



**OFFICE OF THE REGISTRAR**  
**MAJULI UNIVERSITY OF CULTURE**

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No. MUC/RG-01/22-23/187

Date: 17/01/2024

**NOTIFICATION**

This is to notify for all concerned that the 11<sup>th</sup> Meeting of the Board of Management, Majuli University of Culture held on 12.01.2024 vide Resolution No.07 has approved the drafts of the following Rules of the Majuli University of Culture, Majuli, Assam with immediate effect-

- a) *Majuli University of Culture Teachers' Leave Rules, 2024 (attached herewith as Annexure A).*
- b) *Majuli University of Culture Officer's and Employee's Leave Rules, 2024 (attached herewith as Annexure B).*

Issued with due approval.



17/1/2024

(Dr. B.C. Borah)

Registrar

Majuli University of Culture  
Majuli, Assam

**Copy to:**

1. The Hon'ble Vice Chancellor, Majuli University of Culture, Majuli for favour of kind information.
2. The Heads of All Teaching Departments, Majuli University of Culture, Majuli for information and needful.
3. All Administrative Branches of Majuli University of Culture, Majuli.
4. The In-Charge of the Majuli University of Culture website with a request to upload the notice on the website.
5. Office File.



17/1/2024

(Dr. B.C. Borah)

Registrar

Majuli University of Culture  
Majuli, Assam



# **MAJULI UNIVERSITY OF CULTURE**

**MAJULI: ASSAM: 785104**

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## **TEACHER'S LEAVE RULES, 2024**

# **MAJULI UNIVERSITY OF CULTURE**

## **TEACHER'S LEAVE RULES:**

**[Approved by the Board of Management, Majuli University of Culture in its 11<sup>th</sup> Meeting held on 12/01/2024 under Resolution No. 07]**

### **1. Short Title, Extent and Commencement:**

- i. These rules may be called Majuli University of Culture Teachers Leave Rules, 2024.
- ii. These rules shall be applied to the teachers of the University existing on and appointed after the date of its operation.
- iii. These rules shall come into force from the date of its notification
- iv. These rules shall supersede all previous leave rules relating to teachers of the University.

### **2. Interpretation and definitions:**

In these rules unless there is anytime repugnant to the subjects or context, words and expressions defined below shall have the meaning hereinafter explained.

- i. 'University' means the Majuli University of Culture.
- ii. 'Government' means the State Government of Assam, unless otherwise stated.
- iii. 'Head of the Department' for the purpose of these rules shall mean and include the Head of teaching, research or any other academic department of the University.
- iv. Teacher means a teacher appointed by the university to teach in Post- Graduate and Under Graduate classes maintained/ run by the university and include a Senior Professor, Professor, Associate Professor & Assistant Professor or such grade as the University Act may create from time to time.
- v. 'Permanent Teacher' means a teacher appointed substantively against a permanent post and who is put on probation at the initial stage for a fixed period of time.
- vi. 'Temporary teacher' means a person may be appointed for a stipulated period only against a regular post in absence of the regular appointee.
- vii. 'Contractual teacher' means a person may be appointed on contract basis on fixed monthly pay or allowances (for a stipulated period only).
- viii. 'Leave' means the privilege allowed to a teacher of being absent from duty.
- ix. 'Duty' means what a teacher is bound or required to do by the terms of his appointment.
- x. 'Holiday' means:
  - (a) Holiday(s) prescribed and notified as such in relation to any teacher of the University academic departments or other institutes / Centres of the University or
  - (b) A day on which such department or institute / Centre is ordered by the Vice-Chancellor to be closed by notice in writing.
- xi. 'Vacation/ Semester Break' means a period of absence from routine work granted to the teachers as per the Academic Calendar of the University.
- xii. 'Actual Service' of teacher means the period which he/she spends on actual duty and shall include.
  - (a) The period covered by any casual leave / special casual leave / duty leave.

- (b) The University vacations.
- (c) The University holidays except such holiday as may fall within such vacations or leave either than casual leave that may be granted to him/her.
- (d) 'Pay' means the basic pay in respect of a whole time appointment, special pay, personal pay, house allowance and such other emoluments as may specifically be provided as pay; but an allowance for holding part-time appointment under the University shall not be included in pay.

### 3. General Conditions of Leave:

- i. Leave shall be admissible to a teacher on actual service only but cannot be claimed by him/her as a matter of right. If the Vice-Chancellor is of the opinion that in the interests of the University so require, he/she shall have the discretion to refuse in full or in part to grant to a teacher any leave which may be due to him/her under these rules.
- ii. The Vice-Chancellor shall have the discretion at any time to recall to duty any teacher of the University who may be on leave or vacation except on Medical Leave. The Head of the Department shall likewise have the power to recall to duty any other teacher subject to the approval of the Vice-Chancellor. When a teacher is so recalled to duty, the Vice-Chancellor may grant him/her such travelling expenses as may be admissible under the University T.A. rules.
- iii. (a) Leave shall ordinarily be deemed to commence on the day before the expiry of the forenoon whereof a teacher relinquishes his / her duty and to end on the day which immediately preceded the day before the expiry of the forenoon whereof he/she resumed his/her duty.  
 (b) When the day which immediately proceeds the day on which the teacher's Leave commences or which immediately follows the day on which the leave is due to end, is a holiday or is included in a series of holiday period. A vacation, such holidays or vacation may be combined with the leave and he/she be permitted as the case may be, to relinquish his/ her duty and leave his/her station at the close of the day preceding such holidays and to return to his/her station and resume duty on the forenoon of the day following such holiday or vacations.

