

RABINDRANATH THAKUR VISHWAVIDYALAYA

RABINDRANATH THAKUR VISHWAVIDYALAYA LEAVE RULES: 2026



2026

Hojai-782436,

Assam: India


Registrar /c
Rabindranath Tagore University
Hojai (Assam)

Rabindranath Thakur Vishwavidyalaya Leave Rules, 2026

1. Short Title, Commencement, and Application

i) These rules shall be called the **RABINDRANATH THAKUR VISHWAVIDYALAYA Leave Rules for academic and non-academic staff 2026**.

ii) These rules shall apply to and be binding on all members of the academic and non-academic staff of the University **from the date of their notification**. The rules may be revised, modified, or amended from time to time in accordance with the Government of Assam rules, notifications, or office memorandums applicable to the respective categories of employees, as notified by the University. **Unless otherwise specified in the terms of employment in any particular case, these rules shall apply to all full-time permanent employees of the University who are in service on that date or appointed thereafter**. However, University Research Scholars, part-time and contractual employees shall be governed by separate leave rules as provided separately.

2. Interpretation and Definitions

Unless the context requires otherwise, the words and expressions defined below shall have the meanings assigned to them:

i) **“Actual service”** of an employee means the period spent on actual duty. It also includes:

- a) the period of any casual leave (but not any other kind of leave),
- b) University vacation periods, and
- c) University holidays, except those holidays that fall during vacations or during any leave other than casual leave granted to the employee.

ii) **“Competent Authority”** means the officer or authority empowered under these Rules to grant leave to an employee.

iii) **“Heads of Administrative Departments”** for the purpose of these Rules include the Registrar, the Controller of Examinations, the Finance Officer, and the Librarian.

iv) **“Duty”** means the work or responsibilities an employee is required to perform under the terms of appointment.

v) **“Employee / Staff”** includes the Vice-Chancellor, other officers of the University, all teachers of the University, and any other person employed by the University on a full-time or part-time basis.

vi) **“Permanent Employee”** means an employee who is appointed on probation to a permanent post, or an employee appointed for a fixed term under the RABINDRANATH TAGORE UNIVERSITY Act, 2017, as amended in 2026.

vii) **“Part-time employee”** means a person appointed as a part-time worker on a fixed monthly pay or allowance.

viii) **“Employee in a vacation department”** means an employee working in a department that has regular vacations. They generally are teaching departments of the University, affiliated colleges, or other institutions that are allowed regular vacation periods. During these vacations, employees of such departments may be permitted by the Vice-Chancellor to remain absent from duty.

ix) **“Retirement”** means the end of an employee’s service on reaching the age of 60 / 65 years as applicable, or on completion of the fixed term of service under the RABINDRANATH TAGORE UNIVERSITY Act, 2017, as amended in 2026.

x) **“Holiday”** means:

a) a Saturday or Sunday, or

b) any day officially declared as a holiday for a university office, department, college, or institution, or

c) any day on which such office, department, college, or institution is closed by written order of the Vice-Chancellor.

xi) **“Leave”** means permission granted to an employee to be absent from duty.

xii) **“Lien”** means the right of an employee to hold a permanent post in the University to which they have been formally appointed, either immediately or after returning from a period of absence.

xiii) **“Pay”** means basic pay for a full-time post, including special pay, personal pay, house allowance, and any other amount officially treated as pay. It does not include any allowance received for holding a part-time post.

xiv) **“Non- Vacation Department”** includes Officers, office staff, laboratory staff, caretakers, darwans, day chowkidars, night watchmen, malis (gardeners), sweepers, or any other staff whom the Vice-Chancellor may specifically exclude.

xv) **“Vacation Department”** includes the Teaching Staff

3. General Conditions of Leave:

i) Leave may be granted to an employee only on the basis of actual service. However, leave cannot be claimed as a matter of right. If the Competent Authority considers that the interests of the University require it, the authority may refuse to grant the leave, either fully or partly, even if the employee is otherwise eligible for such leave under these Rules.

ii) The Vice-Chancellor may, at any time, recall any officer or teacher of the University who is on leave or vacation to resume duty. Similarly, the Heads of Administrative Departments may recall any employee under their control, with the approval of the Vice-Chancellor. When an employee is recalled to duty, the Vice-Chancellor may allow travelling expenses as per the University Travelling Allowance (T.A.) Rules.

iii) a) Leave normally starts from the afternoon of the day an employee stops work and ends on the afternoon of the day before the employee resumes duty.

b) If a holiday or vacation falls just before or just after a period of leave, it may be combined with the leave. The employee may leave the station at the end of the working day before such holidays/vacation or return and resume duty on the morning after they end. However, holidays cannot be added both before and after the same continuous period of leave.

iv) Holidays may be combined with leave if approved. But if holidays fall between two leave periods and make it one continuous absence, those holidays will be counted as leave.

v) Vacation may be combined with any type of leave **except casual leave**. If vacation falls between two leave periods, it will be treated as part of the leave.

vi) Holidays immediately before or after a vacation will be treated as part of the vacation.

