

PART III

LEAVE RULES FOR UNIVERSITY EMPLOYEES

General

1. Regulations governing the grant of leave (other than leave on medical certificate, casual quarantine and maternity), are contained in Panjab University Calendar Volume I.

2. Leave shall be regulated by Regulations and/or Rules applicable when the leave is applied for and granted.

3. Leave is earned on period of continuous service treated as duty.

4. Sundays and other holidays may be prefixed or suffixed to leave subject to any limit of absence on leave prescribed under each kind of leave.

5. Leave can not be claimed as a right, when the exigencies of the Service so require, discretion to refuse or cancel leave of any description is reserved to the authority empowered to grant leave.

6. An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave. If he is on leave preparatory to retirement he cannot return to duty.

7. The Vice-Chancellor shall have authority to change the date of commencement of leave granted to a University employee.

8. Leave to the employees engaged on contract will be in accordance with the terms of the contract entered into.

9. No employee may leave his headquarters during Sundays or holidays without the permission of the branch-incharge.

10. An employee on leave, including leave after the date of retirement, shall not take up any service or accept any employment without the previous sanction of the competent authority.

11. When an employee is recalled to duty before the expiry of his/her leave he/she is entitled to no concession, if the recall is optional. If it is compulsory, the period from the date on which he/she starts to join his/her post, may be treated as on duty but he/she will draw leave salary only until he joins his/her post. In addition, he/she may be allowed travelling allowance as for journey on tour.

12. (i) While proceeding on or return from leave the official concerned will submit a departure report or arrival report, as the case may be, to the Head of Office/ Head of Department concerned who will forward it to the Establishment Section for record.

(ii) The authority incharge of the service book will make the necessary entry regarding the grant of leave or return from leave in the relevant columns of the service book and the leave account, under the signature of the officer authorised to sign entries in the service book.

13. A separate leave account in the form given in Appendix IV will also be maintained for each employee.

Earned Leave

14. (i) The earned leave admissible to an employee in permanent service shall be as laid down in the regulations.

Note.—For the purpose of assessing the “length of service” under this sub-rule,

break in service caused as a result of retrenchment shall not entail forfeiture of previous service.

(ii) Accumulation of earned leave by an employee shall be restricted to 450 days.

Note.—The existing employees who joined the service prior to 26.9.81, shall however, have the option to continue to be governed by the existing rules.

15. Earned leave for short periods up to 15 days shall not ordinarily be granted except in special circumstances.

16. An employee, who is re-employed in the interest of University service beyond the date of his compulsory retirement, may be granted leave in accordance with the terms and conditions of his re-employment.

17.1. Earned leave at the credit of an employee, beyond 180*/300 days, shall lapse on the date of retirement.

17.2. An employee may be granted leave preparatory to retirement up to four months.

17.3. An employee (i.e. teaching and non-teaching) on retirement (or on retirement voluntarily*) shall be paid cash equivalent to such number of days of earned leave as may be decided by the Punjab Govt. for its own employees, from time to time. The cash equivalent to leave salary (excluding City Compensatory Allowance and House Rent Allowance) thus admissible will be paid in lumpsum as a one time settlement for which the authority competent to sanction leave shall issue suo moto an order granting cash equivalent to leave salary on a pay drawn on the date of retirement. Provided that if an employee proceeds on leave preparatory to retirement under Rule 17.2, the benefit of payment of cash equivalent to leave salary under Rule 17.3 shall be admissible after deducting the period spent on leave preparatory to retirement.

**Provided further that an employee, who have voluntarily retired or has retired on invalidism, shall be entitled to the aforesaid benefit of cash payment for the unutilised leave due, notwithstanding that as a result of it the period between date of his retirement as aforesaid and the date on which he would have retired in the normal course on superannuation exceeds the date of retirement on superannuation.

17.4. Cash payment in lieu of unutilised earned leave on the death of the employee while in service.

“In the case of a University employee who died while in service on or after 1.1.1986 but before 24.11.1988, the cash equivalent of the leave salary (carrying the appropriate amount of dearness allowance) in respect of earned leave at his credit subject to a maximum of 240 days shall be paid to his/her family, provided that if the concerned Govt. employee had opted for retaining the leave rules in existence before 1.1.1986, the benefit of encashment of leave shall be restricted to 180 days.”

