

Roop Chand Ramji Lal Educational Trust

Near Indira Canal, Faizabad Road, Lucknow Ph.: 9793445559, 9044068697/98 E mail: goelgroup360@gmail.com Web : goel.edu.in

Ref. 4264A/RCRL/LR/EMP/2019

Date. 01/08/2019



LEAVE RULES

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. Any type of leave cannot be claimed as a matter of right. It may be granted for a casual purpose or a planned activity on medical grounds or in extraordinary conditions.

The following leave rules shall be applicable to all faculty and non-faculty of the institution of Goel Group of Institutions, Lucknow with effect from 1st August 2019.

1. General Rules

- 1.1. Leave cannot be claimed as a matter of right and when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave.
- 1.2. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- 1.3. Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deductions.
- 1.4. Faculty must make alternate arrangements/internal adjustments among the faculty members from his/her or any other department before applying for the leave.
- 1.5. Before proceeding on leave, an employee shall intimate to the sanctioning authority his/her contact details including address, phone no. email etc. for correspondence while he/she is on leave and shall be in touch with reporting authority or to inform his/her latest location about change of his address of phone, email etc.
- 1.6. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.
- 1.7. Except with the permission of the authority, who granted leave, employee on leave may return to duty before the expiry of the period of leave granted to him/her.
- 1.8. An employee who has been granted leave on medical reason is required to produce a medical certificate of fitness before resuming duty. Leave sanctioning authority may secure/demand a second medical fitness certificate, if considered necessary.
- 1.9. Absence from duty after expiry of leave entails disciplinary action.
- 1.10. Leave will not be granted to staff under suspension.
- 1.11. If any employee resigns, then he/she shall not be entitled to any further leave during the notice period.
- 1.12. Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation or any other kind of leave, subject to any limits prescribed in such cases.
 - 1.13. At the request of the employee the sanctioning authority may convert any kind of leave including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on the day on which the employee proceeded on leave; but the employee cannot claim such conversion as a matter of right.
 - 1.14. An employee on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.



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1.15. The leave year is reckoned from 1st August of a calendar year to the 31st July of next calendar year. i.e., academic year of the intuition.

2. KINDS OF LEAVES

The following kind of leave shall be admissible

- CASUAL LEAVE – 12
- MEDICAL LEAVE – 12
- DUTY LEAVE – 12
- EARNED LEAVE – 08
- VACATION LEAVE – 8
- LEAVE WITHOUT PAY
- SABBATICAL LEAVE
- STUDY LEAVE
- MATERNITY LEAVE
- SHORT LEAVE



2.1. Casual Leave (CL)

- 2.1.1. CL is not earned; it may be granted to an employee for not exceeding twelve days in an academic year.
- 2.1.2. 2.1.2. If an employee joins after the expiry of first month of academic year, the number of casual leave admissible to him/her shall be proportionate to number of months left in the academic year. Moreover, if joining falls on or before 15th of the month then the joining month may be included while calculating the number of CL admissible to him/her.
- 2.1.3. A minimum of half day or a maximum of three days CL can be availed of at a time. Ordinarily, an employee shall not be allowed to avail more than six CL in a semester.
- 2.1.4. CL can only be pre-fixed or suffixed with all types of holidays/leaves. Sunday and Holidays falling during period of CL may not be counted as part of CL.
- 2.1.5. CL will not carry forward to next academic year and shall lapse at the end of the ensuing year.

2.2. Medical Leave (ML)

- 2.2.1. Medical leave may be granted in case of sickness of the employee and not his/her dependents. A medical certificate from doctor or a registered medical practitioner would be required.
- 2.2.2. Medical leave shall not be granted for less than three days at a time and not more than three times in an academic year.
- 2.2.3. Sundays and holidays may be prefixed/suffixed to MLs. Sundays and holidays falling during a period of ML may be counted as part of ML.
- 2.2.4. No ML is allowed during probation period.
- 2.2.5. Ordinary 12 ML may be allowed in an academic year.
- 2.2.6. Medical leave may be combined with any other kind of permissible leave.



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2.3. Earned Leave (EL)

- 2.3.1 EL is admissible to all employees and is credited after completing one year of service.
- 2.3.2 EL is to be granted only after it is earned. One EL is credited for every period of twelve days spent on duty subject to a maximum of thirty days in an academic year.
- 2.3.3 EL cannot be granted during probation period.
- 2.3.4 Minimum of three EL may be granted at a time and at the most it may be granted three times an academic year.
- 2.3.5 Sundays and holidays falling during the period of EL shall be counted as part of the EL.



