

**MANAV RACHNA INTERNATIONAL INSTITUTE OF RESEARCH & STUDIES
(DEEMED TO BE UNIVERSITY), FARIDABAD**

1. Scope

These regulations shall apply to all University employees other than the following:

- a) Persons on deputations from any State Govt., the Govt. of India or Statutory Board or Corporation, who will be governed by term and conditions of deputation.
- b) Employees appointed on contract (They will be granted leave in accordance with the terms of contract).
- c) Part-time employees.
- d) Employees appointed on work-charge basis.
- e) Casual workers.
- f) Any class of employees or any individual employee in connection with the affairs of the University who may be specifically exempted from the application of these regulations.

2. Definitions:

- i) A “completed year of service” means continuous service of the specified duration under the University and includes period spent on duty as well as leave including extra – ordinary leave unless otherwise provided.
- ii) “Competent Authority” means the authority empowered by the Board of Management to grant leave.
- iii) “Earned Leave” means leave earned on the basis of actual service rendered during vacations.
- iv) “Month” means a calendar month.
- v) “Leave Salary” means the monthly amount paid by the University to an employee who is on leave.
- vi) “Family” means a University employee’s wife or husband, as the case may be, legitimate children and step-children residing with and wholly dependent upon him/her. It includes, in addition, parents, sisters and minor brothers if residing with and wholly dependent upon him/her. Not more than one wife is included in a family for the purpose of this rule.

Note: The term “Family” however does not include an adopted mother, step mother and such other adventitious dependents. The term “legitimate children” includes children adopted under the Hindu law.

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- vii) "Holiday" means a holiday prescribed or notified as such by the competent authority. The term does not include "local holidays" which may be granted at the discretion of the Vice Chancellor.
- viii) "Competent Medical Authority" means the Medical Officer of the Manav Rachna University, Faridabad or a Government doctor of a gazette rank or such other authority as may be approved by the Vice Chancellor on the merits of each case. Provided that in the case of employees belonging to rural areas, where there is no Government / Municipal Dispensary or MBBS doctor, certificate from a Registered Medical Practitioner shall be accepted.
- ix) "Pay" means the monthly pay drawn on the day before the leave commences.

3. Right of Leave:

- a) 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 competent authority .
- b) When an employee is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory in all cases. The period from the date on which he/she joins his/her post may be treated as on duty but he/she will draw leave salary only after he/she joins his/her post. Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.

Unless otherwise specified in these rules and except in the case of casual or medical leave all applications for leave should be made at least 07 days before the date from which leave is applied for.

4. Leave shall not be granted to an employee:

- a) who is dismissed, removed or compulsorily retired from the University service by a competent authority;
- b) who is under suspension.

5. Commencement and Termination of Leave:

- a) Leave begins from the date on which it is actually availed of and ends on the day preceding on which duty is resumed.
- b) Sundays, or other holidays (except vacations) may be prefixed as well as suffixed to leave.

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Note: Teachers are normally expected to be present on the first and last working days of each term; in special circumstances any kind of leave except casual leave may be prefixed as well suffixed to vacation/break/recess with the permission of the Vice Chancellor.

6. Return to duty on expiry of leave:

- a) Except with 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/her.
- b) No University employee who has been granted leave on medical certificate will be allowed to return to duty without his first producing a medical certificate of fitness in such a manner and from such persons as may be prescribed. The authority competent to grant leave may at its discretion waive off the production of medical certificate in case of an application for leave for a period not exceeding 03 days at a time on medical ground. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical ground.

7. Absence from duty.

- a) An employee who remains absent after expiry of his/her leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority.
- b) Willful absence from duty for more than a week may involve forfeiture of appointment. [The employee may not be allowed to resume the duties while the case to declare his office as vacant is under process without prior permission of the Vice Chancellor].
- c) When an employee does not resume duty, after remaining on leave for a continuous period of one year, he/she shall be deemed to have resigned and shall accordingly cease to be in the University service.

8. Conversion of one kind leave into another kind:

- a) At the request of an employee the sanctioning authority may convert any kind of leave including extra-ordinary leave retrospectively into a leave of different kind

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which was due and admissible to him/her at the time leave was granted, but he/she cannot claim such conversion as a matter of right.

- b) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and any amount paid to him/her in excess shall be recovered and any arrears due to him/her shall be paid.

9. Leave to persons appointed on probation:

A person appointed on probation will, during the period of probation, be treated, for purpose of leave, as a temporary employee. However, if a person in the permanent service of the University is appointed on probation to a higher post he/she shall not be deprived of the benefit of leave rules applicable to his/her permanent post.