*Provided that a holiday and or a series of holidays shall not be both prefixed and suffixed to a continuous period of leave.*

- (c) When a teacher is permitted under clause (b) above to combine leave to any vacation or holidays his/her leave shall be deemed to commence or end. As the case may be, on the day on which it would have commenced or ended, if it has not been combined with such vacation or holidays

*Provided that holiday/series of holidays shall not be the both refixed/suffixed to a continuous period of leave.*

- (iv) Holidays may be permitted to be combined with leave by the Vice-Chancellor but if any holiday(s) fall between two periods of leave so as to result in a continuous period of absence from duty over the entire period, such holiday(s) shall be treated as part of leave.
- (v) Vacation may be taken in combination with any kind of leave except casual leave, special casual leave and academic leave provided that vacation shall not be both prefixed/ suffixed to leave.

- (vi) Holiday(s) immediately preceding or immediately succeeding a vacation shall be treated as part of vacation for the purpose of these rules.
- (vii) A teacher who remains absent from duty for any period after the end of any leave granted to him/ her shall be deemed to be absent without leave during such period and shall not be entitled to any leave or other salary for the period of such absence unless his/her leave is extended by the Vice-Chancellor so as to cover the period.
- (viii) No teacher who was granted leave on medical ground shall return to duty until he/she produce a certificate of illness from a Medical Officer of the University or from a registered medical practitioner not below the rank of an Assistant Professor of a recognized Medical College or a District Medical Officer.
- (ix) Unless permitted by the Vice-Chancellor, a teacher shall not return to duty before the end of any leave granted to him/her when such leave exceeds 60 days.
- (x) (a) No leave shall be granted to a teacher during the period of the notice of Termination of service or any ground whatsoever.  
b) No leave shall be granted to a teacher who has been placed under suspension.
- (xi) Benefits of cash payment in lieu of unutilized Earned Leave at the credit of a teacher on the date of retirement may be given up to a maximum of 300 days or as may be determined by the Board of Management from time to time. Such benefit shall be given to those teachers also who retire from university service on completion of a minimum of 20 (twenty) years of continuous service. Number of days and years of service may be modified from time to time depending on exigencies by the Board of Management.
- (xii) No fulltime teacher shall, while on leave or vacation accept any salaried appointment or undertake any remuneration work other than works in connection with any examinations of a university or a statutory Board / Body unless the Vice-Chancellor or the Board of Management as the case may be had permitted to him/her to do so.
- (xiii) Unless in the consideration of the special circumstances of any particular case, the Board of Management decided otherwise a teacher shall be deemed to have ceased to be in the service of the university after he/she has been continuously absent from duty for a period of 5 years.
- A teacher shall be deemed to have ceased to be in the service of the university if he/she has been continuously absent from duty without information for a period of 5 years, unless in the consideration of the special circumstances of any particular case, and/or if the Board of Management decides otherwise.
- (xiv) The total period of continuous leave excluding Extra Ordinary Leave granted to a teacher except on the medical grounds shall in no case exceed 30 (thirty) months.
- (xv) Total period of continuous leave granted with full pay, excluding sabbatical leave shall not ordinarily exceed 120 days. But in case of higher studies or training within India or abroad or on medical ground it may be extended to maximum of 180 days. A leave account in prescribed form shall be maintained in respect of every teacher. and the respective Head of the Departments shall be responsible for its proper maintenance.

- (xvi) A teacher shall have only one leave account irrespective of his/her holding additional appointment or appointments under this university. In case where such a teacher is granted leave in respect of substantive appointment, she/he shall be deemed to be on leave also in respect of the additional appointment (s) held by him/her.
- (xvii) Every application for leave shall be made in writing/ in online mode and should be addressed to the Vice-Chancellor/Registrar through the Head of the Department concerned and the latter shall forward submit the applications directly to the concerned authority.
- (xviii) No Leave other than Casual Leave shall be availed of before it has been granted by the Vice-Chancellor/ Registrar, provided however, that when a teacher is compelled by unavoidable circumstances to be absent from duty before he/she has been granted leave, he/she should forthwith report the full facts of the case to the Vice-Chancellor/ Registrar and apply for the leave if/s/he has not done so till then.
- (xix) If a teacher is absent from duty without having been granted leave or without the prior previous emission of the Vice-Chancellor/ Registrar or if he/she defaults without sufficient reason in reporting his/her absence from duty as required by rule above, the Vice-Chancellor/ Registrar/ may refuse any leave he/she may have applied for or may treat the period of such absence from duty as Extra Ordinary Leave without pay.
- (xx) If a teacher violates any one of the provisions of those rules without sufficient reason, he/she shall be deemed to have committed an act of indiscipline and shall be liable to such action as may be decided by the Board of Management in consonance with the provisions of the Majuli University of Culture Teachers' Service Conditions Ordinance.