Provided further that in the case of employee governed by Contributory Provident Fund Rules, no deduction on account of University contribution to Contributory Provident Fund shall be made out of the cash equivalent of leave salary payable to the family of the deceased employee.

*This amendment shall be deemed to have come into force w.e.f. the 25th day of August, 1983.

**In case of employees opted for leave rules as per Syndicate decision vide Para 11, dt. 30.6.1989.

17.5. The competent authority may refuse grant of earned leave applied for if it considers that—

- (i) Leave is unnecessary; or
- (ii) grant of leave will cause administrative inconvenience.

The decision taken shall be intimated to the employee concerned.

Half-pay leave

18.1. 20 days half-pay leave on medical certificate is admissible to all categories of employees in respect of each completed year of service.

18.2. That half pay leave be granted to an employee on Medical Certificate as also on private affairs.

19. The production of medical certificate does not, in itself, confer upon the employee concerned any right to the grant of leave. The certificate shall be forwarded to the authority competent to grant the leave and the orders of that authority shall be awaited. An employee who absents himself/herself from his/her duty without permission of the competent authority is liable to have his/her absence treated as absence from duty without leave.

20. Commuted leave not exceeding half the amount of half pay leave due may be granted to an employee on medical certificate only except that in case of indisposition, it may be granted without production of medical certificate, up to a period of 5 days in a calendar month, provided that the total period of such leave shall not exceed 10 days in a calendar year.

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due;
- (iii) The total duration of commuted leave may be granted in conjunction with earned leave and vacation provided the total duration does not exceed 240 days.

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

Note.—1. The half pay leave earned by a University employee in respect of a 'completed year of service' can be availed of by him during the course of a spell of leave or during an extension thereof within which the date of anniversary of service falls.

- 2. When commuted leave is granted to an employee under this rule and he intends to retire subsequently, the commuted leave should be converted into half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave should be recovered. An undertaking to this effect should, therefore, be taken from the employee who avails himself of commuted leave, but the question whether the employee concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case, i.e. if the retirement is voluntary, refund should

be enforced; but if the retirement is compulsorily thrust upon him by reason of ill-health incapacitating him for further service, no refund should be taken.

21.1. An employee who avails of leave on medical certificate will not return to duty without first producing a Medical Certificate of fitness.

Note.--The medical certificate of fitness shall be submitted by the University employee at Chandigarh from University Chief Medical Officer and at other places from the Chief Medical Officer of the District.

21.2. Save in the case of leave preparatory to retirement "leave not due" may be granted to an employee in permanent employ for a period not exceeding 360 days during his/her entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on the medical certificate. Such leave will be debited against the half-pay leave the employee may earn subsequently.

- Note.—1. Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of the leave and should be limited to half pay leave he is likely to earn thereafter.
2. Where an employee who has been granted 'leave not due' applies for permission to retire voluntarily, the 'leave not due' shall, if the permission is granted, be cancelled and his retirement shall have effect from the date on which such leave commenced. An undertaking to this effect should, therefore, be taken from the employees who avail of 'leave not due.' But the question whether an employee should be called upon to refund the amount of leave salary should be decided on the merits of each case e.g. if the retirement is voluntary, refund should be enforced; if it is unavoidable by reason of ill health incapacitating him for further service, or in the event of his death, no refund should be insisted upon.
3. When 'leave not due' is granted to an employee and he applies for permission to retire voluntarily or resigns of his own volition at any time after returning to duty, the question of refund of leave salary in respect of the 'leave not due' already availed of before return to duty shall to the extent it has been subsequently wiped off, be treated in the same way as laid down in Note 2 above.

Maternity leave

22.1. Women employees of the University may be granted maternity leave on full pay for a period not ordinarily exceeding 3 months. The grant of leave should be so regulated that the date of confinement falls within the period of this leave. This leave may be extended to six months without the necessity of production of a medical certificate. Extension if any, beyond 180 days shall however, be permissible by the grant of leave of the kind due. Maternity leave shall not be debited against the leave account.

- Note.-1. No leave under this rule shall be granted to a female employee who has three or more children.
2. (a) Maternity leave under this rule may also be granted in cases of mis-carriages/abortion including abortion induced under the Medical termination of Pregnancy Act, 1971, subject to the

condition that the leave does not exceed six week and the application for leave is supported by a prescribed certificate.