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2.4. Leave Without Pay (LWP)

- 2.4.1. There is no provision as such exist for grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of one's authorization, he/she may be granted, LWP at the discretion of the sanctioning authority/management subject to exigencies of service. Such leave shall not exceed thirty days in an academic year subject to a maximum of fifteen days at a time.
- 2.4.2. Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.
- 2.4.3. LWP should also be sanctioned in advance like any other leave.
- 2.4.4. In the case of sickness or cases of pregnancy and child birth, an employee may avail leave without pay with prior permission.



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2.5. Duty Leave (DL)

- 2.5.1. Duty leave may be granted for one or more of the following purpose:
 - a. Attending conferences, congresses, symposia and seminars on behalf of the institute or with the permission of the institute.
 - b. To work on behalf of the institute.
 - c. Delivering lectures in institutions and at the invitation of such institutions or university received by the institution, and accepted by the head of the institution;
 - d. To defend/attend project proposals/meeting of project related filed work/various funding agencies, viz. UGC, DST, AICTE OR AFFILIATING UNIVERSITY etc.
 - e. To participate in refresher/orientation and similar short term courses.
 - f. The Affiliating university work will be considered under Duty Leave i.e. evaluation work/Practical work etc.
- 2.5.2. The application for duty leave shall be forwarded along with recommendation by the head/dean/director to the sanctioning authority after taking into account, the academic needs of the department/institute. While recommending the application, the head/Dean/Director of the department will specify that alternative arrangements for the academic duties of the faculty member concerned will be made, without asking for a substitute/extra academic position.



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2.5.3. Total number of duty leaves shall not exceed fifteen days in a year of which a maximum of twelve days in a semester.

2.6. Sabbatical Leave (SBL)

2.6.1. Sabbatical up to a period of one year may be granted to a faculty once in every five years of attachment to a research organization or an institute of good standing with the sole aim of pursuing research activity.

2.6.2. Although the employee will hold the line with the parent institution, yet he/she will not be entitled to draw salary from the institution.

2.7. Study Leave (SL)

2.7.1. Leave for up to a maximum of three years may be granted once in the tenure of service for pursuing higher studies at a recognized institute, however, salary shall not be payable for the period.

2.7.2. Study leave may be granted after an employee has rendered at least two years of unblemished service to the institute. He/she will be required to furnish a bond of non-judiciary stamp paper of rupee one hundred that he/she will serve the institution at least for a period of three years after return from the study leave. However, the management may reduce the bond period or allow such leave without a bond.

2.7.3. An employee having completed a minimum service of one year shall be entitled to study leave for pursuing full time masters' degree/PhD course work/part-time PhD and examination thereof, thesis writing etc. entitlement shall be one month for each year of service to a limit of three months in an academic session. However for full time Masters/PhD study, leave shall be without salary. An employee having less than one year of service shall not be entitled for any study leaves whatsoever.

2.7.4. Study leave may be granted up to a maximum of 10% of the sanctioned posts in any department.

2.8. Vacation Leave (VL)

2.8.1. A faculty is entitled to 08 days summer and/or winter vacation from earned EL subject to their being able to complete the preparations for the next semester. If, however, the exigencies of service do not allow an employee to avail of these vacations, the short fall in period of vacation not availed of by the employee will be converted into earned leave and rules of earned leave will apply. A non-faculty (supporting staff) is entitled for 04 days vacation leave under same conditions.

2.8.2. The vacation leave shall require to be sanctioned in advance in writing, as for any other leaves.

2.8.3. The vacation period amongst the faculty members shall generally be staggered to ensure that the department/concerned office functioning is not hampered.

2.8.4. Like earned leave, vacation leave shall first be earned. An employee who has not worked for the preceding semester shall not be entitled to vacation leave. He/she shall however, be entitled to reduced period of vacation on prorata



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basis. Each six months period will be counted from the first day of an academic session.

2.9. Maternity leave (MATL)

- 2.9.1. A woman employee with less than two surviving children may be granted maternity leave with approval from the sanctioning authority/management.
- 2.9.2. Maternity leave may be combined with any other kind of permissible leave.
- 2.9.3. Such leaves may be allowed two times in the period of service.

2.10. Short leave (SHL)

- 2.10.1. An employee can avail maximum two short leaves in case of unforeseen emergencies during working hours in a month for 2 hours; if he/she takes any short leave after this limit, each short leave will be considered as half day.



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