**(A) PERMANENT TEACHERS:**

**Kinds of Leave:**

The following kinds of leave shall be admissible to permanent teachers:

- (i) **Leave treated as duty:**
- a) Casual Leave
  - b) Special Casual Leave / Academic Leave
  - c) Duty Leave
- (ii) **Leave Earned by Duty**
- a) Earned Leave
  - b) Half Pay Leave
  - c) Commuted Leave
- (iii) **Leave not earned by duty**
- a) Extraordinary Leave
  - b) Leave not due
- (iv) **Leave not debited to leave account**

- a) Leave for academic pursuits -
  - i) Study Leave and Sabbatical Leave
- b) Leave on grounds of health-
  - i) Maternity Leave, Child Care Leave (CCL), Paternity Leave, Adoption Leave, Surrogacy Leave and Quarantine Leave.

The Board of Management may, in exceptional cases, grant for reasons to be recorded in writing waiting any other kind of leave subject to such terms and conditions as it may deem fit to impose.

#### **A.1. CASUAL LEAVE:**

- (i) The total casual leave granted to a teacher shall not exceed eight days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

#### **1.1. SPECIAL CASUAL LEAVE:**

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
  - (a) To conduct examination of a University/Public Service Commission/Board of Examination or any other similar body/institution; and
  - (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
  - (iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

#### **2. DUTY LEAVE/LEAVE ON DUTY:**

- (i) Duty leave up to 30 days in an academic year may be granted to a permanent teacher for the following purposes:
  - (a) 'Duty Leave' for, Conferences, Congresses, Symposia and Seminars, or as a delegate nominated by the University or with the permission of the University, for delivering lectures in institutions and Universities at the invitation of such Institutions or Universities received by the University, and accepted by the Vice-Chancellor, Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the university; participating in a delegation or working on a committee appointed by the State Government, the UGC, a sister University or any other similar academic body; and for performing any other duty assigned to him/her by the University.
  - (b) Leave on Duty for attending Orientation Programme (OP), Refresher Courses, Research Methodology Workshops and Faculty Development Programmes.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses/he may be sanctioned duty leave on reduced pay and allowances.

- iv. Duty Leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- v. Duty leave should also be given for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

### **3. Earned Leave:**

- (i) Earned leave admissible to a teacher shall be:
- (a) 1/30 of the actual service, including vacation; plus.
  - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation for purposes of computation of the period of actual service, all periods of leave except casual, special casual, and duty leave, shall be excluded.
- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of 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.

#### **For removal of doubt, it may be clarified:**

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as earned leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the State Government.
4. **Half-pay Leave:** Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

**Explanation:** A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

**Note:** Half-pay leave shall be combined with earned leave for calculating the number of earned leave in case the number of earned leave is less than 300 for purpose of encashment of leave at the time of superannuation, as applicable to the employees of State Government.

5. **Commutated Leave:** Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:
  - i. Commuted leave during the entire service shall be limited to a maximum of 240 days;
  - ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
  - iii. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time; provided that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.



## **6.Extraordinary Leave:**

- (i) A permanent teacher may be granted extraordinary leave when:
  - a) No other leave is admissible; or
  - b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
  - (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
  - (c) Leave taken for pursuing higher studies; and (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

## **7. Leave Not Due:**

- (i) 'Leave not due', may at the discretion of the Vice-Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Board of Management. Provided that the Board of Management may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

## **8. STUDY LEAVE:**

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post-doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardees shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.
- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Board of Management of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.
- iii. The study leave shall be granted to an entry-level appointee as Assistant Professor (other than as Associate Professor or Professor of a University who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education, giving full plan of the work.
- iv. The study leave shall be granted by the Board of Management/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Board of Management, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Board of Management to treat the period of short-fall as Extra-Ordinary leave has been obtained.

ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extraordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.

xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.

xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

xiii. A teacher –

(a) who is unable to complete his/her studies within the period of study leave granted to him/her or

(b) who fails to rejoin the services of the University on the expiry of his/her study leave or

(c) who rejoins the service of the University but leaves the service without completing the prescribed period of service. after rejoining the service or

(d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

**Explanation:** If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations. Notwithstanding the above provision, the Board of Management may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Board of Management may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University binding himself/herself for the due fulfilment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with paragraph (x) to (xiii) above.

xv. The teacher on study leave shall submit to the Registrar of the University six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University.

xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of Universities and their subordinates of the Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University in the long run.

### **9. Sabbatical Leave:**

i) The permanent, whole-time teachers of the University who have completed seven years of service as an Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

ii) A teacher, who has availed study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.

iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. S/he may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

#### **10. Maternity Leave:**

- I. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- II. Maternity leave may be combined with other leave such as any earned leave, half-pay leave or extraordinary leave, but such any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

#### **11. Paternity Leave:**

Paternity leave of 15 days (at a stretch immediately after birth of the child) may be granted to male teachers during the confinement of their wives, and such leave shall be granted only up to two children.

#### **12. Quarantine Leave:**

- (i) Quarantine Leave is leave of absence from duty necessitated in consequence of the presence of an infectious disease in the family or household of a teacher.
- (ii) Quarantine Leave may be granted on medical ground for a period not exceeding 21 days. In exceptional cases this limit may be raised to thirty days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may be combined with earned leave half pay leave or extra ordinary leave.
- (iii) A teacher on quarantine leave is not treated as absent from duty and his pay is not affected.