10. The following kinds of leave would be admissible to the members of teaching staff:

- i) Casual Leave
- ii) Special Casual Leave
- iii) Earned Leave
- iv) Vacations Leave
- v) Maternity Leave
- vi) Quarantine Leave
- vii) Hospital Leave
- viii) Extraordinary Leave
- ix) Academic Leave
- x) Duty Leave
- xi) Study Leave
- xii) Sabbatical Leave
- xiii) Happiness Leave.

11. The following kinds of leave would be admissible to the members of the non-teaching staff:

- i) Casual Leave
- ii) Special Casual Leave

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- iii) Earned Leave
- iv) Maternity Leave
- v) Quarantine Leave
- vi) Hospital Leave
- vii) Extraordinary Leave
- viii) Duty Leave
- ix) Compensatory Leave
- x) Happiness Leave.

12. Casual Leave

- a) The amount of casual leave that may be granted to non-teaching and teaching staff shall not, exceed 12 days respectively in one calendar year, provided that in case of employees joining/leaving the University service during the course of a year, it will be granted on prorated basis.
- * b) Casual leave shall not be combined with any other kind of leave (except compensatory leave, special casual leave and academic leave). It may be combined with holidays including Sundays but the total period of absence at one time shall not exceed 10 days. Sundays and holidays falling within the period of casual leave are not counted towards the casual leave. But in reckoning the period of 10 days one Sunday either at the beginning or at the end of the leave may be excluded but other holidays included.
- c) Casual leave cannot be carried over to the next leave year.
- d) An employee on casual leave is not treated as absent from duty and his/her pay is not intermitted.

13. Special Casual Leave

In addition to casual leave, special casual leave to the extent mention below may be granted:

- a) To undergo sterilization operation (Vasectomy or Salpingectomy) under Family Welfare Program to such employees whose wives get sterilized after having two alive children. Leave in this case will be restricted to six working days.
- b) To a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to 07 days.

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- c) Special Casual Leave cannot be accumulated nor can it be combined with any kind of leave except casual leave. It may be granted in combination with holidays or vacation.
- d) Such leave must be planned and got sanctioned in advance from competent authority.

14. Earned Leave:

Earned leave admissible to a teacher under vacation staff category shall be $\frac{1}{2}$ of the period, if any, during which he/she is required to perform duty during vacation.

NOTE:

- i) Earned leave at the credit of a teacher shall not accumulate beyond 120 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher "Study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- ii) When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
- iii)
 - (a) Encashment of earned leave shall be allowed to the teaching and non-teaching staff members at **the time of exit by way of the reason arising out of death, resignation, termination or superannuation for a period not exceeding 120 days.** Encashment of earned leave shall be made on the basis of last pay drawn including basic pay plus AGP + DA only.
 - (b) The teachers under non vocational staff category and Non-Teaching Staff members shall be credited 14 days earned leave on the completion of one year of service and clearance of probation. However actual credit of earned leave shall be given on 1st January and 1st July on pro-rata basis.

15. Vacations Leave

- i) Teachers shall be categorized in vacational and non-vacational staff categories for which a separate notification shall be issued by the university. Normally all

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teachers performing administrative duties shall be placed under non-vacational staff category.

- ii) Vacation in an academic year shall not exceed 28 days including holidays and off days. It may be granted in June/July or November/December in a calendar year when the classes of the students are off. Grant of vacations shall be left to the Dean of the concerned Faculty on the recommendations of the Head of the Department, who may grant the same in two or more spells depending upon the exigency. However, minimum period of vacation in single spell may not be less than 7 days including off days and holidays.
- iii) Dean of the Faculty concerned may refuse vacation to a teacher if the exigency so demands. However, in such case the reasons of retaining the teacher shall be recorded by the Dean of the Faculty in the form of a speaking order and his/her progress during the retention period shall be monitored.
- iv) Vacation shall not be carried over in the next academic year.
- v) If a vacational teacher joins on or before 31st July of a calendar year, he/she shall be entitled for 28 days vacation starting 1st June in the next calendar year. If a vacational teacher joins between 1st August and 31st December of a calendar year, he/she shall be entitled for 14 days vacations starting 1st June in the next calendar year. If a teacher joins on 1st January and afterwards, he/ she shall not be entitled for any vacations in that calendar year.

16. Maternity Leave:

- i) Maternity leave upto two living children may be granted by the competent authority to a woman employee on **full pay for six months. Provided that 50% of the pay shall be paid monthly during the period of Maternity Leave and the balance 50% shall be paid on rejoining.**

However, she may be given additional maternity leave as required on medical ground without pay.

Provided that normally total period of maternity leave including other types of leave should not exceed 09 months. A teacher availing maternity leave within Rules i.e. upto 180 days shall be allowed to join duty on the expiry of Maternity Leave. However, if she applies for extension of leave in the category of Earned Leave or Extraordinary Leave to take care of child, she will not be allowed to join in between the academic session except 15 days before the start of new academic session.

