

**AWADH CENTRE OF EDUCATION**  
**Comm-IT Career Academy**  
**Institute of Vocational Studies**

(academic units of Awadh Public Charitable Trust)

**LEAVE RULES**

(Effective from Aug. 1, 2020)

**1. Objective**

The objective of these rules is to formalize the grant of all types of leave to which permanent / regular employee of ACE's Institutions is entitled. This will also provide an insight to all employees into their entitlement of leave, depending upon the nature of their employment.

**2. Applicability**

These leave rules (LR) shall be applicable to permanent /regular employee (Teaching & Non-Teaching staff) of the Awadh Centre of Education (ACE) subsequently started in future in this campus and henceforth shall be known as ACE employees.

**3. Type of Leaves**

- Casual Leave (CL)
- Special Casual Leave (SCL)
- Duty Leave (DL)
- Restricted Holiday (RH)
- Maternity Leave (ML)
- Earned Leave (EL)
- Medical Leave (Med.L)
- Study Leave (SL)

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- Vacations (Summer & Winter)

Winter Break: (during 22<sup>nd</sup> Dec. to 6<sup>th</sup> January)

Summer Vacation (during 1<sup>st</sup> June to 14<sup>th</sup> July)

(will be followed as per University norms in accordance with the Acad. Calender of the year concerned)

**4. Classification:**

All employees of ACE institutions shall fall under one of the two categories mentioned below: -

- Teaching Staff
- Non-Teaching/Administrative Staff

5. The designation, salary, place and time of work shall have no bearing / effect/influence while placing any staff in one of the two categories mentioned above.

5.1 Teaching Staff: Directors, Principals, HODs those who are appointed / engaged to teach regularly as per syllabus teaching schedule (Time-Table) fall under category of "Teaching Staff".

5.2 Non-Teaching / Administrative Staff: The employees / Salaried persons working in the Awadh Bhawan Campus in any capacity will be as Non-Teaching Staff including library staff, Laboratory attendants/ assistants/Lab. Technicians etc.

5.3 All employees / salaried persons (Teaching & Non-teaching) will get their salary w.e.f. 01.08.2018 as per attendance record maintained in the administration through Bio-Matric System/prescribed format of leave application.

## 6. Procedural Guidelines

- 6.1 Leave year (academic session) shall run from 1<sup>st</sup> August to 31<sup>st</sup> July of every academic year.
- 6.2 Leave of any kind or description cannot be claimed as a matter of right by an employee.
- 6.3 When the exigency of the service so demands leave of any description may be refused or revoked by the leave sanctioning authority at any time. In case a teacher recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.
- 6.4 Leave has to be earned by period spent on duty only and then availed at the discretion of competent authority.
- 6.5 Prior approval of the competent authority is essential before availing any type of leave, except in case of grave emergency.
- 6.6 Leave begins on the day an employee proceeds on leave and ends on the day previous to the day on which duty is resumed; except in case of half (1/2) day casual leave which comprises of minimal working hours of 4.5 hours.
- 6.7 No leave can be accumulated and shall lapse at the end of accounting year.
- 6.8 No leave can be encashed by an employee.
- 6.9 Sundays and holidays can be prefixed or suffixed to the leave. Such prefix/suffix days shall not be considered as leave.
- 6.10 No compensatory leave shall be admissible in lieu of any duty performed in the over all interest of the institution/organization.
- 6.11 Leave availed over and above the entitlement shall be treated as extra ordinary leave (Leave without pay).
- 6.12 No leave can be availed during the notice period.
- 6.13 "Authority Competent to grant leave" means the Managing Trustee (APCT) or any subordinate authority to which the Managing Trustee may delegate the power, subject to any condition that may be specified in the delegation.
- 6.14 Leave without pay (LWP/Absence) beyond 15 days will be sanctioned by the Managing Trustee.
- 6.15 Leave should always be applied on prescribed proforma and reaching competent authority to consider leave, well-in-time.
- 6.16 Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reason.
- 6.17 (i) Teaching Staff would apply for leave directly to the Principal concerned on prescribed format and Principal/s will have absolute power to grant or reject the leave on need basis.  
(ii) All the leave for the Principal/s would be sanctioned by Director concerned/Managing Trustee.  
(iii) All the leave for non-teaching /administrative staff would be sanctioned by the Administrative Officer.
- 6.18 Persons like Consultant/advisor etc., who are working on temporary employment for duration of less than one year, on fixed remuneration will not be entitled for any type of leave.

