

LEAVE RULES FOR TEACHING STAFF
WORKING IN UNAIDED INSTITUTIONS/COURSES RUNNING UNDER
THE AEGIS OF GOVERNING COUNCIL, G.H.G. KHALSA COLLEGE,
GURUSAR SADHAR [LUDHIANA]

(A) General

1. Leave cannot be claimed as a matter of right. When the exigencies of the service so required, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
2. The nature of leave due and applied for by a teacher cannot be altered at the option of the sanctioning authority. So, while it is open to the sanctioning authority to refuse or revoke leave due and applied under this rule it is not open to him to alter the nature of such leave.
3. No teacher may leave his headquarters during Sundays or holidays and or any kind of leave without the written permission of the Principal of the college.
4. Sundays and other holidays may be prefixed or suffixed or both to leave subject to any limit of absence on leave prescribed under each kind of leave.
5. The Principal shall have the authority to change the date of commencement of leave granted to a college teacher on his own or on request from him/her.
6. Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave but not with casual leave.
7. The authority which grants leave to a college teacher can convert it retrospectively into leave of different kind which may be admissible as on the date on which the conversion is sought but the concerned college teacher cannot claim it as a matter of right.

(B) Casual leave in a year

1. 10 days to those teachers whose length of service is not more than 10 years.
2. 15 days to those teachers whose length of service is more than 10 years.
3. In the case of ad-hoc teachers, one day's casual leave for each month's service after completing ad-hoc service of one month i.e. one day's casual leave for service more than one month but less than two months, two days' casual leave for service of more than 2 months but less than three months, so on.

(C) *Calculation of Casual Leave*

From the date on which an employee completes his 10th year of service, he will be entitled to casual leave in that year according to the next higher scale.

(D) *Accounting of Casual Leave*

The casual leave account will be maintained annually from the 1st of January to 31st of December. All casual leave account will be closed on the 31st December and new accounts opened on the 1st of January following irrespective of the fact that a teacher takes a spell of casual leave which includes the last few days of December, and the first few days of January. Thus if a teacher takes leave from the 26th December to 5th January, the period 26th December to 31st December will be debited to his leave account for the last year and the period 1st January to 5th January will be debited to his leave account for the next year.

(E) *Length of Casual Leave and Combination of Leave*

In taking casual leave within the limits admissible above a teacher may remain continuously absent from duty for a maximum of 8 days. In this spell he will be permitted to include holidays, which will not be debited to his casual, leave account. The total spell, however, should in no case exceed 8 days. The balance of casual leave can be taken in driblets.

(F) *Half Pay Leave*

1. 10 days leave for each completed year of service after completion of 10 years of continuous service.
2. The half pay leave due to a teacher may be granted on medical ground or private affairs. Half pay leave can also be commuted on medical grounds only subject to the conditions that :-
 - i. Commuted leave during the entire service shall be limited to maximum 180 days.
 - ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

(G) *Leave not due*

'Leave not due' can be granted by competent authority to an employee up to 90 days on medical grounds or on other grounds. Leave not due is debited against the half pay leave, which the teacher may earn subsequently.

Leave not due should not be granted unless the competent authority is satisfied that there are reasonable prospects of the teacher concerned for returning to duty on the expiry of the leave.

(H) *Extraordinary Leave*

Extraordinary leave can be granted to a teacher in special circumstances only viz.

1. When no other leave is admissible; or;
2. When other leave is admissible, but teacher concerned applies in writing for the grant of extraordinary leave:

Extraordinary leave shall always be without pay and allowances. But the period of extraordinary leave for prosecuting higher studies can be counted toward the grant of annual increment/s.

3. The authority empowered to grant leave may commute retrospectively –
 - i. Period of absence without leave into extraordinary leave:
 - ii. Extraordinary leave can be converted into leave of a different kind if the latter type of leave was admissible at the time extraordinary leave was granted.

(I) *Study Leave*

Normally the study leave is granted to undergo a study of scientific, technical, or similar problems or to undergo special course of instructions. Such leave can be granted on terms prescribed by the general or special order by the competent authority. Such leave is not debited against the leave account. This leave is granted subject to:-

1. Exigencies of the service to undergo a course.
2. The subject of study having a direct and close connection with the sphere of the study of the teacher concerned or the course may be of a definite advantage to the institution from point of view or institutional interest. The study/tour should be approved by the authority competent to sanction leave. A

full report on the work done during the study leave is to be submitted. The certificate of the examinations passed with necessary details are also to be submitted to the authorities granting the leave. It can also be granted for course/study which can widen the mind of teacher concerned to improve his ability as a teacher etc. etc.

Provided that the study leave shall be subject to the following conditions:-

- i. It is certified that the study is of definite advantage and in institutional interest.
- ii. Minimum of five year of service is completed;
- iii. Study leave shall not be granted to a teacher who is due to retire within three year of the date on which he is expected to return to duty after the expiry of study leave.

Duration of Study Leave

Study leave shall ordinarily be for twelve months unless there are exceptional reasons and 24 months in all during the entire service. The combination of study leave with other kind of leave is admissible but the total absence should not be more than 27 months (including the vacation period). Study leave allowances if granted will be for not more than 24 months for the period of the definite course of study and that of examination at the end of this study.

Maternity Leave

The competent authority may grant to a female college teacher maternity leave on full pay for a period not exceeding three months. The grant of leave should be so regulated, that the date of confinement falls within the period of this leave. Medical Certificate from Senior Medical Officer must be attached with the application for leave.

Provided that no leave under this sub-rule be granted to a female college teacher who has two or more living children.

Note:- (1) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. The term 'Pay' in this rule includes officiating pay: Provided the authority sanctioning the leave certifies that the

college female teacher would have continued to officiate had she not proceeded on leave.

Note:- (2) (a) Maternity leave under this rule may also be granted in cases of miscarriage/abortion including abortion induced under the Medical Termination of Pregnancy Act 1971 subject to the conditions that the leave does not exceed six weeks and the application for leave is supported by a certificate from a Senior Medical Officer.

(b) Any other kind of leave may be permitted to be prefixed with maternity leave without insisting on a medical certificate. But any leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

Provided that after availing of maternity leave for a period not exceeding three months sanctioned under these rules if female college teacher desires leave of the kind due in continuation of maternity leave, may be allowed leave up to a maximum of thirty days.

Note:- (1) This rule does not preclude the grant of maternity leave in continuation of leave of any kind.

Note:- (2) Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female college teacher producing a medical certificate from the authorised medical attendant to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

[Handwritten Signature]
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