



# ORIENTAL UNIVERSITY, INDORE

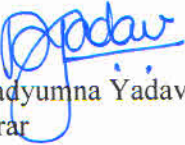
Established under M.P. Niji Vishwavidyalaya (Sthapna Avam Sanchalan), Adhiniyam 2007

February 28, 2022

## OFFICE ORDER

All staff of the University is hereby informed that the New Leave Policy (Rules and Regulations relating to leaves for University Employees) will be implemented with effect from March 01, 2022. A copy of the policy is enclosed herewith for your ready reference.

This has the approval of competent authority.

  
Dr. Pradyumna Yadav  
Registrar

**REGISTRAR**  
**ORIENTAL UNIVERSITY**  
**INDORE**

Copy in favor of information:

- P S to Hon'ble Chancellor / Pro - Chancellor
- P S to Hon'ble Vice Chancellor / Pro Vice-Chancellor
- All Deans / HODs / In-charges / Advisor (Hostels)
- CFAO /Hostel Warden(s)/ ERP Cell/ IT-Cell

# **ORIENTAL UNIVERSITY, INDORE**

## **Rules and Regulations relating to leaves for University Employees**

The timings of the University [9:00 AM to 04:00 PM]

1. Faculty members including HoDs, Deans, Pro VC, VC: III and IV Saturday off
2. All others: III Saturday off

### **1. Applicability:**

- This leave policy shall be applicable from March 01, 2022 onwards.
- This policy shall apply to all staff members of the University unless separately specified.
- It shall not be applicable to employees appointed on part time, contract and daily basis. This policy shall supersede all existing leave policies issued.

### **2. Definitions:**

- **Leave:** Leave is a provision to stay away from work, for genuine reasons, with prior approval of the competent authorities.
- **Holiday:** It is a provision to stay away from work without prior approval of competent authority, unless specifically called through an office order.
- **Resident Employees (RE):** These employees are to stay in campus. They are on duty as per duty schedule, but shall be available for 24 hours.
- **Shift Staff (SS):** These employees are deputed for 12 hours duty in two shifts (Day & Night).
- **Operational Staff:** The staff which is to be deputed for repair, maintenance and other emergency services.

### **3. Classification of employees**

The University employees will be categorized in three categories as under:

- Teaching Staff
- Non-Teaching Staff

The post wise detail is given in Annexure- I

### **4. Right of Leave:**

- Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.
- Leave should always be applied for and got sanctioned before it is taken except, in case of emergency and for satisfactory reasons.
- The leave year shall run from July 01 to June 30 (as per academic year).
- In case a Staff is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

### **5. Earning of Leave:**

Except as otherwise provided in these Rules, leave shall be earned by periods spent on duty only.

**6. Commencement and Termination of Leave:**

- Leave ordinarily begins from the day on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
- Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

**7. Return to duty on Expiry of Leave:**

- Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

**8. Approving Authority for leave:** As per Annexure II

**9. Casual Leave:**

- A whole time regular staff of the University shall be eligible for 12 days casual leave per year.
- Casual leave cannot be carried over to the next year.
- Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate.
- An employee on casual leave is not treated as absent from duty and his pay is not intermitted.
- Public Holidays and Sundays falling in between the Casual Leave shall be counted as Part of Casual Leave.
- Maximum 3 Casual Leaves can be taken in a month.
- CL availed for half the duty hours shall be treated as half day Casual Leave; may be used for early going / late coming.

**10. Academic Leave: (only for Teaching staff)**

Academic leave, not exceeding ten days in an academic year, may be granted to a teacher for the following purposes.

- To conduct examination of a university/Public Service Commission/Board of examination or other similar bodies/Institution; and
- To inspect academic institutions attached to statutory board, etc.
- Attending conferences, congresses, symposia and seminars, delivering lectures etc.

**Note:**

In computing the ten day's leave admissible, the day of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

**11. On Duty:**

Any employee who is not present in the University due to official work (of the University) will be treated as On Duty.