#### **NOTE:**

#### **Vacation/Semester Break:**

- (i) Vacation/Semester Break may be taken in combination with any kind of leave except casual, special casual and academic leave provided that vacation shall not be both prefixed and suffixed to leave.
- (ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond six months.
- (iii) When a vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.
- (iv) For the vacation period a teacher shall be entitled to the same pay as when on duty. A teacher will, however, be entitled only to half of such pay if he has given notice of resignation and the period of such notice expires during vacation or within the month from the last day thereof.

#### **13. Child-Care Leave(CCL):**

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in line with the Central Government rules for women employees. In the cases, where the child-care leave is granted for more than 45 days, the University may appoint a part-time/ guest substitute teacher with intimation to the UGC.

#### **14. Adoption leave:**

Adoption leave may be provided as per the rules of the State/Central Government.

### **15.Surrogacy leave:**

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

### **16. Other kinds of Leave Rules for Permanent Teachers of the Universities:**

(a) The following kinds of leave would be admissible to permanent teachers:

(i) Leave treated as duty, viz. casual leave, special casual leave, and duty leave (including leave on duty).

(ii) Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave.

(iii) Leave not earned by duty, viz. extraordinary leave; and leave not due.

(iv) Leave not debited to leave account

(v) Leave for academic pursuits, viz. study leave, sabbatical leave and academic Leave

(vi) Leave on grounds of health, viz., maternity leave and quarantine leave etc.

(b) The Board of Management/Syndicate may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

### **B. Teachers other than Permanent Teachers**

a) Teacher appointed on probation:

A teacher appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation be granted leave which would be admissible to him/her if he/she would have held his/her post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him/her should not extend beyond the date on which the probationary period expires or any earlier date on which his/her services are terminated by the orders of the Board of Management. On the other hand, a teacher appointed on 'Probation' to a post, not substantively vacant be treated as a 'temporary teacher' for purpose of grant of leave to assess his/her suitability to the post until he/she is substantively confirmed. If a person in the permanent service of the University is appointed on probation to a higher post he/she shall not during probation be deprived of the benefit of leave rules applicable to his/her permanent post.

(b) Temporary Teacher:

Temporary teacher shall be governed by the provision of part of these rules subject of the following conditions and exceptions:

A temporary teacher shall be entitled to earned leave as a permanent teacher except that in respect of the first year of his / her service he/she shall be entitled to earned leave as follows:

(i) 1/6 of the period of actual service plus.

(ii) 1/3rd of the period if any, during which he/she is required to perform duty during vacation.

### **Half Pay Leave:**

No Half Pay Leave may be granted to a temporary teacher unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on the expiry of such leave.

### **Commuted Leave:**

Temporary teachers shall not be entitled to commute any portion of the half pay leave.

**Extraordinary Leave:**

In the case of temporary teachers the duration of extraordinary leave on any occasion shall not exceed the following limits -

- (a) Three months at a time.
- (b) Six months in case where the teacher has completed three years of continuous service and the leave application is supported by a medical certificate.
- (c) Eighteen months where the teacher is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy
- (d) (i) 24 months in cases where the leave is required for prosecuting studies certified to be in the University's interest provided that the teacher has completed three years of continuous services on the date of commencement of extraordinary leave. In case, where this condition is not satisfied, extraordinary leave to this extent may be sanctioned in continuation of any kind of leave due and applied for, (including three months, extraordinary leave) under (a) above if the teacher completes three years of continuous service on the date of expiry of such leave.  
(ii) When a temporary teacher fails to resume duty on the expiry of the minimum period of extraordinary leave granted to him/her or where a teacher who is granted a lesser amount of leave remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit up to which he/she could have been granted.

**Leave not due and Study Leave:**

Temporary teachers shall not be entitled for the grant of leave not due and study leave.

- (c) Teachers Appointed on Contract: Teacher appointed on contract will be granted leave in accordance with the terms of the contract. However, in exceptional cases the Vice-Chancellor may grant leave to such a teacher depending on the merit of the case.

**General:**

Any leave matter, not covered by this Rule shall be interpreted by the Board of Management in accordance with provisions of the Majuli University of Culture Act & Statutes.

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# **MAJULI UNIVERSITY OF CULTURE**

## **OFFICER'S AND EMPLOYEE'S LEAVE RULES, 2024**

**[Approved by the Board of Management, Majuli University of Culture in its 11<sup>th</sup>  
Meeting held on 12/01/2024 under Resolution No. 07]**



### ***Short title Commencement and extent and application***

1. i. These rules shall be called the Majuli University of Culture Officer's and Employee's Leave Rules, 2024.
- ii. They shall come into force from the first day of January, 2024 and shall except as any to be specifically provided otherwise by the terms of employment in any particular case, apply to every whole-time employee of the University existing on and appointed after that date provided that the University Research Scholars, employees of the University press and part-time employees shall be governed by special leave rules as provided hereafter.