- vii) If an employee does not return after leave ends, the extra period will be treated as leave without permission, and no salary will be paid unless the leave is officially extended.
- viii) An employee who was **on medical leave must submit a fitness certificate** from a University Medical Officer or a registered medical practitioner (not below Assistant Surgeon Grade-I) before returning to duty.
- ix) An employee cannot return to duty before the leave period ends unless permitted.
- x) a) Leave will not be granted during the notice period of termination.
b) Leave will not be granted to an employee under suspension.
- xi) All leave due to an employee will lapse on the date of retirement. However, if the employee had applied in time for earned leave and it was refused in the interest of the University, such leave may later be granted, even if it extends beyond retirement. The same applies if the employee's service is extended or they are reappointed in the interest of the University.
- xii) A full-time employee on leave or vacation cannot take up any paid job or paid work, except examination-related work, unless permitted by the Vice-Chancellor or Executive Council.
- xiii) Unless the Executive Council decides otherwise in special cases, **an employee absent from duty for five years** will be treated as having left service.
- xiv) A leave account must be maintained for every employee, and the Heads of Administrative Departments specifically the Establishment Branch are responsible for keeping it properly.
- xv) An employee will have only one leave account, even if holding more than one post. Leave granted for the main post will apply to other posts held.
- xvi) All leave applications must be made in writing.
- xvii) Leave cannot be taken before approval. In emergencies, the employee must inform the authority immediately and apply for leave as soon as possible.
- xviii) If an employee is absent without leave or fails to report properly, the authority may refuse leave or treat the absence as Extra-Ordinary Leave without pay.
- xix) If any type of leave has been applied for and/or approved by the competent University authority, but the staff member does not avail the leave fully or partly as per the approved dates,

the unutilized portion of the leave shall be treated as cancelled by the same sanctioning authority. This will apply if the staff member resumes duty earlier than the approved joining date and submits an application on the date of rejoining, stating the reasons for not fully using the sanctioned leave. If the leave is cancelled due to complete non-utilization, the staff member may apply again for leave for the same reason.

xx) If an employee intentionally breaks these rules without valid reason, it will be treated as misconduct and may lead to disciplinary action.

4. Types of Leave:

Leave may be granted under the following categories:

- i) Casual Leave**
- ii) Special Casual Leave**
- iii) Duty Leave**
- iv) Earned Leave**
- v) Half-Pay Leave**
- vi) Commuted Leave**
- vii) Extra-Ordinary Leave**
- viii) Study Leave & Sabbatical Leave**
- ix) Maternity Leave**
- x) Paternity Leave**
- xi) Adoption Leave**
- xii) Quarantine leave**
- xiii) Leave for Serious Illnesses**
- xiv) Special Disability Leave**
- xv) Child Care Leave**

5. Details of Leave

5. i) Casual Leave

Casual Leave may be granted to an employee, on prior application, in case of illness or urgent personal matters. This leave cannot be carried forward to the next year and cannot be combined with vacation or any other type of leave.

An employee may be granted up to **15 days of Casual Leave per year**, comprising 12 days of Casual Leave and 3 Restricted Holidays. However, for employees working in **vacation departments, the maximum entitlement is 10 days per year**, consisting of 8 days of Casual Leave and 2 Restricted Holidays. Casual Leave may be combined with University holidays, provided that the total period of absence, including holidays, **does not exceed 15 days for non-vacation staff and 10 days for vacation staff, at a time. If Saturdays, Sundays, or holidays fall between the casual leave period, they will not be counted as part of the casual leave.** In special cases, the authority may relax this rule after recording reasons.