### **7. Maintenance of leave record**

7.1 Administration shall be responsible for maintaining the leave record of all teaching and non-teaching staff.

7.2 All employees of ACE shall also be individually responsible to ensure that they keep record of all leave availed by them. This is essential to avoid their absence from duty without having leave in their credit account, thereby converting the leave of absence into leave without pay.

7.3 Leave applications will be accepted only on the prescribed format through proper channel duly approved and recommended with reason/s/views of concerned reporting authority.

### **8. Leave admissibility teaching staff**

The following kinds of leave shall be admissible to permanent / regular teachers in an academic year (August 1 to July 31).

#### **8.1 Casual Leave: 8 days (on earned basis) (in a year for domestic & private affair)**

- Casual leave (CL) cannot be combined with any other type of leave except with special casual leave. It may be combined with holidays including Sundays.
- Holidays or Sundays falling in between the period of casual leave or prefixing or suffixing casual leave shall not be counted as part of casual leave.
- Casual leave cannot be carried over to the next leave year.
- A teacher on casual leave shall not be treated as absent from duty and his pay shall not be intermitted on this account.
- An employee can avail casual leaves on prorata basis, and if date of joining falls on or before 15<sup>th</sup> of month then only he/she will be entitled for casual leave of that month.
- If casual leave availed by the staff exceeds the entitlement, the additional number of days of absence from duty shall be treated as leave without pay (LWP).

#### **8.2 Earned Leave**

Earned leave admissible to a teacher shall be: -

1/3<sup>rd</sup> of the period, if any, during which he/she is required to perform duty during vacation.

#### **8.3 Special casual leave (SCL):**

(Not exceeding ten days in a leave year, may be granted to a teacher)

On the recommendation of the Principal/s, the Director concerned/Managing Trustee may grant SCL to a teacher for:-

- a) Academic development / growth of the teacher under Faculty Development Programme (FDP).
- b) To conduct examination of a university/institution, boards of examination or other similar bodies or institutions.
- c) To inspect academic institutions attached to statutory boards, etc.,

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Note: Supporting documents must be submitted with leave application of SCL

- d) To participate in literary, scientific or educational conferences, symposia, or seminar or cultural or athletic activities conducted by bodies recognized by the University.

- e) To academic pursuits limited to paper presentation, attending seminars, workshops, Ph.D. related work provided mandatory submission of documents supporting the relevance of the same.
- f) To do such other work as may be approved by the Managing Trustee/Director concerned as academic work.

*Note: Special casual cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may, however, be granted in combination with holidays or vacations.*

#### **8.4 Duty Leave: -**

(The duration of leave shall be such as may be considered necessary by the sanctioning authority Managing Trustee / Director concerned on each occasion).

- a. Duty leave may be granted for performing any duty assigned by the institution concerned.
- b. Counseling Duty for Admissions.
- c. Institute representative in the meeting at University/DHE/ any other deptts. concerned.
- d. Any other assignment in the overall interest of the institution or any duty for the institution.
- e. Duty leave may be combined with extra-ordinary leave/LWP at the discretion of the leave sanctioning authority Managing Trustee / Director concerned.

#### **8.5 Maternity Leave:**

Maternity leave shall be admissible as stated below to the married female staff.

- Maternity leave on full pay may be granted to a female teacher with less than two surviving children for a period not exceeding 6 months from the date of its commencement.
- Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a female teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate confirming the facts as stated in such leave application.
- Maternity leave will be entitled to a female staff provided she has completed four (4) years of continuous service and has been confirmed in her appointment in this institute.
- Maternity leave may be combined with leave of any other kind, except casual leave, but any leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate issued by registered Medical Officer/Doctor/Medical Reg. No. ....

