

SAFFRONY INSTITUTE OF TECHNOLOGY

S.P.B PATEL ENGINEERING COLLEGE

B.S. PATEL PHARMACY COLLEGE

LEAVE & VACATION RULES

Applicability:

Leave & Vacation Rules will be applicable to all Teaching & Non-teaching staff of S.P.B. Patel Engineering College and B.S. Patel Pharmacy College with effect from 1st January, 2013. Decisions taken from 01/01/2013 till date will not be reviewed due to applicability of these new leave rules.

1) Holidays:

The Institute will notify and observe 'Public Holidays' and 'Restricted Holidays' (*As per A-2*) based on holidays declared by Gujarat Technological University & the Government of Gujarat.

2) Vacation:

The staff (*excluding Non-Vacation Staff – see rule No. 5, under the title "General terms & conditions" on page No.6.*) shall be given Vacation Leave (VL) for each semester. However, the applicability of the same would be conditional depending upon the nature of employment and duration of service. VL shall be decided and announced before each vacation.

3) Leave:

The staff shall be availing the leave with prior approval of the competent authority. However, leave may not be claimed as a matter of right and when the exigencies of the Institute require so, discretion to refuse or to revoke leave of any kind mentioned here under is reserved with the sanctioning authority / management.

Definitions:

- i. Director/Principal, Library staff and Administrative staff including Training & Placement Officer (*other than teaching and laboratory staff*) are considered as 'Non-vacation staff'.
- ii. Regular Teaching Staff means GTU approved and confirmed as Regular in writing after completion of probation period.
- iii. Adhoc Teaching Staff means all teaching staff other than Regular teaching staff shall be considered as Adhoc Teaching Staff.
- iv. Regular Non-Teaching Staff means those who have completed 2(two) years of service in the Institution and confirmed in writing as Regular staff.
- v. Adhoc Non-Teaching staff means all Non-Teaching staff other than Regular Non-Teaching staff.

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- vi. Regular or Adhoc Non-vacation staff except Director/Principal shall be treated as Regular or Adhoc Non-teaching staff for the purpose of leave and vacation rules.

(A). Leave admissible to Regular teaching staff:

The following types of leave would be available to Regular teaching staff:

A-1. Casual Leave (CL):

All regular staff is eligible to avail Casual Leave (CL) of 12 (Twelve) days per annum credited for the calendar year (January - December) with following sub-rules:

- (i) Casual Leave can be taken only on a pro-rata basis during first year of service. From second year of service, 6 days Casual Leave would be credited each at the beginning of January and July respectively aggregating to 12 days casual leave in a calendar year.
- (ii) Casual leave can neither be accumulated nor encashed.
- (iii) Maximum 3 Casual leave can be availed at an instance by a staff member, subject to availability of leave balance.
- (iv) $\frac{1}{2}$ CL can also be availed only in cases of emergency. In such situations, staff is allowed up to 2.5 hours of delayed arrival or 2.5 hours early exit from the Institute.
- (v) Any intervening holidays or weekly offs shall be considered as casual leave.
- (vi) From second year of service, Staff cannot take more than 3(three) CLs in the last quarter of the year. I.e. in the months of October to December.

A-2. Restricted Holidays (RH):

- (i) Two restricted holidays are also granted at the option of the staff from the list of such restricted holidays declared by the Gujarat Technological University/Govt. of Gujarat.
- (ii) Unutilized restricted holidays shall not be allowed to be accumulated for carry forward.

A-3. Special Casual Leave (SCL):

- (i) Special casual leave, not exceeding ten days in a calendar year (January - December) may be granted to a teacher:
 - a) To conduct examinations of other universities / public service commission / board of examinations or similar bodies / institutions and
 - b) To inspect academic institutions attached to statutory board etc.
 - c) Special casual leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It can be granted in combination with holidays and vacation.

(Note: In computing ten days of leave, days of journey required if any to and from the place of visit, may be excluded.)

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A-4. Duty Leave (DL):

- (i) Duty leave may be granted for:
 - (a) Attending conferences, congresses, symposia, workshops, refresher courses and seminars and similar programs for the purpose of faculty development.
 - (b) Delivering lectures in Institutions and Universities at the invitation by such institutions/ universities received and accepted by the principal/management.
 - (c) Working in other Indian or Foreign university, any other reputed agency/institute/ organization, when so deputed by the institution.
 - (d) Participating in a delegation or working in a committee appointed by government/ university/UGC or other academic body of repute.
 - (e) Attending meetings of UGC/DST or NGO of repute if he/she is invited to share his/her expertise/experience.
 - (f) Performing any other duty for the university/institute.
- (ii) The duration of the leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) Casual leave may be granted if required, in combination of duty leave.