5. ii) Special Casual Leave

If an employee is required to work on university holidays under orders of the Vice-Chancellor or the Head of Department / Office, they may be granted special casual leave equal to the number of days they worked on holidays, **subject to a maximum of 10 days in a year.**

Special Casual Leave cannot be combined with any other type of leave and cannot be carried forward to the next year. The Vice-Chancellor may grant Special Casual Leave to University employees:

- a) **Conducting / Supervising examinations/interviews** for a University / Colleges / Public Service Commission / Board / similar bodies
- b) **Participating in literary, scientific, administrative or educational conferences, workshops, seminars, symposiums** recognized by university authorities
- c) **Sports, mountaineering, trekking, cultural activities, employees' union/association activities**
- d) **Giving evidence in a court of law** (civil/criminal case related to the University and where personal interest is not involved)
- e) **Activities benefiting the University or society**, as approved by the Vice-Chancellor

Special Casual Leaves are considered **approved absence**, but not direct assigned duty.

5. iii) Duty Leave:

These involve the employee acting **on behalf of the University** or performing **official academic / professional duty**. **Duty leave, not exceeding 30 days in a calendar year**, may be granted for the following purposes:

1. Attending conferences, congresses, seminars, symposia on behalf of or with permission of the University in areas of University interest.
2. Delivering invited lectures in other institutions/universities in areas of mutual academic interest
3. Working in another university/organization on deputation by the University
4. Serving on delegations or committees appointed by Government, UGC, DST, or other academic bodies
5. Inspecting academic institutions attached to a statutory board
6. Performing any other duty assigned by the University

These are treated as official duty, not leave in the usual sense.

In all the cases mentioned above, the Vice-Chancellor may, at his or her discretion, grant duty leave for such number of days as may be necessary for the purpose.

5. iv) Earned Leave:

The amount of earned leave a full-time employee can get, depends on their type of post:

a) A permanent employee in a **Vacation Department** is entitled to **10 days of Earned Leave in a calendar year**.

However, Heads or In-charges of Academic Departments shall earn **one-third (1/3) day of Earned Leave for each working day during the vacation period**, subject to the orders of the Vice-Chancellor

b) A permanent employee in a Non-Vacation Department is entitled to **30 days of Earned Leave in a calendar year**.

c) The leave account of every employee shall be credited with Earned Leave in advance in two instalments each year—on the 1st of January and the 1st of July.

Vacation staff shall receive **5 days in each instalment**, while non-vacation staff shall receive **15 days in each instalment**.

e) **Maximum Limit:** Once the total earned leave reaches **300 days**, no further earned leave will accumulate, until the employee use some.

f) An employee can normally be granted a maximum of **120 days of Earned Leave at one time**.

g) However, more than 120 days may be granted in special cases, such as for **higher studies, training (especially if any part of it is outside India), or on medical grounds supported by a medical certificate**.

h) If only part of the leave is spent outside India, leave beyond **120 days** may be granted.

However, the total period of leave spent **within India** must not exceed **120 days**.

i) **Part-time and Contractual employees** are not entitled to earned leave.

j) For this rule, an employee must have at least six completed months of service to the University after joining, before the process of crediting of leave on the 1st of January and 1st of July every year is started.

m) An employee's earned leave balance is calculated by adding:

- the leave they had on **1 January 2026** under the old rules, and
- the leave earned under the current rules,

and then subtracting leave already used.

n) Leave encashment benefit for un-utilized earned leave shall be allowed to the regular employees of the University up to a maximum of 300 days subject to the number of days of leave available at the time of retirement/resignation or cessation of service.

5. v). Half-Pay Leave:

a) Admissibility

Half-pay leave for a full-time employee shall be calculated as follows:

i) Half-Pay Leave admissible to a regular employee shall be **20 days for each completed year of service.**

This leave is credited to the employee's leave account **in advance**, in two equal instalments:

- **10 days on the 1st of January**, and
- **10 days on the 1st of July** each year.

A completed year of service means continuous service in the University for a year including periods spent on duty as well as on leave

b) Accumulation and Combination

Half-pay leave may be accumulated and may be combined with any other kind of leave, **except casual leave.**

c) Condition for Grant

Half-pay leave can be granted **only on the basis of a medical certificate and also for private affairs and academic purpose.**

d) Calculation of Leave Due

The half-pay leave due to an employee shall be the total half-pay leave earned for the entire service (as calculated under Rule 5.v.a (i), **minus:**

- Any sick leave taken before the commencement of these Leave Rules, and
- Any half-pay leave already taken on or after that date.