### ***Interpretation and definition***

2. In these rules there be anything repugnant in the contest, words and expressions defined below shall have the meanings hereinafter explained.
  - i. "**Actual Service**" of an employed meaning the period which he spends on actual duty and also includes
    - (a) the period covered by any casual leave but no other leave granted to him
    - (b) The University vacations and
    - (c) the University holidays except such holidays as may fall within such vacations or leave other than casual leave that may be granted to him.
  - ii. "**Competent authority**" in relation to the grant of any leave to an employee under these Rules means the officer or authority authorized by these Rules to grant such leave to an employee.
  - iii. "**Heads of Administrative Department** " for the purpose of these Rules shall mean an include the Registrar, the Academic Registrar, the HoDs, the Controller of Examination, the Finance & accounts Officer and the Librarian.
  - iv. "**Duty**" means what an employee is bound or required to do by the terms of his appointment
  - v. "**Employee**" means and includes the Vice-Chancellor and other officers of the University and any other persons employed by the University; whole-time or part-time.
  - vi. "**Permanent employee** " for the purpose of these Rules means an employee appointed substantively on probation to a permanent post and an employee appointed for a term under provision of the University Act as amended""
  - vii. "**Part-time employee**" shall mean a person appointed as such on fixed monthly pay or allowance.
  - viii. "**Employee in the vacation Department** " means an employee serving in a vacation department but does not include any office and laboratory staff, caretaker, darowans Day-Chowkidars, night-watchman Mails, sweepers and such other employee of the department as may be specified in this behalf by the Vice-Chancellor.
  - ix. "**Retirement**" means termination of service of an employee on attaining the age of sixty years or an employee completing a term under provision of the Majuli University of Culture, Act.

- x. **“Holiday”** means (a) A Sunday or (b) a holiday prescribed and modified as such in relation to any officer or department of the University or any college or other institution, or (c) a day on which such office, department, college or institution is ordered by the Vice-Chancellor to be closed by a notice in written.
- xi. **“Leave”** means the privilege allowed to an employee of being absent from duty.
- xii **“Lien”** means the title of an employee to hold substantively either immediately or a termination of a period or periods or absence a permanent post under the University to which has been appointed substantively.
- xiii **“Pay”** means the basic pay in respect of a whole-time appointment, special pay, personal pay, house allowance and such other emoluments as may be specially classed as pay; but an allowance for holding part-time appointment under the University shall not be included in pay.
- xiv **“Vacation department”** means the teaching department of the University, a constituent college or any other institution as is allowed by the University to have regular vacation during which employees serving in that department are permitted at the discretion of the Vice-Chancellor to be absent from duty.

***General conditions of leave***

- 3. i. Leave shall be admissible to an employee on the basis of actual service only but cannot be claimed by him as a matter of right. If the competent authority is of the opinion that the interest of the University so requires, it shall have the discretion to refuse in full or in part to grant an employee any leave which may be due to him under these Rules
- ii. The Vice-Chancellor shall have the discretion at any time to recall to duty any time to recall to duty any officer or teacher of the University who may be on leave or vacation. The Heads of the Administrative Departments shall like-wise have the power to recall to duty any employee under his administrative control subject to the approval of the Vice Chancellor. When an employee is so recall to duty the Vice Chancellor may grant him such traveling expenses as may be admissible under the University T.A. Rules.
- iii. (a) Leave shall ordinarily be deemed to commence on the day before the expiry of the forenoon whereof an employee relinquishes his duty and to end on the day which immediately proceeds the day before the expiry forenoon where of he resumes his duty.

- (b) When the day which immediately proceeds the day on which an employee's leave commences or which immediately follows the day on which his leave is due to end, is a holiday or is included in such holidays or vacation a series of holidays or in a vacation may be combined with the leave and he may be permitted, as the case may be, to relinquish his duty and leave his station at the close of the day proceeding such holidays or vacation or to return his station and resume his duty on the forenoon of the day following such holiday or vacation.

Provided that a holiday or a series of holidays shall not be both prefixed and suffixed to a continuous period of leave.

- (c) When an employee is permitted under clause (b) to combine leave with any vacation or holidays his leave shall be deemed to commence or end, as the case may be, on the day on which it would have commenced or ended if it had not been combined or holiday.

Provide that a holiday a series of holidays shall not both prefixed and suffixed to a continuous period of leave.

- (d) Holidays may be permitted to be combined with leave by the competent authority; but if a holiday fall between two periods of leave so as to result in a continuous period of absence from duty over the entire period of such holidays shall be treated as part of the leave.
- (e) Vacation may be permitted by the competent authority to be combined with any kind of leave except casual leave.

Provided that when vacation falls between two periods of leave so as to result in a continuous period of absence from duty over the entire period of such vacation shall be treated as part of the leave.

- (f) Holidays immediately preceding or immediately succeeding a vacation shall be treated as part of the vacation for the purpose of these Rules.
- (g) An employee who remains absent from duty for any period after the end of any leave granted to him shall be deemed to be absent without leave during such period and shall not be entitled to any leave during such period and shall not be entitled to any leave or other salary for the period of such absence unless his leave is extended by the competent authority so as to cover the period.
- (h) No employee who has been granted leave on medical ground shall return to duty until he produces a certificate of fitness from a Medical Officer authorized by the University or from a registered medical practitioner not below the rank of an Assistant Surgeon Grade-1.
- (i) Unless permitted to do so by the competent authority, an employee shall not return to duty before the end of any leave granted to him

- (j) a) No leave shall be granted during the period of notice of termination of service on any ground whatsoever
- (b) No leave shall be granted to an employee who has been placed under suspension.

- (k) All leave at the credit of an employee shall lapse on the date on which he must retire.

Provided that if, in sufficient time before the date on which such compulsory retirement is due, he has applied for any earned leave at his credit and the same has been refused in whole or in part in the interest of the University, the competent authority may subsequent application, grant the whole or any part of such refused leave even though the leave so granted to any extent beyond the date on which such compulsory retirement is due.