- ii) No maternity leave will be allowed on the birth of third living children in such cases, however, leave of kind due will be allowed.

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- iii) Female employee who has already two living children before her entry in University service is not entitled to the benefit of maternity leave. In such cases also, the leave of the kind due may be granted.
- iv) Maternity leave shall not be debited to the Earned leave account.

Note :

1. Maternity leave without pay may also be granted in case of miscarriage including abortion, subject to the condition that the leave, applied for, does not exceed 06 weeks and the application is supported by a medical certificate.
2. Female employees having two or more children will not be entitled to avail the benefit of maternity leave in case of miscarriage including abortion.

17. Quarantine leave:

If an employee or any member of his/her family, living with him/her is suffering from any infectious disease such as small pox, cholera, plague, etc, quarantine leave may be granted by the competent authority to the employee up to a limit of one month on production of a certificate from the University Medical Officer or Municipal Medical Officer or Health Officer or the Chief Medical Officer of the District. The Employee will be considered on duty. A leave in excess of this period will be treated as leave of the kind due.

18. Hospital Leave:

- i) Hospital leave may be granted to an employee whether permanent or temporary for medical treatment for injury if such injury is directly due to risks incurred in the course of official duty. This leave will be available to such employees only whose duties expose them to such injury.
- ii) Hospital leave may be granted on full pay or half pay or otherwise as the Board of Management may consider necessary.
The amount of hospital leave is limited to 03 months in any period of 03 years.
- iii) Hospital Leave may be combined with any other leave subject to the limit of total period of 180 days. Hospital leave will not be debited to the leave account of the employee concerned.

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19. Extra Ordinary Leave:

- i) An employee (whether permanent or temporary) may be granted extra ordinary leave by the competent authority:
 - a) when no other leave is admissible; or
 - b) when other leave is admissible, the employee applies in writing for the extra ordinary leave for any special reason.
- ii) Extra-ordinary leave shall be without pay and allowances. The leave shall not ordinarily exceed one year at a time.

20. Academic leave:

- a) Academic Leave not exceeding 10 days in a calendar year may be granted to a teacher for the following purposes:
 - i) to conduct examinations of a University, Public Service Commission, Board of Examination or other similar Bodies/Institutions;
 - ii) to inspect academic institution attached to a University or to a Statutory Board etc;
 - iii) to attend meetings of the Committees, Boards, Faculties and other academic bodies of a University or a Statutory Board;
 - iv) to attend meetings of the Selection Committees of the Public Service Commission/Universities/Boards/Affiliated colleges;
 - v) to participate in a literary, scientific or educational conference, symposium or cultural or sports activities conducted by bodies recognized by the University; or
 - vi) for any other purpose as may be approved by the Vice Chancellor to be of academic nature.
- b) The Vice Chancellor may at his discretion grant academic leave in excess of 10 days on the merit of each case.
- c) Academic Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be combined with holidays or the vacations.
- d) The academic leave admissible to a person joining/leaving the University service during a calendar year will be on prorata basis.

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21. Duty Leave:

- i) Duty leave may be granted for:
 - a) attending conferences, congresses, symposia and seminars recognized by the University in India and abroad on behalf of the University;
 - b) delivering lectures in Institutions and Universities in India and abroad at the invitation of such Institutions or Universities received by the University and accepted by the Vice Chancellor;
 - c) working in another Indian or foreign University and other agency institution or organization when so deputed by the University or for performing any other duty for the University;
 - d) working on a delegation or committee appointed by the Government of India, State Government, the University Grants Commission or any other agency recognized by the University; and
 - e) attending such short term courses as the Board of Management may approve as useful for the University.
- ii) Duty leave may be granted for such a period and subject to such terms and conditions as may be determined by the Vice Chancellor if the period in each case does not exceed 10 days and by the Board of Management beyond 10 days.
- iii) Duty leave may be combined with earned above, half pay or extraordinary leave with approval of the Board of Management.

22. Study Leave (without pay):

A member of the staff who has completed two year active service in the University may be allowed to apply to another University or a Government or a similar body, in India or abroad, through the Vice Chancellor for higher studies or for research, with or without a scholarship, fellowship or financial aid. If the same is granted he/she may be allowed Study Leave (without pay) upto 03 years but if the duration of the course is more than 03 years, study leave may be allowed to a maximum of five years. Study leave under this clause can be combined with any other leave provided the total period does not exceed five years.

A person allowed study leave (without pay) will be entitled to rejoin duty, to the normal increments for the period of such leave on production of a satisfactory progress report. No increment will, however, be admissible for any period of Study Leave (without pay) in excess of five years during the whole tenure of service of any employee. Before availing himself/herself of such leave the member of the staff shall

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be required to furnish a bond with two sureties the serve the University for at least two years on expiry of the leave under the clause failing which he/she will be required to pay 06 months salary and other expenses incurred by the University to the University. This will, however, not be applicable to those, who join back and thereafter apply for any assignment under the rules and allowed to join higher and sanctioned leave of any kind.