5.vi) Commuted leave: (full-pay leave granted in place of half-pay leave) may be allowed under the following conditions:

- a. Commuted leave, not exceeding **half of the half-pay leave due**, may be granted **only on a medical certificate** to a permanent employee.

b. The following conditions apply:

- i) The total commuted leave allowed during the entire service shall not exceed **240 days**.
- ii) When commuted leave is granted, **twice the amount** of such leave shall be deducted from the half-pay leave balance.
- iii) The combined total of earned leave and commuted leave taken together shall not exceed **240 days** at a time .
- iv) Commuted leave shall not be granted unless the leave sanctioning authority is satisfied that the employee is likely to return to duty after the leave period.
- v) An employee may convert up to **180 days of Half-Pay Leave** into Commuted Leave during their entire service, if the leave is taken for an **approved course of study**.

The course must be certified by the leave sanctioning authority as being **in the public interest or in the interest of the University**.

5.vii) Extraordinary Leave

1. When it can be granted

Extraordinary leave may be given in special situations:

- o (a) When no other type of leave is available, or
- o (b) When other leave is available but the employee applies in writing for extraordinary leave instead.

2. Conversion of absence

The competent authority may later treat any period of absence without leave as extraordinary leave.

3. Extraordinary leave for working outside the University

(a) Normally, extraordinary leave is not allowed for taking up a job outside the University.

(b) However, the **Executive Council** may grant extraordinary leave to a confirmed employee who has completed at least **5 years of service**, to work in:

- Government
- Another University
- A Research Institution
- Or another important similar institution

This leave may be granted for up to **3 years**, if it does not harm the interests of the University. In very exceptional cases, the Executive Council may extend it by up to **6 more months**.

(c) During this period:

- The employee will receive **no pay or allowances** from the University.
- This period will **not count for increments or gratuity**, but it **will count for seniority** except when leave is taken on the basis of medical certificate from a University recognized registered medical practitioner and in Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the staff member, such as, inability to join or rejoin duty due to civil disturbances or a natural calamity, provided the staff has no other kind of leave to his credit

(d) If the employee does not return to duty immediately after the leave period ends, their service will be **terminated** from the date the leave began.

5.viii) Study Leave Rules

General Conditions

Until the Executive Council decides otherwise, study leave will be granted based on the following principles:

a) Study leave will be allowed only if it benefits the University, a department, or a constituent college.

b) Every application for study leave must first be reviewed by the Dean of the Faculty and the Head of the Department. Their recommendations will then be sent to the Vice-Chancellor before being placed before the Executive Council.

c) Study leave is available only to permanent, full-time employees who have been confirmed in service and who have rendered a minimum of 5 years of continuous and exemplary service and who will not retire within **five years after returning** from the leave.

d) An employee applying for study leave must give a written undertaking to serve the University for at least **five years** after returning.

e) **Study leave may be granted only once during an employee's entire service** in the University, and only for a period equal to the duration of the course approved by the Executive Council.

f) If an employee wants to pursue PhD, he/she may also use this leave to acquire a PhD degree

g) After completing the study leave, the employee must submit a detailed report of studies and achievements to the Executive Council, along with certificates of any examinations passed.

h) At any one time, **not more than two employees** may be granted study leave with full pay for higher studies abroad.

i) Study leave may be granted on full pay up to 2 years

Combining Study Leave with Other Leave

Study leave may be combined with earned leave, half-pay leave, extraordinary leave, or University vacations/holidays. However, any earned leave due must be taken **at the beginning** of the study leave period.

3. How Study Leave is Counted

- Study leaves count as service for **promotion, salary increments, and gratuity.**

- It does **not** count for earning other types of leave.
- Study leave will **not** be deducted from the employee's leave balance.

5.viii) Sabbatical Leave Rules

- a) The permanent, whole-time teachers of the University who have completed 5 (Five) years as an Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing proficiency and usefulness to the university and higher education system. **The duration leave shall not exceed one year, at a time, and two years in the entire career of the teacher**
- b) A teacher who has availed Study Leave shall not be eligible for Sabbatical Leave until five years have elapsed from the date of the teacher's return from such Study Leave or from any other training programme of a duration of one year or more.
- c) A teacher on sabbatical leave will receive full salary and allowances, provided the required conditions are met. The salary and allowances will be paid at the same rate that the teacher was receiving immediately before going on sabbatical leave.
- d) A teacher who is on sabbatical leave cannot take up any regular job in another organisation in India or abroad during that period. However, the teacher may accept a fellowship, research scholarship, or temporary teaching or research assignment that provides an honorarium or other assistance, as long as it is not a regular job in an institution of advanced studies. In such cases, the Executive Council may decide to grant sabbatical leave with reduced pay and allowances if it considers it appropriate.
- e) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of **promotion, salary increments, gratuity and pension**, provided that the teacher re-joins the university on the expiry of his/her leave.