Provided further that an employee whose service has been extended in the interest of the University re-appointed after the date of such termination may similarly be granted either within the period of extension or re-appointment or if the conditions of the preceding provisions are satisfied after its expiry, any earned leave which could have been granted to him under the preceding provision had his service be terminated on that date and in addition ant earned leave due in respect of such extension or re -appointment

- (l) No Whole-time employee shall, while on leave or vacation, accept any salaries appointment or undertake any remunerative work other than work in connection with any examination of a University or a Board unless the Vice Chancellor or the Board of Management as the case may, has permitted him to do so.
- (m) Unless, in consideration of the special circumstances of any particular case the Board of Management decides otherwise, an employee shall be deemed to have ceased to be in the service of the University after he has been continuously absent from duty for a period of five years.
- (n) The total period of continuous leave excluding extra ordinary leave granted to an employee otherwise than on medical certificates shall in no case exceed twenty-eight months.
- (o) The total period of continuous leave on full pay granted shall not ordinarily exceed 1200 days. But in case of higher study for training within India or abroad or on medical certificate it may be extended to a limit of one academic year.
- (p) A leave account in prescribed form shall be maintained in respect of every employee and the Heads of Administrative Department shall be responsible for its proper maintenance.

- (q) An employee shall have only one leave account irrespective of his holding additional appointment or appointments under the University. In a case where such an employee is granted in respect of a substantive appointment he shall be deemed to be on leave in respect of the additional appointment or appointments held by him.
- (r) Every application for leave shall be made in written.
- (s) No leave shall be availed of before it has been granted by the competent authority.

Provided, however, that when an employee is compelled by unavoidable circumstances to absent himself from duty before he has been granted leave, he shall forthwith report the full facts of the case to the competent authority and apply for leave if he has not already done so.

- (t) If an employee is absent from duty without having been granted leave or without the previous permission of the competent authority or if he defaults without sufficient reason in reporting his absence from duty as required by paragraph (12) the competent authority may treat the period of such absence from duty as extra-ordinary leave without pay.
- (u) If an employee deliberately violates any of the provisions of these Rules without sufficient reason, he shall be deemed to have committed an act of indiscipline and shall be liable for such penalties or punishment as may be prescribed.
- (v) An employee of the University is invited by any University Organisation, Institution for higher learning or as a visiting professor and applied for leave.

### *Kinds of Leave*

#### **4.** Leave may be of the following kinds:

- (a) Ordinary or Special casual leave
- (b) Earned leave
- (c) Leave on half pay
- (d) Extra-ordinary leave
- (e) Maternity leave
- (f) Paternity Leave
- (g) Quarantine leave
- (h) Study leave

***Ordinary Casual Leave:***

5. (1) Ordinary casual leave may be granted to an employee on Casual leave application on the ground of illness or urgent private affairs. Such leave can be neither accumulated nor joined to a vacation or any other kind of leave.
- (2) The maximum amount of ordinary casual leave which may be granted to an employee shall be 12 days during calendar year for the Administrative staff and 12 days in the calendar year for the teaching department. Subject to the provisions of paragraphs (4) & (5) of Rule 3 of these Rules, casual leave may be granted to an employee in combination with University holidays provided that the total period of his absence from duty including such holidays does not exceed ten days at any time.

***Special Casual Leave***

- 6 (1) (a) If, under the orders of the Vice-Chancellor or the Leave Head of a teaching or Administrative department of the University an employee serving under him is detained on duty during any University holidays, he may be granted additional casual leave up to the number of days during which the employee has been detained but not exceeding seven days during the year.
- (b) If, any officer or teacher of the University participate in a literary scientific or educational conference or seminar or cultural or athletic activities and Vice-Chancellor has permitted him to do so on sufficient grounds or if, an officer or teacher of the University is required to perform any casual assignment in any institution other than the Majuli University of Culture with prior permission of the Vice Chancellor he may be grant at the discretion of the Vice- Chancellor special casual leave upto such number of days as may specifically be required for the purpose.
- (2) Special Casual leave cannot be joined to any other kind of leave.

***Earned Leave***

- 7 (1) The amount of Earned Leave admissible to a whole-time employee shall be -
- (i) If he is a permanent employee serving in a vacation department, one twenty-second of the period of his actual service plus one- eleventh of the period, if any, during which he may have been detained on duty during any vacation under the orders of the Vice-Chancellor or the head of the Administrative department concerned provided that he has not been any extra remuneration for the period of such detention.

- (ii) If he is a temporary employee serving in a vacation department and has no lien on any preeminent shall not be eligible to any earned leave for the first service. on completion of one year's continuous service, he will be eligible for leave terms of indicated under (i) above. But in the first year of service, he will be eligible to earned leave equivalent to one eleventh of the period, if any, during which he may be detained on duty during vacation under orders of the Vice-Chancellor or the Head of the Administrative department concerned provided that he has not been paid any extra remuneration for the period of such detention.
- (iii) If he is a permanent employee serving in an office or department other than a vacation department, one eleventh of the period of his actual service; and
- (iv) If he is a temporary employee serving in an office or department other than a vacation department and has not lien on any permanent post, one twenty-second of the period of his actual service for the first year of service. On completion of one year's continuous service, he will be eligible for leave terms indicated under (iii) above.

