

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE

VACATION AND LEAVE RULES

In accordance with the Statute 27(1) read together with the Statute 18, the Board enacts the following Vacation and Leave Rules for the employees of the Indian Institute of Technology , Roorkee:-

- 1 (1) These rules shall come into force from such date as the Board may appoint therefore.
- (2) The leave rules shall be applicable to all employees of the Institute, whether regular or temporary, on contract in a pay scale unless otherwise stated differently in their appointment letters/ contract, or they are governed by any other terms and conditions of service.

2. Definitions

In these rules, unless the context otherwise requires:-

- (a) "Commutated Leave" means leave as provided under paragraph 17.
- (b) "Vacation" means vacation declared during the intervening periods of two academic Semesters for the vacation employees of the Institute.
- (c) "Completed years of service" means continuous service of the specified duration under the Institute and includes periods spent on duty as well as on deputation and extraordinary leave.
- (d) "Earned Leave" means leave earned in respect of periods spent on duty.
- (e) "Half Pay Leave" means leave earned in respect of completed years of service calculated according to the provisions hereinafter contained.
- (f) "Holidays" means a holiday notified as such by the Institute.
- (g) "Leave" includes earned leave, half-pay leave, commuted leave, leave not due, and extraordinary leave.
- (h) "Leave salary" means the monthly amount paid to an Institute employee on leave.

- (i) "Sabbatical Leave" means leave granted to any member of the academic staff referred to in clause (a) of Statute 12(1) for any of the objects mentioned in the following paragraph 24.
- (j) "Leave Year" means the calendar year, i.e. the period commencing from January 1 to December 31 of the year.
- (k) "Pay" means the monthly amount drawn by an Institute employee and will include:
 - (i) Basic Pay
 - (ii) Dearness Allowance Pay
 - (iii) Dearness Allowance
 - (iv) Special Pay
 - (v) Personal Pay
 - (vi) Any other payment which may be specifically treated as pay by the Board.
- (l) "Average pay" means the average of salary of 10 calendar months prior to the month in which the leave commences. Half average pay means half of the average pay as defined above.
- (m) "Vacation employee" means that employee who is entitled to the summer and winter vacations.

3. Vacation

1. *The Institute shall declare summer and winter vacations during the intervening periods of two semesters in each calendar year. The Institute may also declare a mid -semester break in each semester for the students of Bachelor's and Master's Programmes.
2. The Institute shall notify the Departments/Academic Centers in which the teachers and such other academic staff as the Institute may declare therefore, from time to time, shall be eligible to avail vacation. Such employees shall be called the Vacation Staff. The employees, other than teachers of the designated Departments/Academic Centers and such other academic staff as have been declared Vacation Staff, shall be treated as Non-Vacation staff.
3. The Institute will notify the period of the summer and winter vacations each year. The total period of the vacations so declared shall not be less than 65 days in any given calendar year. However, a member of the vacation staff cannot avail more than 65 days of vacation in a calendar year.

* Amended vide UO note No. IITR/Estt(A)/233/E-5520 dated 4.11.2010.

Provided that a member of the Vacation Staff entitled to vacation shall not be allowed to proceed on vacation and/ or leave station until he certified that he has completed all the examination and other related works assigned to him/her.

- Note :
- (i) Vacation employees can be assigned academic or administrative duties by the Controlling Officer/ Institute during the vacations.
 - (ii) Those not availing vacation shall have earned leave accrued as per rules provided hereafter.
 - (iii) Vacation may be combined with any other kind of leave.
 - (iv) During the first year of service (including the period of probation) a member of vacation staff shall not be entitled to vacation. However, such staff shall accrue earned leave on pro-rata basis as per rules given under Section 20 of the rules.

4. Right of Leave

Leave cannot be claimed as a matter of right and, when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave.

5. Authority empowered to sanction Leave

- (1) Applications for leave shall be addressed to the Board by the Director and to the Director by the other members of the staff.
- (2) Leave may be sanctioned by the Director or by a member of the staff to whom the power has been delegated by the Director.
- (3) The Board may sanction leave to the Director, but the Director can avail himself of casual leave on his own authority.

6. Commencement and Termination of Leave

- (1) 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.
- (2) Saturdays, Sundays and other holidays or the vacation may be prefixed as well as suffixed to leave, as applicable, subject to any limit of absence on leave prescribed under each category of leave.

7. Combination of Leave

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave, subject to any limit on the aggregate period of absence as may be prescribed in such cases.

8. Grant of Leave beyond the Date of Retirement and in the Event of Resignation

- (1) No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.

Provided that the authority empowered to grant leave may allow any member of the staff, who had been denied earned leave in whole or in part on account of exigencies of service, the whole or any portion of the earned leave so denied even though it extends to a date beyond the date on which such member of the staff must compulsorily retire.

Provided further that a member of the staff whose service has been extended in the interest of public service beyond the date of his compulsory retirement, or who has been reemployed after his superannuation may be granted earned leave as under:

- (i) During the period of extension, any earned leave due in respect of the period of such extension and to the extent necessary, the earned leave which would have been granted to him under the preceding proviso had he retired on the date of compulsory retirement;
- (ii) After the expiry of the period of extension
- (a) the earned leave which could have been granted to him under the preceding proviso, had he retired on the date of compulsory retirement, diminished by the amount of such leave as availed of during the period of extension and
- (b) any leave earned during the period of extension as has been formally applied for as preparatory to final cessation of his duties in sufficient time during the period of extension and refused to him on account of exigencies of public service and/ or the interest of the Institute;

- (v) In determining the amount of earned leave due during the period of extension the earned leave, if any, admissible under the preceding proviso shall be taken into account.