5.ix) Maternity Leave

(a) Maternity leave with full pay may be granted to a female employee with less than two surviving children for a period not exceeding 180 days from the date of its commencement, to be availed of twice in the entire career.

(b) Maternity leave may also be granted in cases of miscarriage, including abortion, in addition to regular maternity leave, subject to the condition that the female employee has fewer than two surviving children. However, the total leave granted to a female employee for this purpose during her entire service shall not exceed 45 days, and the application for such leave must be supported by a medical certificate and supporting documents.

(c) Maternity leave may be combined with earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of maternity leave may be granted on medical grounds if the request is supported by a medical certificate and supporting documents.

5.x) Paternity Leave:

Paternity leave of 15 days with full pay may be granted to a male employee during the confinement of his wife, provided, the limit is up to two children

5.xi) Adoption Leave:

(a) Adoption leave may also be granted to a female employee with less than two surviving children for a period of 135 days from the date of valid adoption for a child below the age of one year.

(b) Paternity leave of 15 days may also be granted on valid adoption of a child below the age of one year.

5.xii) Quarantine Leave:

Quarantine Leave is granted when a staff member is prevented, under the orders of a competent medical authority, from attending office due to the presence of an infectious disease in his or her family or household. Such leave shall be granted only upon submission of a medical certificate issued by a medical officer.

The maximum duration of Quarantine Leave shall ordinarily be **21 days**, which may be extended up to **30 days in exceptional circumstances**. Any absence beyond this period shall be treated as regular leave.

A staff member on Quarantine Leave shall not be considered absent from duty, and his or her pay shall not be affected.

(b) Quarantine leave is not admissible if the member of staff himself is suffering from an infectious disease.

(c) The following diseases shall be treated as infectious diseases for the purpose of granting Quarantine Leave: **Cholera, Smallpox, Plague, Diphtheria, Typhus Fever, and Cerebrospinal Meningitis**.

In the case of **Chickenpox**, however, Quarantine Leave shall not ordinarily be granted. Such leave may be sanctioned only if the medical officer, owing to uncertainty regarding the nature of the disease, considers it justified to do so.

5.xiii) Leave for Tuberculosis and Similar Serious Illnesses:

An employee who is suffering from, or is suspected to be suffering from, **tuberculosis, cancer, leprosy, or myopathy**, and whose condition is confirmed by a competent medical authority, may be granted **leave on full pay for one year**. This leave may be taken in **instalments of up to four months at a time**.

If the employee recovers before using the full leave period and the illness is certified as cured, they may return to duty by submitting a **fitness certificate** from the same medical authority.

The competent medical authority:

- 1. If the employee is treated in a recognized hospital or sanatorium:**
The **Medical Officer-in-charge** of that hospital or sanatorium.
- 2. If the employee is treated by a specialist:**
A **tuberculosis, cancer, or leprosy specialist** (as applicable) who is officially recognized by the University.

5.xiv) Special Disability Leave:

Special disability leave may be granted to a university employee who is accidentally injured while performing official duties. This leave will be allowed in the same manner and under the same conditions as applicable to Government of Assam employees under **F.R. 83 read with F.R. 78(6)**.

5.xv) Child Care Leave (CCL):

Under these Rules:

- **Female Employee** = Married / unmarried / widow / divorcee female employee with a minor or disabled child.
- **Single Male Employee** = Widower or divorcee male employee with a minor or disabled child.
- **Minor Child** = Biological or adopted child below **18 years**.
- **Disabled Child** = A child of any age with disabilities as defined in the *Rights of Persons with Disabilities Act, 2016*.

Child Care Leave (CCL) for Minor Children

A female employee or eligible single male employee **may be granted CCL** for taking care of up to two *minor children* (up to 18 years) on application to the competent authority, subject to these conditions:

Duration

- Maximum: **2 years (730 days)** during entire service for up to **two minor children** (rearing, examination, sickness, etc.).

B. Salary while on CCL

- **First 365 days:** 100% of salary.
- **Next 365 days:** 80% of salary.