Provided in each such case that when the total amount of earned leave due at any time amounts to 180 days he shall cease to earn any further leave.

- (2) No part-time employee shall be entitled to any earned leave.
- (3) For the purpose of this rule, a probationer shall be treated as a permanent employee.
- (4) When a temporary employee who has no lien on any permanent post is subsequently appointed substantively to a permanent post without any break in his service he shall be credited on such appointment; with the amount of earned leave which would have been admissible to him if the actual service prior to such appointment had been rendered by him as a permanent employee; provided that all earned leave which he may have already taken shall be debited against his leave account. For the purpose of this Rule, any leave taken by any such temporary employee before such appointment shall not be deemed to be a break in his service.
- (5) An employee who has held, or being appointed to, any post for a period of not less than a year shall, for the purpose of this Rule and of Rules 3(ii), deemed to be a permanent employee.

***Leave on Half pay***

- 8 (i) Leave on half pay admissible to whole-time employee shall be:

- (a) If he is a permanent employee one-twenty second of the period of his actual service.
- (b) If he is a temporary employee having no lien on any permanent post or a part-time employee one-thirtieth of the period of his actual service.
- (c) leave on half pay may be accumulated and joined to any other kind of leave except casual leave.
- (d) Leave on half pay can be granted on medical certificate only.
- (e) The amount of half pay leave due to an employee shall be The amount half-pay leave calculated as prescribed in 8(i) for entire service diminished by the amount of sick leave taken by the employee before 1st January, 1967 and the half-pay leave taken on or after that date.

***Leave for tuberculosis***

9 An employee suffering of suspected to be suffering from tuberculosis, cancer or leprosy and declared to be a clear case by a competent authority may be granted leave on full one year by instalment of four months.

But if, before expiry of the maximum amount of leave granted to the employee the case is certified to be a closed one he will be allowed to resume his duty on production of a fitness certificate from such medical authority. The appropriate Medical authority shall be: -

- (i) The Medical Officer -In-Charge of a recognized sanatorium or hospital in the case of an employee undergoing treatment in a recognized sanatorium or hospital.
- (ii) A tuberculosis, cancer or leprosy specialist as the case may be recognized as such by the University in the case of an employee receiving treatment by such a specialist.

***Extra Ordinary Leave***

- 10 (1) Extra Ordinary Leave may be granted to an employee in special circumstances:
  - (a) When no other leave is admissible, to him or
  - (b) Although other leave is admissible, he applied in written for the grant of Extra-ordinary leave.
- (2) Except in the case of a permanent employee the duration of Extra-ordinary leave shall not exceed 90 days in any occasion.



- (3) The competent authority may convert retrospectively in the case of any employee any period of absence from duty without leave into extra-ordinary leave.
- (4) (i) Subject to the provision of sub clause (ii) below one extra-ordinary leave shall be granted to an employee for holding an appointment outside the University.

***Extra-ordinary Leave for holding Appointment***

(ii) Notwithstanding anything contained in Clause (i) the Board of Management may grant on the request from the institution concerned, and on application of the employee who has been an extra-ordinary leave to an employee confirmed in the post held by him and has put in service of not less than 5 years, to hold an appointment under a Government a University, a Research Institution or other similar important institution for a period of 3 years if in the opinion of Board of Management shall however be competent to extent the aforesaid period by a period not exceeding six months in very exceptional cases.

(iii) Notwithstanding any other leave which may due to the employee under any other rule the entire period for which an employee holds an appointment outside the University under clause (ii) shall be without pay or allowances and the period so spent shall not be counted for future increments or for gratuity but shall be counted for seniority.

(iv) The service of an employee, in case of his failure to return to duty immediately at the end of the period of leave granted under clause (ii) shall be terminated from the date of commencement of the period of leave granted under the same clauses.

***Maternity***

- 11 (i) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- Maternity leave may be combined with other leave such as any earned leave, half-pay leave or extraordinary leave, but such any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.
- (ii) Leave of any other kind except casual leave may be granted in combination with maternity leave if the application is supported medical certificate from the competent authority so permits, from some registered medical Practitioner acceptable to it.

- (iii) Maternity leave granted to an employee shall not be debited against her leave account.

***Paternity Leave***

- 12 Paternity leave of 15 days (at a stretch immediately after birth of the child) may be granted to male employee during the confinement of their wives, and such leave shall be granted only up to two children.

***Quarantine***

- 13 (i) Quarantine leave may be granted to an employee when he is ordered by the competent authority not to attend office in consequence of the presence infectious disease in his family or household. Such leave may be granted on the certificate of the medical Officer of the University for a period of not exceeding 21 days or in exceptional circumstances 30 days. It may be combined with earned leave half pay leave or extra-ordinary leave but not with casual leave.
- (ii) Quarantine leave granted to an employee shall not be debited against his leave account.