Note: For the purpose of this paragraph, a member of the staff may be deemed to have been denied leave only if a sufficient time before the date on which he must compulsorily retire or the date on which his duties finally cease he has either formally applied for leave and been refused it on the ground of exigencies of service or has ascertained in writing from the sanctioning authority that leave, if applied for, would not be granted on the aforesaid ground.

- (2) If any employee of the Institute resigns, he shall not be granted either prior or subsequent to his/her resignation, any leave due to his/her credit provided that the Director, may, in any case, grant leave to an employee prior to his/ her resignation if, in the opinion of the Director, the circumstances of the case justify such grant of leave.

Provided also that the Director may set-off any leave due to an employee against his/her prescribed notice period for resignation.

9. Conversion of one kind of leave into another kind

1. At the request of a member of the staff the sanctioning authority may convert any kind of leave including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on the day on which the member of staff proceeded on leave; but the member of the staff cannot claim such conversion as a matter of right.
2. If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and either the arrears of leave salary and allowances shall be paid or amount overdrawn shall be recovered, as the case may be.

10. Rejoining of Duty on Return from Leave on Medical Grounds

A member of the staff, who has been granted leave on medical grounds, shall be required to produce a medical certificate of fitness before resuming duty.

11. Rejoining of Duty before the Expiry of Leave

Except with the permission of the authority which granted the leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

12. General

- (1) Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons. They shall, however, inform the Controlling Authority at the earliest of the reasons for leave of absence.
- (2) Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of leave.

13. Kinds of Leave

- (1) The following kinds of leave shall be admissible to members of the staff:-
 - (a) Casual Leave,
 - (b) Special Casual Leave,
 - (c) Project Leave,
 - (d) Special Leave,
 - (e) Half-Pay Leave,
 - (f) Commuted Leave,
 - (g) Earned Leave,
 - (h) Extraordinary Leave,
 - (i) Maternity/Paternity Leave,
 - (j) Hospital Leave,
 - (k) Quarantine Leave,
 - (l) Leave not Due,
 - (m) Sabbatical Leave.
- (2) Casual leave, quarantine leave and holidays shall be treated as being on-duty.

14. Casual Leave

- (1) Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service and subject to a maximum of such number of days in the aggregate in a calendar year, as the Board may fix from time to time.
- (2) Casual leave may be granted at the discretion of the sanctioning authority as and when occasion arises, provided that the total period of absence including Saturdays, Sundays and other holidays intervening, prefixed or suffixed shall not ordinarily

exceed nine days at a time. Saturdays, Sundays and holidays, whether intervening, prefixed or suffixed, shall not be counted as casual leave.

- (3) Casual leave cannot be combined with any other kind of leave. However, casual leave can either be prefixed or suffixed with vacation, but not the both.
- (4) Half-day casual leave can be granted to an employee.

15. Special Casual Leave

- (1) Special casual leave, not counting towards ordinary casual leave, may be granted to a member of the staff when he is—
 - (i) summoned to serve as a Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his private interests are not at issue;
 - (ii) deputed to attend a reference library of other institutes or conferences and scientific gatherings of learned and professional societies or a training programme in the interest of the Institute;
 - (iii) requested/ invited to act as an examiner or an expert in Selection Committees/ Assessment Committees or any other academic/ administrative committees at any other Organization/ Institution;
 - (iv) required to be absent for any research, sponsored research or consultancy;
 - (v) deputed to participate in sports events and related activities;
 - (vi) required to be absent for vasectomy or tubectomy/ laproscopy operation to the extent of 6 working days to male employees and 14 days to female employees;
 - (vii) an office bearer of a recognized union/forum and is required to participate in a meeting/ activity of the union/forum;
 - (viii) required to be absent for any other purposes approved by the Director/ Board of Governors.
- (2) The periods of such leave, as given in sub-section (1) (i) to (1) (viii) admissible in a calendar year, shall ordinarily not exceed fifteen days but should, however, be sufficient to cover the period of absence necessary. The conditions under which such leave will be granted, will, if necessary, be laid down by the Board.

16. Project Leave

A member of the staff may also be granted Project leave for an additional period not exceeding fifteen days in a calendar year for execution of consultancy work or a sponsored research project.

17. Special Leave

- (1) Members of the staff deputed for practical training out of India shall be entitled to special leave as may be determined by the Board in each case.
- (2) Members of the staff shall be entitled to special leave for attending Conferences/Seminars/Symposia, etc. abroad, provided that such member is going in his/her individual capacity and not as a representative or a delegate of the Institute.

18. Half Pay Leave

- (1) The half pay leave admissible to a member of the staff in respect of each completed year of service shall be 20 days or such number of days as the Board/Council may fix from time to time.
- (2) Half pay leave may be granted to a member of the staff on medical certificate or on private affairs. No half pay leave may be granted to a member of the staff in temporary appointment except on medical certificate.

Provided that, in case of a temporary member of staff, no half pay leave will be granted unless the authority competent to sanction leave has reason to believe that the employee will return to duty on the expiry of the leave, except in the case of an employee who has been declared completely and permanently incapacitated for further service by a Medical Board appointed by the Director.

19. Commuted Leave

- (1) Commuted leave not exceeding half the amount of half pay leave may be granted on medical ground to a member of the staff subject to the following conditions:
 - (a) When commuted leave is granted, twice the amount of such leave shall be debited against half pay leave due.
 - (b) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days or such number of days as the Board/Council may decide from time to time, provided that no commuted leave may be granted under this provision unless the authority competent to sanction leave has reason to believe that the member of the staff will return to duty on its expiry.
- (2) Half pay leave, up to a maximum of 90 days or such number of days as the Board/Council may decide from time to time, may be

