



GIRIJANANDA CHOWDHURY UNIVERSITY

HATHKHOWAPARA, AZARA, GUWAHATI-781017, KAMRUP (M), ASSAM

LEAVE RULES

(Approved by Board of Management vide Res. No.BOM.7/2025-05/05 dated 28-05-2025)

1. DEFINITIONS

- 1.1 **Holiday:** Holiday means a day declared by a notification of the University to be closed day for all employees except those otherwise specifically asked to attend the University.
- 1.2 **Salary:** Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA etc.
- 1.3 **Average Pay:** Average pay means the average of salary of last 10 calendar months.
- 1.4 **Vacation Employee:** Vacation Employee means that employee who is entitled to winter and summer vacations. This includes only the teaching faculty and the laboratory Instructors.
- 1.5 **Non Vacation Employee:** All non-teaching employee including the laboratory assistants constitutes this category.
- 1.6 **Retirement:** The term refers to superannuation after attaining the age of **60** years or as decided by the competent authorities time to time. It has all other connotations as applied to a Government Deptt. including premature retirement.
- 1.7 **Release:** The term refers to termination of employment in accordance with terms of employment.

2. GENERAL

- 2.1 **Leave is a privilege and not a right:** It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
- 2.2 **Leave Application:** The leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave.



The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged.

- 2.3 **No leave can commence unless it has been sanctioned:** 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.
- 2.4 **Acceptance of alternate** Employment/engaging in trade/ business etc. causing him/her the monetary/personal gain is an offence and the employees shall refrain from the same.
- 2.5 **No leave will be sanctioned on telephone** except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing.
- 2.6 **Continued absence** of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.
- 2.7 The teaching faculty entitled to vacation leave is not entitled to earned leave.

3. Kinds of Leave:-

a)	Casual Leave	CL
b)	Sick Leave	SL
c)	Earned Leave	EL
d)	Leave Without Pay	LWP
e)	Duty Leave	DL
g)	Study leave	STL
h)	Vacation Leave	VL
i)	Maternity Leave	ML
j)	Paternity Leave	PL

3.1 Casual Leave (CL)

- 3.1.1 Every employee held on the roster of the University is entitled to One (1) day casual leave for each thirty (30) days block of duty performed by him/her subject to a maximum of Twelve (12) days of casual leave in one calendar year.
- 3.1.2 A minimum of half (1/2) day or a maximum of Three (3) days of CL can be availed of at one time. Half day CL will not be granted on half working days.
- 3.1.3 CL can be pre-fixed/suffixed with all types of holidays only.



3.1.4 CL upto total accumulated period but not exceeding seven (07) days may be granted under very special circumstances.

3.1.5 CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

3.2 **Sick Leave (SL)**

3.2.1 Sick leave may be granted in case of sickness of the employee and not his/her dependents. Sick Leave shall not be granted for less than 2 days.

3.2.2 An application for Sick Leave must be accompanied by a certificate from a registered medical practitioner confirming inability of the employee to attend duty.

3.2.3 A maximum number of sick leave in a year shall not exceed 15 days.

3.3 **Earned Leave (EL)**

3.3.1 EL is admissible to all employees at the rate of $\frac{1}{2}$ of the period on performed duty, subject to a maximum 21 days in a year. 14 days EL will be credited in July and 7 days EL in December every year.

3.3.2 Earned Leave is to be granted only once it is earned and can be carried over and accumulated upto a limit of 100 days for the entire duration of service.

3.3.3 Earned leave can be pre-fixed/suffixed with other holidays/leaves.

3.3.4 Earned leave shall not be sought by the employees during the currency of the semester. However, a maximum of (07) days EL may be granted during the semester under exceptional circumstances.

3.4 **Leave Without Pay (LWP)**

3.4.1 No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, or when no other leave is due, if an employee has to avail leave in excess of one's authorization, he/she may be granted, "Leave without Pay" at the discretion of the Vice Chancellor/Management subject to exigencies of service. Such leave shall not exceed 30 (Thirty) days in a calendar year subject to a maximum of 15 (Fifteen) days at a time.

3.4.2 Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.

3.4.3 "Leave without pay" shall also be got sanctioned in advance as any other leave.



3.5 Duty Leave (DL)

3.5.1 An activity of an employee which can bring recognition to the University may be considered for grant of Duty Leave.

3.5.2 Duty leave may be granted for one or more of the following purposes:

- a) To deliver academic lecture
- b) To work on behalf of the University
- c) To read/present a research paper in a Conference/ Symposium of National/International level.
- d) To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
- e) To inspect academic institutions attached to a statutory body or a University recognized by the Government.

3.5.3 The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:-

- There exists a written request/invitation from the assigning authority.
- The paper has been accepted for presentation and a communication to this effect received in writing.
- The maximum number of Duty Leaves in a calendar year (15 days) maybe extended on exceptional condition/s, with approval from the Vice-Chancellor.



3.6 Study Leave (STL)

- 3.6.1 Leave for upto a maximum of TWO years may be granted ONCE in the tenure of service for pursuing higher studies at the recognized University/Institution.
- 3.6.2 Study Leave may be granted after an employee has rendered atleast 3 years of continuous service in the University. He/She will be required to furnish a bond for Rs.3.50 lakhs on non-judicial stamp paper of the required value that he/she will serve the University atleast for a period of 5 years after return from the study leave. However, the University may reduce the bond period to 3 years under special circumstances.
- 3.6.3 An employee will not be entitled to draw the salary during study leave

3.7 Vacation Leave (VL)

- 3.7.1 All full-time faculty members are entitled to 14 days summer vacation and 7 days of winter vacation 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. (at the discretion of competent authority)
- 3.7.2 The vacation leave shall be got sanctioned in advance in writing as any other leaves.
- 3.7.3 The vacation period amongst the faculty members shall generally be staggered to ensure that the University functioning is not hampered.
- 3.7.4 Like earned leave, vacation leave shall first be earned but cannot be carried over or accumulated. An employee who has not worked for the preceding semester shall not be entitled to vacation leave. He/she shall however, be entitled to reduce period of vacation on pro-rata basis. Each six months period will be counted from the first day of an academic session.

3.8 Maternity Leave (ML)

Maternity leave for a maximum period of 6(six) months may be granted to a permanent female employee with full pay upto a maximum of two children.



3.9 Paternity Leave (PL)

Paternity leave for a maximum period of 15 (fifteen) days, within the period of 6 (six) months of the child birth may be granted to a permanent male employee with full pay upto a maximum of two children.

- 3.10** Leaves will be granted only when it is recommended by the HOD/Controlling Officer.
- 3.11** No leave shall be admissible to an employee during the notice period (in case of termination/resignation)
- 3.12** Competent authorities may also grant a special leave up to a maximum period of fifteen days to a vacation employee upon the death of their parents/spouse if no Earned Leave is due to them at that time.
- 3.13** Notwithstanding anything mentioned above the decision of the competent authority shall be final while granting any leave.

**Sd/-
Registrar**