A-5. Earned Leave (EL)/Privilege Leave (PL); (for Director/Principals only):

Only Director/Principals are eligible for EL/PL of 30 (thirty) days every year. They can earn 2.5 days EL/PL for every 1 month of working.

Guidelines for availing EL/PL are as under:

- (i) EL/PL can be accumulated up to a maximum of 24 (Twenty Four) days.
- (ii) Director/Principal can opt for a maximum of 15 days of encashment from unutilized EL/PL. All such encashment shall be done on Basic + DA components of the salary and be payable at the end of leave cycle (during the month of subsequent January).
- (iii) EL/PL can be combined with Sick Leave.
- (iv) Any intervening holidays or weekly offs shall be considered as EL/PL.

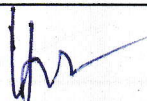
A-6. Sick Leave (SL)/ Half-Pay Leave (HPL):

All staff members, including adhoc staff, are eligible for 10 days Sick Leave/20 days Half Pay Leave per annum, credited after completion of one year of service at the Institute. Staff can avail in aggregate either full 10 day Sick Leave or 20 days Half Pay Leave in a year.

Guidelines for availing SL/HPL are as under:

- (i) Sick leave/Half Pay Leave for more than 3 days needs to be supported with a doctor's Medical Certificate.
- (ii) Sick Leave/Half pay leave earned during second year onwards of service may be taken on pro-rata basis during the concerned year. However, Sick leaves earned during any year can be carried forward ONLY to the next year and not beyond.
- (iii) Sick Leave/Half Pay Leave cannot be encashed.

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- (iv) Sick Leave/Half Pay Leave can be suffixed only with Privilege Leave (PL). However, such suffixing shall be allowed only if the staff's Sick Leave balance gets exhausted in the course of the sickness.
- (v) Any intervening holidays or weekly offs shall be considered as Sick Leave if he/she is on full day sick leave on very previous day.

A-7. Maternity Leave (ML):

This leave is applicable to all married female staffs (Adhoc and Regular). All such staffs who have worked with the Institute for two year preceding the expected date of delivery are entitled to maternity leave of 12 weeks with full pay. The earliest a staff can avail of this leave, is 6 weeks before the expected date of delivery. Medical bonus of Rs.750/- shall be provided to female staffs for the first two children upon resumption of duties. In the case of miscarriage or abortion, or if pregnancy is terminated on medical grounds, as per the Maternity Benefit Act, leave up to 6 weeks may be allowed. To claim the above benefits, female staff should submit relevant medical documents including birth certificate to the management before availing the leave and joining the duties after the leave. Maternity leave shall not be granted to a female staff, if she has two living children.

(Note: The employee shall have to continue in service at least for a period of one year after availing the maternity leave; otherwise, she will have to refund all above benefits including salary of 12 weeks before leaving the job.)

A-8. Paternity Leave (PtL):

This policy is applicable to all married male staffs (Adhoc and Regular) for their first two children. Paternity leave of 5 days can be taken within 90 days of the birth of the child, on submission of the birth certificate, which may be availed in two installments. Paternity leave can be clubbed with EL/PL but cannot be encashed.

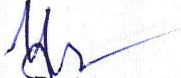



A-9. Extraordinary Leave (Leave without Pay - LWP):

A Regular staff may be granted extraordinary leave by the management in extraordinary circumstances when -

- (a) No other leave is admissible or
 - (b) No other leave is admissible and the permanent staff applies in writing for the grant of extraordinary leave
- (i) Extraordinary leave shall always be without pay and allowances.

(B). Leave admissible to Regular Non-teaching Staff:

The Regular Non-teaching staff shall be granted leave as under:

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B-1. Holidays, Causal Leave and Duty leave:

- (i) They may be granted holidays ("public holidays" as per rule No.1 here in before.) and restricted holidays (*As per A-2 herein before.*)
- (ii) They shall be granted casual leave not exceeding 12 days in a Calendar year (*As detailed under A-1 herein before.*)
- (iii) They may be granted duty leave on full pay depending upon the nature of duties assigned to them by the management/authority or for the reasons mentioned in A-4 applicable to them and accepted by management/authority.