Provided that such leave shall be admissible only in those cases where a women employee has less than two living children. The others having two or more children shall not be entitled to avail of this concession but, if required can be sanctioned leave of the kind due, on the production of medical certificate.

- (b) Any other kind of leave may be permitted to be prefixed to 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.
- 3. This rule does not preclude the grant of maternity leave in continuation of leave of any kind.
- 4. Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female employee producing a medical certificate 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.

Maternity Leave for temporary/contractual/daily wage women employees (teaching and non-teaching):

"Women employees of the University may be granted maternity leave on full pay for a period not ordinarily exceeding 3 months. The grant of leave should be so regulated that the date of confinement falls within the period of this leave. This leave may be extended to six months without the necessity of production of a medical certificate. Extension if any, beyond 180 days shall however, be permissible by the grant of leave of the kind due.

- NOTE:**
- 1. No leave under this Rule shall be granted to a female employee who has three or more children.
 - 2. The maternity leave shall be granted to the extent of number of days balance in the term of engagement of the employee."

"Period of absence beyond the number of days, as per term of engagement would be treated as leave without pay and employee would be allowed to re-join after providing the valid medical fitness certificate."

Paternity Leave

22.2. A male University Employee (with less than two surviving children), on his request, may be granted paternity leave for maximum fifteen days (after commuting his 30 days half pay leave), during the confinement of his wife. This leave should normally be not refused.

Adoption Leave

22.3. Adoption leave for three months may be given to female employees, who adopt newly born child or till the child attains the age of three months. This leave will be granted to only those women employees who have no child of their own. This decision be given effect from the date of issue of this circular i.e. 11.6.1998.

Quarantine leave

23. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or household. Such leave may be granted on the certificate of University Chief Medical Officer for a period not exceeding 21 days or in exceptional circumstances one month. Any leave (other than casual leave) be granted, when necessary, in continuation of Quarantine leave subject to the above maximum. No substitute shall be appointed in place of a University employee absent on quarantine leave.

Explanation :

- (i) Quarantine leave is not admissible in case of an employee who himself contacts infectious disease.
- (ii) Maximum limit of 21 days and 30 days as prescribed in this rule refer to each occasion on which leave is applied for and granted.

Note.-- Cholera, Small-pox, Plague, Diphtheria, Typhus, Fever and Cerchrospine meninitis may be considered as infectious diseases for the purpose of this rule. In the case of Chicken-pox quarantine leave shall not be admissible.

Extraordinary Leave

- 24.**
- (i) Extraordinary leave shall be without pay and allowances and may be granted when no other kind of leave is admissible or when other kind of leave being admissible, the employee specifically applies in writing for the grant of extraordinary leave.
 - (ii) The period of extraordinary leave shall not count for increment.
 - (iii) In the case of a permanent employee, the duration of extraordinary leave on any one occasion shall not exceed the following limits :
 - (a) Three months in the case of an employee who has completed two years of continuous service on the date of expiry of the leave admissible to him under the rules and his application for such leave is supported by a Medical Certificate.
 - (b) Six months in the case of an employee who has completed three years of continuous service on the date of expiry of the leave admissible to him under the rules and his application for such leave is supported by a Medical Certificate.
 - (c) Eighteen months when the employee is suffering from Tuberculosis or leprosy and undergoing the treatment in a recognised clinic or under a specialist.
 - (d) The authority empowered to grant leave may commute retrospectively the period of absence without leave into extraordinary leave.

Note.--The power of commuting retrospectively the period of absence without leave into extraordinary leave is absolute and not subject to any conditions.

- (iv) That extraordinary leave without pay, taken on Medical Certificate be allowed to count for increment provided that the Medical Certificate in reference, shall be from the CMO of the University, and in the case of employees at moffusil institutions, by the Chief Medical Officer of the district on the prescribed form.

25. Leave without pay shall not count towards gratuity.
26. Leave shall not be granted to an employee—
 - (a) who is dismissed, removed or compulsorily retired from the University service by a competent authority;
 - (b) who is under suspension;
 - (c) who has been permanently invalidated.

Furlough

27.1. Furlough admissible under the regulations, while in service, shall only be granted for sickness of the employee or of any of his dependents or for higher studies.

