

## **Leave**

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions.

Leave cannot be claimed as a matter of right. During exigencies of service, leave of any description may be refused or revoked by the authority empowered to sanction the leave. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed. Saturday, Sunday and other holidays or the vacation may be prefixed as well as suffixed. Combination of leave (except with Casual Leave) or continuation of any other kind of leave can be availed of.

To take leave, a faculty member has to fill the google form for approval of the HOD and Dean (F) (<https://forms.gle/n1xYkEqwFec9DTE66>)

**Absence On-duty (AOD):** Absence On-duty will be granted for the following purposes: (a) National level committee meetings like PACs of SERB, DST, MEITY, DBT etc., and BOG meetings of CFIs, (b) faculty selection committee meetings at CFIs, (c) PMRF Selection Committees and (d) when a faculty is assigned any other duties by the Institute.

### **1. Conversion of one kind of leave into another leave:**

When requested by a Faculty member the sanctioning authority may convert any kind of leave within 30 days of leave availed, but such conversion cannot be claimed as a matter of right.

### **2. Leave to Probationers:** - A person appointed to a permanent post on probation is entitled to all kinds of leaves admissible under the rules on par with other permanent employees.

### **3. Prior Intimation :** Prior application and sanction is necessary before availing any leave except casual leave.

### **4. Sanctioning Authority :** Head of the Department is the approving authority for availing below 10 days of leave and Dean (Faculty) is the approving authority for more than 10 days of leave.

## **II. Kinds of leave:**

- i. **Casual Leave:** Eight days in a calendar year is allowed Saturdays, Sundays and holidays, whether intervening, prefixed or suffixed shall not be counted as casual leave. Casual leave cannot be combined with any other kind of leave except vacation leave.
- ii. **On Duty Leave:** A faculty can avail upto a maximum of 30 days On duty leave excluding Saturdays/Sundays/Closed holidays in a given calendar year. During the semester time, it is advised to restrict the same upto 5 days in one spell. This leave is allowed for the following professional activities: (a)

national and international conferences, (b) workshops/seminars, (c) PhD viva, (d) project related meetings (defense, reviews), (e) research visits and fellowships to other institutes/labs/universities, (f) industry visits, (g) state level committee meetings and (h) for delivering talks. These leaves are approved by the HoD, and Dean (Faculty) if it entails travel outside Hyd.

- iii. **Earned Leave (Vacation):** Earned leave is admissible to members of vacation staff (faculty). In a given academic year, a faculty can avail up to a maximum of 60 days of vacation as declared by the Institute, which can be converted into a credit of 30 days of EL by not availing the vacation. Every two days of vacation that is not availed will be converted as one day EL subject to a maximum of 30 days in a calendar year and 300 days in entire service. Institute will, however, afford an advance credit of 15 days in every half year i.e. on 1<sup>st</sup> January and 1<sup>st</sup> July and the credit earned as above will be adjusted from this advance credit. No advance leaves will be adjusted when the leave balance is zero.
- iv. **Half pay leave:** Up to 20 days with half-pay (called a Half-Pay Leave) or up to 10 days with full pay (called a Commuted Leave by producing medical certificate) can be availed on various grounds. This leave is accumulated if not used every year.
- vi. **Commuted Leave:** This Leave is granted on medical certificate normally. Commuted leave not exceeding half the amount of half-pay leave due can be taken on medical certificate. Up to a maximum of 90 days can be taken during the entire service without medical certificate where such leave is utilized for an approved course of study certified to be in institute interest. A maximum of 60 days can be granted to a female employee in continuation of maternity leave without medical certificate and up to a maximum of 60 days can be granted without medical certificate to a female employee with less than two living children, on adoption of a child less than one-year-old. Commuted leave may be granted at the request of the employee even when earned leave is due to him.
- vii. **Maternity leave:** female employees with less than two surviving children may avail a maximum of 180 days' maternity leave, on full pay from the date of its commencement. Maternity leave not exceeding 45 days in case of miscarriage including abortion on production of medical certificate, may also be granted to a woman faculty member (irrespective of the number of surviving children) on full pay.
- viii. **Paternity Leave:** A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the

period of such leave he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with other kind of leave as in the case of Maternity Leave.

- ix. **Child Care Leave:** Female employees may avail upto a maximum of 730 days of Child Care Leave, for taking care (sickness, examination, etc.) of upto two children below the age of 18 years with 100% salary for first 365 days and 80% of the salary next 365 days.
- x. **Sabbatical leave:** May be granted with full salary to faculty for academic/professional work in India or abroad for a period of up to twelve months, after each six years of continuous service (apart from short-term leave). In no case Sabbatical leave shall exceed three times during the entire service of the Teaching Staff.

This leave is granted for:

- a. To write Textbooks, standard works and other literature.
- b. To visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields.
- c. To visit or work in a University, Industry, or Government research laboratories in India and abroad and
- d. Any other purposes for the academic development of the teaching staff / Faculty member Approved by the Board of Governors.