Leave Rules

- CCL may be availed in **more than one spell**, up to **3 spells per calendar year**.
 - For *single female* employees, this may be extended to **6 spells per year**.
- **Minimum duration per spell: 15 days.**
- **Minimum duration per spell: 6 months**
- A separate leave account is maintained for CCL and it is **not debited** against other leaves.
- CCL can be **combined with other leave** (if due and admissible).
- CCL **cannot be claimed as a matter of right**; prior approval of competent authority required.
- CCL is generally *not admissible during probation* except in extreme need with approval.
- Saturdays, Sundays, and Gazetted Holidays falling during the leave are counted as CCL (like Earned Leave).
- Leave Travel Concession (LTC) is **not allowed** during CCL.
- Application for CCL must be submitted 15 days before availing the leave (except in case of Medical Emergency to be supported by medical certificate). It is also to be mentioned that the prior approval of the leave is required for an employee to avail CCL.

D. Child Care Leave for Disabled Children

- CCL may be granted (up to **2 years / 730 days**) to employees with **disabled children of any age**.
- Disability must be certified by a Government Medical Board.
- Other conditions are similar to those in Rule C.

E. Other Important Rules

- If *both parents are employees but divorced*, only the one with **custody** may avail CCL for that child.
- CCL is maintained as a **separate leave account** (similar to Earned or Half-Pay Leave).
- CCL cannot be **retrospectively claimed** by converting other leave already taken.

- The University has the **right to cancel any CCL application** if it so thinks that the services of the employee is necessary for the said period and in case of insufficient staff in the department in which staff member is working.

6. Leave to Probationers:

- A) If a person is appointed as a probationer against a permanent post, and the probation period is clearly fixed:
- During probation, he/she will get the same type of leave as a regular permanent employee holding that post.
 - Being on probation does not reduce leave benefits.

B) If services are terminated during probation

If the authority decides to **terminate the probationer's service**, then:

Any leave granted must **not go beyond:**

The last date of probation, OR

The date on which service is terminated (whichever is earlier).

C) Regular employee promoted on probation to higher post

If a person is already a **regular employee** and is promoted to a higher post **on probation**, then:

During the probation in the higher post,

- He/she will **continue to enjoy the leave benefits of the regular post**.
- Probation in the higher post does **not reduce earlier leave rights**.

7. Leave for Employees Appointed on Contract or Temporary Basis

Persons may be appointed on a contract or temporary basis to meet the requirements of the University. The following leave provisions shall apply to such employees:

(a) Casual Leave shall be admissible to them in the same manner as applicable to regular employees.

(b) Special Casual Leave, up to a maximum of **10 days in a calendar year**, may be granted for the following purposes:

- i. To conduct examinations or participate in interviews conducted by a University, Public Service Commission, Board of Examination, or other similar bodies/institutions;
- ii. To inspect academic institutions affiliated to or attached to a statutory board or similar authority;
- iii. To participate in literary, scientific, administrative, or educational conferences, workshops, symposiums, or seminars organized by bodies recognized by the University authorities;
- iv. To participate in sports events, mountaineering or trekking expeditions, cultural activities, or activities of employees' unions and associations;
- v. To appear as a witness before a court of law in a civil or criminal case in which the staff member's personal interests are not involved.
- vi. To participate in or undertake activities that may benefit the University, the community, or society at large, subject to the approval of the Vice-Chancellor.
- vii. To meet any other medical emergency, as may be approved by the competent authority.

(c) Sundays and holidays, whether intervening, prefixed, or suffixed, shall not be counted as Special Casual Leave.

(d) Special Casual Leave shall not be combined with any other kind of leave, except Casual Leave.

(e) A contractual employee shall not be entitled to claim encashment of leave.

(f) No other kind of leave shall be admissible to contractual or temporary employees.

(g) If a contractual employee applies for leave beyond the limits prescribed above, such leave shall be treated as **Leave Without Pay**.

8. Employment During Leave

A staff member who is on leave shall not engage, either directly or indirectly, in any trade, business, private tuition, or any other form of work for which remuneration, emolument, or honorarium is payable.

However, this restriction shall not apply to work undertaken in connection with examinations conducted by a University, Public Service Commission, Board of Education, or similar bodies or institutions. It shall also not apply to literary work, publications, radio talks, or extension lectures.

Further, with the prior permission of the Vice-Chancellor, a staff member may undertake other academic assignments or training programmes that are in the interest of the University. This provision shall also not restrict fellowships or financial assistance received from the host institution during the period of study leave.

9. Absence Without Leave or Overstay of Leave:

If an employee / staff member:

1. **Does not take prior approval for leave and remains absent, or**
2. **Does not return to duty after the approved leave period ends,**

then:

- They **will not receive salary or leave allowance** for the days they are absent.
- The period will be treated as “**dies non**” (which means *no work, no pay*, and the period will not count for service benefits like increment or pension).
- If the competent authority later approves the extension of leave, the extra days will be **deducted from their leave balance**.
- If the absence is **intentional (wilful)**, it may be treated as **misconduct** and can lead to disciplinary action.