23. Sabbatical Leave:

- a) Professors in the University not being eligible for study leave shall be eligible for grant of sabbatical leave for a period of one year at the end of every six years of continuous service in the Professor's Grade on the University for undertaking study, research and writing purposes within the country or abroad.

OR

- i) Professors of the University who have completed three years of service may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University. This leave shall not granted to a Professor who has less than three years of service in the University before the age of superannuation.
- ii) The duration of sabbatical leave shall not exceed one or two semesters. Accordingly, if the Professor has actually worked in the University for not less than six or twelve semesters respectively since his/her return from the earlier spell of sabbatical leave, he/she shall not be granted sabbatical leave until the expiry of six semesters from the date of his/her return from previous sabbatical leave or any other kind of training Programme.
- b) In reckoning the service in the Professor's grade for this purpose six years' service rendered without any break will be taken into account, i.e. it should not be intervened by any absence for a period exceeding three months of the University session (excluding vacation). For any absence for a period exceeding three months service, an additional period of equal duration will have to be rendered for the completion of six years' service for the purpose of sabbatical leave.
- c) Sabbatical leave shall be granted for a period of twelve months including vacations. Vacations will not be allowed to be prefixed or suffixed with sabbatical leave.
- d) Sabbatical leave may be availed of only twice of one year each only, during the entire period of service of a Professor in the University. Provided he/she has

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rendered approved service of not less than six years before each spell of sabbatical leave.

Note:

- 1) The Program to be followed during sabbatical leave shall be submitted for approval (by the University) alongwith the application for grant of leave.
 - 2) On return from leave the teacher shall report to the University the nature of study, research or writing work undertaken during the period of leave.
- e) A Professor shall, during the period of sabbatical leave, be paid full pay / half pay / without pay and allowance (subject to the prescribed conditions being fulfilled) at the rates to be decided by BOM. The University shall not, however, fill up his/her post.
- f) A Professor on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad.

24. Compensatory Leave:

- i) Department/ offices, in exigencies and special circumstances in the interest of the institution, required to be working on Saturday/Sunday/ Holidays, shall have a non-working day on any working day in the following week. Roster shall be maintained and compensatory off shall be given in the same month only.
- ii) Compensatory off shall not be carried forward to the next year and in the event of non-availing, shall lapse.
- iii) At the end of calendar year, such un-availed accumulated compensatory leaves shall be converted into equivalent Earned Leave(s) in the ratio of 3:1 (with rounding off) with a maximum of 02 Earned Leaves in a calendar year. Henceforth, for one un-availed compensatory leave, there will be no earned leave, for 2 to 4 such un-availed compensatory leaves, s/he will be entitled for 1(one) earned leave and similarly for 5 or more such un-availed compensatory leaves, s/he will be entitled for maximum 2 (two) earned leaves in a particular calendar year. Conversion of Compensatory Leaves to Earned Leaves will have to be approved by the Competent Authority within School/Department.

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25. Happiness Leave:

- i) All the faculty and staff members are entitled for 01 Happiness Leave during a calendar year.
- ii) Happiness Leave is granted to celebrate the important moments in the lives of Faculty and Staff Members. S/he can avail of this leave on any happiness occasions of her/his life. The leave can be taken either as two half-day leaves or as one full-day, providing flexibility to enjoy his/her special occasions.

26. General :

- 1) A leave account shall be maintained by the Head of the Institution or the Officer or concerned in the case of every employee of the University.
- 2) An University employee who is dismissed or removed from the service, if reinstated is entitled to count former service for leave.
- 3) An employee, on leave, may not take up any service or accept any employment, without obtaining the previous sanction of the competent authority whether the proposed service or employment lies in India or outside.
- 4) Every University employee, proceeding on leave, must record on his/her application for leave, the address at which the letters will find him/her during leave. Subsequent changes in address during leave, if any should likewise be intimated to the competent authority.

iii) Physical Fitness for Efficient Discharge of Duties:

The appointing authority shall have power to require a University employee to appear before a Medical Board to test his/her physical fitness for the efficient discharge of the duties of his/her post, whenever it has reason to believe that University employee is not physically fit to carry out his/her duties satisfactorily. The University employee concerned shall, however, have a right of appeal to an appellate Medical Board, against the decision of the first Medical Board.

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IN ADDITION TO THE ABOVE LEAVE RULES THE BOARD OF MANAGEMENT MAY, IN EXCEPTIONAL CASES, GRANT FOR THE REASONS TO BE RECORDED, OTHER KINDS OF LEAVE, SUBJECT TO SUCH TERMS AND CONDITIONS AS IT MAY DEEM FIT TO IMPOSE.