**12. Medical Leave (ML):**

- An employee working appointed/working on regular basis is entitled to 06 medical leaves in a year.
- ML cannot be taken as half day.
- ML not availed in the Calendar Year shall not be carry forwarded in the next Calendar Year.
- ML availed for more than 3 continuous days will be granted by the approving authority, if it is supported by a Medical Certificate from a competent Medical Authority duly countersigned by the

Medical Officer of the University/Institutions at the time of joining after availing ML.

- To avail ML upto 03 days medical certificate is not required but this is possible only if Casual leave balance is Zero.
- An employee who has availed medical leave for more than 03 days at a stretch will be required to submit supporting documents at the time of resuming duties.
- Submission of factitious medical certificate as supporting document shall lead to disciplinary action against the employee.
- Misusing of medical leave will lead to strict disciplinary action on the employee.

### **13. Earned Leave:**

- 10 earned leave will be provided to all non-teaching staff in an academic year (July-June).
- Non-Teaching staff shall be eligible for Earned Leave only after completion of their probation period of one year.
- Maximum 5 Earned Leave at a stretch.
- No reimbursement shall be provided for balanced Earned Leave.
- Unused Earn leaves will be forfeited.

### **14. Compensatory Off:**

- An employee who is called on holiday for official work and worked full time will be provided one day Compensatory Off.
- Two half day working on holidays will also be entitled for one Compensatory Off.

### **15. Study Leave / sabbatical:**

- Study Leave may be granted to Permanent whole-time teachers with not less than Five years continuous service, to pursue a special line of study or research directly related to the various aspects of University Organization and methods of education giving full plan of work. The existing staff will have to bear the burden of the teacher who may be allowed for such leave.
- A teacher availing of Study Leave shall undertake that he shall serve the University continuously for double the period of Study Leave.

### **16. Vacation Leave (VL):**

- Twenty days vacation per academic year shall be permissible only to Regular Teaching Staff during Non Teaching Period (Semester break).

### **17. Optional leave:**

- Regular employees will be entitled for two days optional leave in an academic year from the list of optional leave / birthday / marriage anniversary.

### **18. Leave Without Pay:**

- One day salary shall be deducted for one day LWP, if approved by competent authority.
- Two days salary shall be deducted for one day LWP, if availed without verbal or written or online approval of approving authority.

**19. Effect of Leave on Service Record:**

- Any period away from place of work without any approved leave shall be treated as absent from duty.
- Experience certificate offered at the time of exit shall include the period of approved leave towards the number of months/years of experience only in those cases where staff member on resuming the duties after leave serve for the equivalent period of availed leave. In case the staff member is unable to serve for equivalent duration after availing leave, then the experience letter offered shall include period up to the date of proceeding for leave.
- Only entitled leave can be availed during the notice period of exit from the services, however because of some genuine reasons leave over and above the entitlement can be availed. All such leaves shall be treated as equivalent to two days without pay leave.
- In case of any disputes, interpretation or any other matter concerning the Leave Policy, the decision of the VC shall be final and binding on all concerned.

**20.** The employees who are appointed/working on regular basis in the Maintenance Wing of the University/Institutions i.e. those who are working under the Chief Estate Officer and Officer In-charges Security & Transport shall also be entitled for Medical Leave, Earned Leave & compensatory leave or any other kind of leave at par with other Non-teaching staff. However, they will avail the said leave on rotation basis as per written adjustment to be made by the recommending/approving authority. The recommending authority / ERP shall keep written record of the leave granted to the employees working under him/them.

**21.** Proper Leave Record File and Leave Account Register of all the categories of employees of University/Institutions shall be maintained by the Asst. Registrar(Estt.)/ERP.

**22.** Staff appointed on specific contractual terms and conditions shall be given leaves as per the terms of the contract. The rules relating to accumulation of leave and encashment shall be as per clauses stated in the previous paragraphs.

**23.** Any clause in this policy can be deleted, added and amended with the permission of Board of Management.

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