

R D ENGINEERING COLLEGE TECHNICAL CAMPUS

GENERAL RULES RELATING TO LEAVE

Following kinds of leave may be granted to faculty and other staff:

- (a) Casual Leave
- (b) Sick leave
- (c) Duty Leave
- (d) Vacation Leave
- (e) Earned Leave
- (f) Short Leave

Authority, empowered to grant leave

Except as otherwise specifically provided in these Regulations, the power to grant leave to all employees except Principal/ Director shall vest in the Principal/Director or any officer of the College who shall be delegated such power. All applications for leave shall be routed through the Head of Department and addressed to the authority empowered to grant leave.

In case of Principal/Director the power to grant leave shall vest with the president of the college.

Power to refuse or revoke leave

Leave cannot be claimed as of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved with the authority empowered to grant it.

Power to recall an employee on leave

The authority empowered to grant leave could also recall an employee who is already on leave when the same is considered necessary in the interests of the College.


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Earning / lapse of leave

Leave is earned by duty only and lapses on the date on which an employee ceases to be in service.

Commencement and termination of leave

- (i) The authority competent to sanction leave may permit the prefixation and / or suffixation of Sundays or other recognized holidays to leave under such definition as it may deem fit.
- (ii) Except casual leave for all other kinds of leave, holidays but for prefix and suffix will be counted as leave.

Requirements of Medical certificate of illness and fitness

- 1 The competent authority may require an employee who applies for leave on reasons of health to produce a medical certificate in support of his/her application.
- 2 The production of a medical certificate shall not be insisted upon if sick leave to be granted does not exceed three days, and the authority is satisfied with the bonafides of the reasons for such a leave.

Absent without leave

An employee who remains absent after the expiry of his/her leave is not only not entitled to leave salary during the period of such absences but also his/her willful absence from duty after the expiry of leave shall invite disciplinary action as deemed fit and/or forfeiture of appointment.

Leave admissible to employees on probation

- (i) Casual leave, on the same basis as admissible to permanent employees provided that where an employee joins service during the course of a calendar year, only proportionate amount of casual leave will be admissible.


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- (ii) Sick leave to the extent of ten days with full pay on prorata basis depending on the period already served.

Combination of leave:

Except as otherwise provided or unless otherwise permitted in special circumstances of a case, casual leave cannot be combined with or taken in continuation of any kind of leave.

A. Casual Leave:

Casual leave may be granted to an employee up to a maximum of 12 days in a calendar year subject to the following.

- (a) The exigencies of work permit the grant of the leave and no appointment is required to replace the employee on leave and :
- (b) Casual leave maximum up to three days at a stretch can be availed. Only in exceptional circumstances it can be increased with the special approval of the principal/director.
- (c) Sundays and Holidays will be counted as leave if they fall during the casual leave period.
- (d) In case of emergency the employee can take half day casual leave.

In the case of persons who join the College during the course of a year, their entitlement for casual leave for the first year will be on a proportionate basis, i.e. in accordance with the period they have been in the college's services. Except in case of emergency the application for casual leave, in prescribed format, should be submitted at least two days in advance.

- B. Sick Leave :** Sick leave may be granted to all regular employees as also to full time contract employees on medical grounds and on production of medical certificate to the leave sanctioning authority, such leave admissible to the employee will be 10 days for such completed year of service. Sick leave can be accumulated up to 90 days.

C. Duty Leave (For Teaching Staff Only):

Duty leave shall be on full pay for attending meetings of any of the university bodies, ad-hoc committees, seminars conferences and faculty development programs to which he/she may have been nominated by the college or the University, examination work on prior sanction/approval of Chairman/President.

The grant of permission for these leaves shall be at absolute discretion of the Chairman/President on the basis of recommendation by Head of the Department and Director.

D. Vacation Leave:

Only teaching Staff shall be the vacational staff of the college.


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The vacational staff will be eligible for vacation normally after six months or minimum period of one semester teaching of regular services.

There are summer & winter vacation, duration of which as under.

Winter vacation – 01 week

Summer vacation – 03 weeks.

The teaching staff will be sanctioned vacations in one/two batches as per the teaching requirement of the college. The roster of duties for vacations will be declared by the principal/director.

The staff on vacation can be recalled by authority for exams, or the any other specific purpose and will be counted for earned leave for such duties by granting one day leave for every two days of work during vacations.

The college may not grant vacations and allow leave in lieu of vacations to all employees/ a group of employee/any individual employee of the college in case of any delay in session, or for any other reason.

E. Earned Leave:

Earned leave up to 10 days may be granted to all regular employees. Leave earned by way of duty from the vacation will be added to this account. Earned leave up to a maximum of 60 days can be accumulated.

F. Short Leave:

Two short leaves of 90 minutes each in a month are permitted with permission, provided there is no academic loss. Beyond this, late comings and early goings will be treated as half day leave.



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General Information for any employee joining College

Leave Entitlement:

All faculty and staff members will be granted sick (10 days) and casual (12 days) leave in a year.

Sick leave is carried forward and can accumulate up to a maximum of 90 days. However, there is no rule of accumulating casual leave.

All faculty members will also be granted vacation normally after six months of service or a minimum period of semester teaching of regular service.

There are summer and winter vacations, duration of which are as under.

Winter - : one week

Summer - : three weeks

College timings:

The college timings for all faculty and staff members are as follows:

Faculty/Lab Staff/Admin Staff (excluding Lab Staff) - 9:00 A.M to 5:00 P.M

Saturday:

I & III Saturday of every month - OFF

I & III Saturday off is not applicable to Admin Staff/Lab staff members.

Late Coming:

No late coming is permitted to any faculty/ staff members but a relaxation of 10 minutes (9:00 A.M to 9:10 A.M) for two times in a month is allowed.

Other Facilities:

In addition to above leave one can avail two short leave of 1 hour 30 minutes each in month. With prior sanction.

Earned Leave:

10 days after completion of one year.


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