***Study leave***

- 14 (i) Until otherwise decided by the Board of Management the following general principles shall be followed in granting study leave.
- (a) Study leave may be granted only when the interest of the University or of a department of the University or a constituent colleges so requires ;
- (b) All applications for study leave shall, before submission to the Board of Management be examined by the Dean of the faculty and the Head of the Department concerned who shall submit their recommendations, if any, to the Vice-Chancellor.
- (c) Study leave may be granted only to such permanent whole-time employees as have been confirmed in the service in the University are not due to retire from the service of the University within 5(five) years of their return from such leave.
- (d) An employee who applied for study leave shall give a written undertaking that he shall serve the University for at least five years on his return from such leave.
- (e) Study leave may be granted to an employee only during the entire period of his service in the University subject to maximum period equivalent to the duration of the course approved by the Board of Management.
- (f) The employee shall after completion of his study, submit to the Board of Management a consolidated report on his study and achievements during the study leave together with the certificates of the examinations, if any, passed by him.
- (ii) Study leave may be combined with earned leave, leave or extra-ordinary leave or with any holidays of the University provided that the earned leave due at the credit of the employee shall be availed of at the commencement of study leave.

- (iii) Study leave will count a service for the purpose promotion and increment of pay and gratuity but not for the purpose of leave, study leave shall not be debited against the leave account.

***Leave salary***

- 15 (1) An employee on earned leave shall be entitled to leave salary equal to his pay as it stood on the day immediately proceeding that on which his leave commenced.
- (2) An employee on leave on half pay will be entitled to leave salary equal to half the leave salary as admissible for earned leave.
- (3) A part-time employee of the University on half pay leave shall be entitled to leave salary calculated as per (2) above.
- (4) An employee on extra-ordinary or study leave shall not be entitled to any leave salary.
- (5) An employee on casual quarantine or maternity leave shall not be entitled to leave salary as if he was on duty

***Power of the Board of Management***

- 16 Notwithstanding anything contained in these Rules, the Board of Management Authorities Competent Sanction leave Board of Management shall be competent to sanction any kind of leave on such terms as it may deem fit to any employee. It shall like-wise be competent for reasons which it may considered equate, to vary, revise or cancel any leave order issued either by itself or by any officer or subordinate authority; or it may, at its discretion, delegate the powers reserved to it under these Rules to any authority subject to such restriction, as it may like to impose.

***Authorities Competent Sanction leave***

- 17 (1) Subject to the provisions of Rule 15 of these Rules, the following authorities shall be competent to sanction leave under these Rules to the Extent specified against each

| <b>Authority</b>    | <b>Nature of leave</b>                 | <b>Extent of power</b>  |
|---------------------|--|---|
| (i) Vice-Chancellor | (a) Ordinary and Special<br>(b) Casual | To the extent to all senior grade officers and heads teaching departments |

|  |   |   |
|--|---|---|
|  | (c) All other kinds of leave except study leave | To the extent of one month in the case of all senior grade officers except himself and professors and of a period beyond one month in case of other employees.                                |
| (ii) Registrar   | All other kinds of leave except study leave.    | To extent of one month in case of all employees other than Senior grade officers and teachers   |
| (iii) Assistant Registrar                                      | Ordinary and special casual leave.              | To the full extent to the teachers except professors and heads of the teaching departments of the recommendation of the Head of the Departments concerned.                                    |
| (iv) Heads of the administrative departments of the University | Ordinary and special casual leave.              | To the full extent in respect of the employees under his administrative control provided that in case of teaching depts. With laboratories museum, the application for leave may recommended. |

- (2) The authority granting leave will be expected to see that leave is not applied for on flimsy ground and that adequate arrangement is made for ensuring that work in the University is carried on during the absence of the employee on leave. To avoid dislocation of University work no employee should be granted leave more than once in course of the month except on medical grounds.
- (3) Every authority competent to sanction casual leave shall responsible for the proper maintenance of a casual leave register in Form No. 2 in respect of employee under his administrative control.
- (4) A copy of every order granting leave other than casual leave shall be communicated to the Registrar and the Treasurer.

- (5) In forwarding applications from any of his subordinates for short leave of absence the officer, concerned should suggest arrangements for carrying on his work during his absence.
- (6) When a University employee proceeds on or returns from leave of any nature he should immediately report the fact direct to the officer who granted him leave as well as to the Treasurer.
- (7) Employee proceeding on leave of any description except casual leave must, before their departure, furnish the Registrar and the Treasurer and the Head of the department to which they belong, as the case may be, with some addressed them during the period of their leave.

***Doubts and difficulties:***

- 18 If any doubt or difficulty arises with regard to the interpretation or application of any of the provisions of these Rules, the Vice-Chancellor to the Board of Management whose interpretation decision may refer the matter shall be final.
- 19 These Rules shall supersede the leave of 1955.
- 20 Leave Rules for employees of the University press. The University press employees shall be governed by the leave Rules of the Government of Assam applicable to the Assam Govt. press employees.

***Leave to Research***

- 20 Leave Rules for research fellows and scholars of the University.
  - (a) Within the period of research fellowship or scholarship, the whole time of the fellow or scholar be devoted to Research. Reasonable leave not exceeding six weeks in a year may be granted to a fellow or scholar by the Registrar on recommendation of the supervisor and the period of such leave shall be granted as a part of the scholars tenure. Of this allocation not more than 4v weeks may be granted at the end of the period of scholarship. Leave for uncompleted year may be awarded on 14rorate basis. Within this quota casual leave limited to 12 days in a year and not exceeding 8 days at a time may be allowed to the scholar.
  - (b) Maternity leave Maternity leave may be granted to a Woman fellow or scholar as per provision under Rule 11 of these Rules

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