27.2. A University employee entering the service on or after 26.9.1981 shall not be eligible for furlough leave.

Study Leave

- 28.** (i) Study leave may be granted to a Class 'B' and 'C' employee who has completed 10 years active service as confirmed employee in the University to enable him to study scientific, technical courses or to undergo special courses of instruction or for higher studies. The study undertaken during study leave by the University employee—
- (a) should have a direct and close connection with the sphere of his duty.
 - (b) should be capable of widening his mind in manner likely to improve his abilities as a University employee.
 - (c) should equip him better to collaborate with those employed in other areas of the University service.
- (ii) Study leave may be granted on half salary for a period not exceeding two years. It may be extended for the third year without pay.
- (iii) Study leave may be combined with any other leave due under the University rules and regulations. Total continuous leave period should not exceed 5 years.
- (iv) The leave salary together with the scholarship and/or financial aid, if any, should not exceed one and half time, the employee's salary but if the scholarship and/or financial aid exceeds the amount, no leave salary shall be paid.
- (v) An employee granted study leave shall execute a bond to return to the University service immediately on expiry of the study leave but not later than 7 days thereafter in any case to serve the University for at least five years on return from the study leave.
- (vi) If an employee leaves the University service within five years of his return from leave, he shall forfeit to the University the study leave salary drawn by him, proportionate to the remaining period, with usual rate of interest. The amount can also be realized from the Provident Fund of such employee.
- (vii) No employee be granted study leave unless he has at least five years service to his credit on the date of his return from such leave.
- (viii) no substitute shall be appointed vice an employee granted study leave.

- (ix) The employee should successfully completed the course for which he is granted study leave and in case he fails to do so, no leave salary shall be admissible. In case of his joining two-three year course, he will have to successfully complete all the parts of the course. In case he fails in any of the parts, he will forfeit salary for that part and will not be entitled to salary for further period till he successfully completes the said part.
- (x) To ensure that the office work does not suffer, not more than 2% employees from a particular cadre in a Branch/Section/Department/Office, shall be on study leave.

Casual Leave

28.1. Casual leave may be granted to an employee as under :

- (i) 20 days casual leave may be granted to all the Non-teaching employees irrespective of the length of their service.
- (ii) Special casual leave up to 3 months in a year may be granted to an University employee who was an outstanding sportsman/woman for participating in national/international sports events.
- (iii) 5 days special casual leave to Executive members of various Associates.

- Note : 1. 20 days casual leave will be allowed during the year but not more than ten days casual leave at a time. Casual leave cannot be combined with any other leave. It can be combined with holidays; provided that the total period including the holidays does not exceed sixteen days.
2. Leave for antirabic treatment may be granted up to 16 days to proceed to a centre for institute for treatment. If in a special case leave for more than 16 days is necessary, special casual leave may be granted up to one month on the production of the certificate from the centre or institute.
3. An employee who obtains casual leave on saturday which is observed half working day in the Department/Office concerned, shall be treated to have availed of half-day casual leave.

28.2. Leave for 6 days may be granted to an employee for getting himself sterilized.

28.3. Casual leave cannot be claimed as a matter of right and can be granted at the discretion of the Head of Office/Department.

28.4. Office-in-charge of a branch in the administrative office while sanctioning or recommending leave shall see that the entire casual leave is spread over the whole year as far as possible.

28.5. Casual leave shall not be combined with any kind of leave.

28.6. An employee on casual leave will be treated as on duty and his pay will not be interrupted.

28.7. An employee shall not leave his headquarters during casual leave without permission.

- 28.8.** (i) Except in case of emergency an employee shall obtain the orders of the sanctioning authority before availing of casual leave.
- (ii) All applications for leave for period in excess of two days on 'medical ground' submitted from home should be supported by a Medical Certificate.

28.9. A casual leave account in respect of all University employees shall be maintained in the Branch/Department concerned in the relevant form.

- (a) The casual leave accounts will be maintained annually from 1st January to 31st December. All casual leave accounts will be closed on 31st December and new accounts opened on 1st January irrespective of the fact that an official takes a spell of casual leave which includes the last few days of December and the first few days of January. Thus if an official takes leave from 26th December to 5th January, the period 26th December to 31st December will be debited to his leave account for that year and the period from 1st January to 5th January will be debited to his leave account of the next year.
- (b) Short leave taken by an employee in driplets and aggregating one day's working hours shall be debited as one day's casual leave to his credit.