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Note: Supporting documents must be submitted with leave application of Duty Leave and special casual leave.

#### **8.6 Medical Leave:**

Grant of Leave on Medical Certificate

An application for leave made by a teacher on medical grounds, shall be accompanied by a medical certificate in such manner and from such person as may be prescribed, defining as clearly as possible the nature and probable duration of the illness and rest, whenever applicable.

(all such matters will be considered/decided at the discretion of the sanctioning authority and/or as per University leave rule.

#### 9. Study Leave

Study Leave will be provided to the regular faculty who has served the institute for not less than 4 years continuous service and has been confirmed in his/her appointment in this institute. The request for study leave must be duly recommended by the principal.

#### 10. Vacation

10.1 No leave can be combined with vacation.

10.2 Vacations i.e. 4 weeks can be availed during (Winter Break: 22<sup>nd</sup> Dec.-6<sup>th</sup> January) and (Summer Vacation: w.e.f. 1<sup>st</sup> June-14<sup>th</sup> July) (as per University Academic calendar of the academic session of the year concerned), provided not more than 2 weeks at a time will be granted as per aforesaid defined period at the discretion of Principals with consultation of Director concerned. Further, management will be having full power to rollback the vacations. Principal will ensure at least 50% of staff member should be available at any point of time.

10.3 All teaching staff are eligible for vacation up to a period of 4 weeks, provided not more than 2 weeks at a time will be granted. For this purpose week will be counted from Monday to Sunday irrespective of the fact that either Monday or Saturday may be a holiday. The dates for Vacations are to be decided by the Principal of respective departments, keeping the departmental requirement paramount as per aforesaid defined period. The dates of vacations once decided cannot be changed. Applications for availing such vacation should be put up 10 days in advance to the Principal/s who in turn will forward the applications (after approval) to the Administration for further process/record.

#### 11. *Leave during probation:*

Teaching staff on probation or appointed on temporary / contractual basis shall be entitled to avail casual leave, Duty Leave, Special Casual Leave and Vacations.

11.1 Teaching staff during probation / contractual period cannot avail any leave except above. Any absence from duties due to tangible reasons when condoned by the sanctioning authority will be treated Leave without pay.

#### 12. *Leave for Administrative (Non-Teaching) Staff*

Leave admissible: The following type of leave shall be admissible to the administrative staff in an academic year.

12.1 Casual Leave - 10 days

12.2 Earned Leave - 15 days

⇒ Earned Leave: Leave shall be earned by period spent on duty only. An employee can avail earned leaves on prorata basis, and if date of joining falls on or before 15<sup>th</sup> of month then only he/she will be entitled for earned leave of that month.

⇒ Weekends and holidays may be prefixed/suffixed with earned leave.

⇒ Leave those are not availed, will lapse at the end of the leave accounting year.

- ⇒ Earned leave can only be availed after the prior approval of the sanctioning authority.
- ⇒ Earned leave can't be combined with any other type of leave except 50% of casual leave entitlement if he/she couldn't available casual leave during the year. This benefit can be availed only with prior approval of sanctioning authority.
- ⇒ If earned leave availed by the staff exceeds the entitlement, the additional number of days of absence from duty shall be treated as leave without pay (LWP).

**13. Procedure for availing the leave:**

- 13.1 The leave application of Principal/s/HODs sanctioned by Director concerned /Managing Trustee and, the Leave Applications of teaching staff and non-teaching staff sanctioned by principal concerned and administrative officer respectively be immediately forwarded Administration for information, maintain of leave record and further process for payroll purpose.
- 13.2 It will be responsibility of an employee to keep his/her leave record.
- 13.3 It will be the responsibility of the Principals/HODs to send sanctioned leave application for Teaching Staff (immediately after approval) to the administration so that his/her leave period is properly accounted for the purpose of payment of salary at the end of the month.
- 13.3 If the leave application is not found in administration/Registrar's Office the availed leave shall be treated as leave without pay.
- 13.4 Leave should always be applied on the prescribed format and reach granting authority for further process well in time at least 10 days before in case of EL, vacations leave and Maternity Leave, and, in case of CL next working day of availing the leave.

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