10. Conversion of One Kind of Leave to Another

(a) At the request of the concerned staff member, the University may, at its discretion, convert retrospectively one type of leave—including extraordinary leave—into another type of leave that was admissible to the staff member at the time the leave was originally taken. However, such conversion cannot be claimed as a matter of right.

(b) When one type of leave is converted into another, the leave salary and admissible allowances shall be recalculated accordingly. Any arrears arising from such recalculation shall be paid to the staff member, and any excess amount drawn shall be recovered, as the case may be.

(c) A request for conversion of leave must be submitted within three months from the date on which the leave was originally sanctioned.

11. Increment during leave:

If your increment date falls while you are on leave

(except **Casual Leave, Special Casual Leave, or Duty Leave**),

- a. You will get the benefit of the increased salary **only after you rejoin duty**.
- b. Your original increment date remains the same.

If the leave does **not count for increment** (for example, certain types of Extraordinary Leave), the increment may be postponed as per rules.

You will **not receive arrears** (no back payment) for the period you were on leave.

12. Leave Salary

- (a) A staff member granted Casual Leave, Special Casual Leave, or Duty Leave shall not be treated as absent from duty, and his/her pay shall not be interrupted.
- (b) A staff member on Earned Leave shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- (c) A staff member on Commuted Leave shall be entitled to leave salary equal to the pay admissible immediately prior to proceeding on leave.
- (d) A staff member on Half Pay Leave or Leave Not Due shall be entitled to leave salary equal to half of the pay drawn immediately before proceeding on leave.
- (e) A staff member on Extraordinary Leave shall not be entitled to any leave salary.
- (f) A staff member on Study Leave may be paid leave salary equal to the salary admissible immediately before proceeding on leave, in accordance with the applicable rules.
- (g) A staff member on Maternity Leave, Paternity Leave, or Adoption Leave shall be entitled to draw the same pay as he/she was receiving at the time of proceeding on leave.
- (h) A staff member on Quarantine Leave shall not be treated as absent from duty, and his/her pay shall not be interrupted.
- (i) During the period of re-employment, leave salary shall be calculated on the basis of the pay drawn by the staff member, excluding pension and the pension equivalent of any other retirement benefits.

13. Station Leave Permission (With or Without Leave)

- (a) **Vice Chancellor:** Any station leave of the Vice-Chancellor outside the country, regardless of duration, shall require the approval of the Chancellor.
- (b) **All Other Staff:** Permission shall be granted by the Registrar after taking due approval from the Vice Chancellor.

14. LIEN

Lien means the right of an employee to hold a permanent post in the University to which they have been appointed substantively. In other words, it is the permanent right of an employee to return to their original post.

An employee who is confirmed in a permanent post holds lien on that post. However, an employee cannot hold lien on two posts simultaneously.

Grant of Lien:

Lien may be granted when an employee joins another University, Institution, Government organization, Public Sector Undertaking (PSU), or a similar organization.

Duration of Lien:

The maximum period of lien is normally up to three years, subject to the orders and approval of the University authority.

- Initially, lien is granted for one year.
- Upon successful completion of the first year and on submission of an application by the employee, the lien may be extended for a further period of up to two years, either in one stretch or in parts, as decided by the competent authority.

After the expiry of the approved lien period:

- The employee must either return to the parent post, or
- The lien may lapse or be terminated, as per the rules of the University.

Termination of Lien

Lien on the original post shall automatically cease if:

- the employee is confirmed in another permanent post, or
- the employee resigns from the original post.

15. Maintenance of Leave Records

(a) Casual Leave: A record of leave sanctioned and availed shall be maintained by the respective Head of the Department/Section.

(b) All Other Types of Leave: Leave applications, after due approval or rejection, shall be forwarded to the Registrar. The Establishment Section shall communicate the sanction or

rejection of leave and maintain individual leave records of each staff member. All leave records of employees shall be maintained centrally in the Establishment Section.

16. Leave Categories and the Authority Competent to Sanction:

The recommending and sanctioning authorities for leave are listed in Tables 1,2 and 3 for different kinds of leaves. If the recommending and sanctioning authorities are unavailable for any reason, the Vice Chancellor may sanction the leave applied for by any staff member.