B-2. Earned Leave (EL)/Privilege Leave (PL):

All Regular Non-Teaching staff are eligible for EL/PL of 12(Twelve) days every year. They can earn 1 (one) day EL/PL for every 1 month of working and one day EL/PL for every 3(three) days of working, if called on duty during his/her vacation period only in case they are granted vacation.

Guidelines for availing EL/PL are:

- (i) EL/PL can be accumulated up to a maximum of 24 (Twenty Four) days.
- (ii) Regular staff can opt for a maximum of 15 days of encashment from unutilized EL/PL. All such encashment shall be done on Basic + DA components of the salary and be payable at the end of leave cycle (during the month of subsequent January).
- (iii) EL/PL can be combined with Sick Leave.
- (iv) Any intervening holidays or weekly offs shall be considered as EL/PL.

B-3. Sick Leave (SL)/Half Pay Leave (HPL):

They shall be granted Sick Leave (SL)/Half Pay Leave (HPL) (*as detailed under A-6 herein before.*)

B-4. Extra Ordinary Leave (Leave without pay - LWP):

They shall be granted Extra Ordinary Leave (Leave without pay) (*as detailed under A-9 herein before.*)

B-5. Maternity Leave:

They shall be granted Maternity Leave (*As detailed under A-7 herein before.*)

B-6. Paternity Leave:

They shall be granted Paternity Leave (*As detailed under A-8 herein before.*)

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(C). Leave for Adhoc Teaching & Non-teaching Staff:

The teaching and non-teaching staffs who are appointed on Adhoc basis shall be given leave as under:

- (i) They shall be granted holidays "public holidays" (As per rule No.1 herein before) and restricted holidays (As per A-2 herein before).
- (ii) They shall be granted casual leave not exceeding 12 days in a Calendar year (As detailed under A-1 herein before.)
- (iii) They shall be granted duty leave (As detailed under A-4 herein before.)
- (iv) They shall be granted Sick Leave (As detailed under A-6 herein before.)
- (v) They shall be granted LWP (As detailed in A-9 herein before.)

General terms & conditions:

1. No staff shall proceed on any kind of leave (except in extraordinary situation or leave on urgent medical ground in which case he/she should inform head of department/section by telephone or other communication means at least before commencement of his/her duty time) without prior approval of sanctioning authority. Any leave applied soon after enjoying the leave shall not be granted by authorities unless under extraordinary circumstances.
2. A staff who remains absent from duty continuously for a period exceeding 7 days without prior permission/getting due leave sanctioned by the competent authority will be liable to be considered to have ceased to be in employment of the institute from the date of such absence. In such cases, notice period salary shall be recoverable from him/her.
3. The staff shall not be permitted to submit his/her resignation while on any type of leave. The staff shall not be permitted to avail any type of leave except casual leave once he/she submits the resignation and is completing the notice period.
4. It shall be mandatory on the part of every staff to accept and carry out examination work that may be entrusted to him/her either by the Institution or by affiliating University.
5. Director/Principal, Library staff and Administrative staff including Training & Placement Officer (other than teaching and laboratory staff) are considered as 'Non-vacation staff'. Non-vacation staff members can not avail vacations as teaching staff. They are given EL/PL in compensation of the vacation leave.
6. Director/Principal shall be given Holidays, Casual leave, Restricted holidays, Special casual leave, Duty leave, Sick leave, Maternity/Paternity leave, LWP as and when applicable as per regular teaching staff.
7. Vacation staff shall be given 1(one) EL for every 3(three) days of working if called on duty by designated authority for department/institution work on the days he/she is granted

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vacation. Each leave so earned shall be utilized by the employee in the manner CL is utilized as per rule no. A-1.

8. In case of any dispute arising out of the leave rules, the decision of the management will be final and binding.
9. The management reserves the right to add, amend, delete and/ or cancel all or any of the leave and vacation rules.

Prof. H. G. Rajput
(Director)

Dr. A. K. Chaturvedi
(Principal)
S.P.B. Patel Engineering College

Priyesh Dalal
(Managing Trustee)

Dr. P. D. Bharadia
(Principal)
B.S. Patel Pharmacy College

Saffrony Institute of Technology
(Managed by Jay Jalaram Education Trust)

DATE: 21st JUNE, 2013

PLACE: LINCH - MEHSANA