28.10. If an employee over-stays his casual leave for any reason, whatsoever, for example a break down of the road due to flood or a land slide, the entire period of absence may be debited to his casual account and not only the period by which he has over-stayed his casual leave.

Special leave

29.1. If no casual leave or earned leave is due, then in special circumstances leave on half pay may be granted for a period not exceeding 10 days in the year at the discretion of Vice-Chancellor.

29.2. Prefixing and suffixing to leave other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which an employee is certified medically fit for joining duty happens to be a holiday, he shall be automatically allowed to suffix such holiday(s) to his medical leave and such day(s) shall not be counted as leave.

- 29.3.**
- (i) Unless the competent authority in view of the exceptional circumstances of the case, otherwise determines, no employee shall be granted leave of any kind for a continuous period exceeding five years.
 - (ii) In case an employee does not resume duty after remaining on leave for a continuous period of five years or where an employee after the expiry of his leave remains absent from duty, otherwise than on foreign service on deputation or on account of suspension, for any period which, together with the period of the leave granted to him exceeds five years, unless the competent authority in view of the exceptional circumstances of the case otherwise determine, his post shall be liable to be declared vacant under Regulation 11.9 appearing at page 120 of the Panjab University Calendar Vol. I, 2007.

Procedure for application for leave

30. An employee applying for leave shall submit his application well in time to enable the sanctioning authority to pass orders.

31. All applications for leave on medical grounds from University employees at Chandigarh shall be forwarded by the Chief Medical Officer of the University with certificate (applications recommended by other Medical Officer shall not be entertained) and from employees at Muffasil Institutions by the Chief Medical Officer of the District, in the form below.

FORM OF MEDICAL CERTIFICATE

Signature of applicant.....

(To be filled in by the applicant in the presence of the University Chief Medical Officer/
Chief Medical Officer of the District for employee at Muffasil institutions.)

I.....after careful personal examination of the case hereby certify that
Shri....., whose signature is given above is suffering from.....and I consider
that a period of absence from duty of.....with effect from.....is absolutely
necessary for the restoration of his health.

University Chief Medical Officer
or
Chief Medical Officer

Dated, the.....(in case of employees at Muffasil Towns)

Authority for sanctioning leave

32. Powers to sanction leave and to make consequential arrangement (other than casual leave) have been delegated to the following authorities :

Sr. No.	Name of employee	Kind of leave	Authority competent to sanction leave	Extent
ADMINISTRATIVE OFFICE AND OTHER NON-TEACHING DEPARTMENTS				
I.	Class A employees			
	(a) Superintendent	Privilege leave	Registrar	Up to one month
		—do—	Vice-Chancellor	Up to six months
		—do—	Syndicate	For more than six months
	(b) Others	Privilege leave	Vice-Chancellor	Upto six months
		—do—	Syndicate	For more than six months
II.	Assistant and Class B employees including those in the Teaching Departments borne on the General Cadre	Leave other than privilege leave	Vice-Chancellor	Up to six months
		Privilege	Syndicate Registrar	Full power Up to four months
		—do—	Vice-Chancellor	Exceeding four months
III.	Clerks	Privilege leave	Office-in-charge of the Branch in which posted Registrar	Up to one month Exceeding one month

Class C employees

I.	Office	Leave of any kind	Registrar	Full powers
II.	Teaching Departments (other than Peons and Chowkidars)	—do—	D.U.I.	Full powers
III.	Colleges	—do—	Principal of University Colleges	Full powers in the case of employees (other than Peons and Chowkidars in the Colleges).

Note.--All decisions shall be reported where required to the authority concerned from time to time in the form of statement.

Leave salary

33. An employee while on leave shall draw leave salary as follows :

- (i) Earned Leaves : At a rate equal to pay which an employee is entitled immediately before the leave commences and equal to substantive pay in case of an employee who is officiating in a higher post but is likely to revert.
- (ii) Leave on Medical Certificate : At half the amount specified in (i) above.
- (iii) Commuted Leave : As at (i) above but double the amount of half-pay leave shall be debited to the leave account of the employee.
- (iv) Furlough : At a sum equal to half of his average monthly salary.

Increment during leave :

***34.** If the increment, where due, falls during leave, the effect of increase of pay will be given from the due date i.e. from first of the month in which it was actually due.

*This applies to members of teaching staff also.