay as the Management Board decides.

17. VACATION :

- 17.1. A teaching faculty member will be entitled for a Vacation of 7 days summer or winter vacation in an academic year.
- 17.2. Employees, other than teaching faculty members are not eligible for Vacation.
- 17.3. A minimum of six month service will be needed in the Institute to avail summer or winter Vacation.
- 17.4. Availing Vacation is not a right of a faculty member. Head of the Department can recommend detention of any faculty member. The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of Institute.
- 17.5. All faculty members in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members in batches such that during Vacation adequate faculty members will always be available for Institute/Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.
- 17.6. Faculty members shall be paid full pay for their Vacation period.