Table 1: Casual Leave

| Category | Sanctioning Authority |
|---|-------------------------------|
| Deans, Registrar, Academic Registrar, Controller of Examinations, Director of Students' Welfare, Finance Officer, Librarian, P.S. to Vice Chancellor | Vice Chancellor |
| Heads of the Departments and Centres | Dean of the Faculty |
| Faculty and Staff in Departments and Centres | Head of the Department |
| Deputy Registrar, Staff in General Administration (including P.S. to Registrar) | Registrar |
| Deputy Controller of Examinations, Staff in Examination Cell | Controller of Examinations |
| Staff in Academic Registrar's Office | Academic Registrar |
| Staff in Director of Students' Welfare Office | Director of Students' Welfare |
| Staff in Finance Section | Finance Officer |
| Assistant / Deputy Librarian, Staff in Library | Librarian |
| Staff in Hostels | Wardens/Superintendents |
| Staff in Sports and Games Facilities | Registrar |
| Vice Chancellor | Vice Chancellor |
| All Other Cases | Registrar |

Table 2: Special Casual Leave, Earned Leave, Vacation Leave, Half-Pay Leave, Commuted Leave, Maternity Leave, Paternity Leave, Adoption Leave, Leave for TB and similar serious Illness and Quarantine Leave.

| Category | Sanctioning Authority |
|--|------------------------------|
| Deans, Registrar, Academic Registrar, Controller of Examinations, Director of Students' Welfare, Finance Officer, Librarian, P.S. to Vice Chancellor | Vice Chancellor |
| Heads of the Departments and Centres | Registrar |
| Faculty and Staff in Departments and Centres | Registrar |
| Deputy Registrar, Staff in General Administration (including P.S. to Registrar) | Registrar |
| Deputy Controller of Examinations, Staff in Examination Cell | Registrar |
| Staff in Academic Registrar's Office | Registrar |
| Staff in Director of Students' Welfare Office | Registrar |
| Staff in Finance Section | Registrar |
| Assistant / Deputy Librarian, Staff in Library | Registrar |
| Staff in Hostels | Registrar |
| Staff in Sports and Games Facilities | Registrar |
| Vice Chancellor | Vice Chancellor |
| All Other Cases | Registrar |

Table 3: All other leave, including special leave on academic grounds, Study Leave, extraordinary leave, and Child Care Leave.

| Category | Sanctioning Authority |
|--|---|
| All staff entitled to the above-mentioned leaves | Vice Chancellor, on recommendations of the HOD/HOS/Deans and sanctioning Authorities. |

17. Note:

a) The authorities mentioned above can grant leave up to **30 days in a calendar year**, unless specifically stated otherwise. If the leave exceeds **30 days**, it must be approved by the **Vice Chancellor**. All applications for leave must be routed through the person in charge of the concerned department / section before being submitted to the sanctioning authority.

b) The authority granting leave must ensure that leave is not requested for unnecessary or weak reasons. It must also make sure that proper arrangements are made so that University work continues smoothly during the employee's absence. Earned leave should not be granted more than once in a month, except on medical grounds.

c) Every authority who is empowered to grant casual leave is responsible for properly maintaining a casual leave register in for the employees under his administrative control.

d) A copy of every order granting leave, other than casual leave, must be sent to the Registrar

e) When forwarding an application for short leave from a subordinate, the concerned officer should suggest suitable arrangements to ensure that the employee's work is carried out during his absence.

f) When a university employee goes on leave or returns from leave of any kind, he must immediately inform both the officer who forwarded the leave and the Registrar by submitting a **Joining Report**.

g) Before leaving on any type of leave other than casual leave, an employee must provide the Registrar & the Head of the concerned Department / Section with phone number,

WhatsApp number and email id, through which communications can, if necessary, be made during the leave period.

18. Powers of the Executive Council:

Despite anything stated in these Rules, the Executive Council has the authority to approve any type of leave for any employee on terms it considers appropriate. It also has the power, for reasons it finds sufficient, to change, revise, or cancel any leave order issued by itself or by any officer or subordinate authority. Additionally, the Executive Council may delegate the powers given to it under these Rules to any authority, subject to any restrictions it chooses to apply.

References:

- o *Gauhati University Leave Rules*
- o *Govt. of Assam Leave Rules for Employees (teachers included)*
- o *Dibrugarh University Teacher's Leave Rules*
- o *UGC Leave Rules*
- o *Cotton University- Leave Rules for academic and non-academic staff*
- o *Assam Agricultural University*
