



LEAVE POLICY

The Guru Kashi University shall follow the leave policy for its employees as given below:

CATEGORIES OF LEAVE

Following categories of leave shall be admissible to the Faculty/Staff:

- Casual Leave
- Compensatory Leave
- Duty Leave
- On Duty Leave
- Earned Leave
- Maternity Leave
- Special Casual Leaves
- Extra Ordinary Leave
- Vacation Leave

CASUAL LEAVE (CL)

The casual leave may be granted to a regular employee of the University once a month. A total of twelve casual leaves would be granted to the permanent working staff of the University on the below mentioned conditions:

1. Only one casual leave shall be given per month but one advance casual leave can be availed in an exigency and such advance casual leave can be taken only once in a year, except by regular employees.
2. Casual leave is to be sanctioned in advance ordinarily and if applied after resuming the duty it is to be put up through the Dean concerned to the competent authority for sanctioning and such a practice should only be in exceptional cases only.
3. If due, three casual leaves can be taken continuously. More than three casual leaves are not allowed in a month.
4. Casual leaves are not allowed to carry forward in the next calendar year.
 - a. If the leave without pay (LWP) is before and after weekly off (i.e., Friday and Monday) then Saturday, Sunday shall be treated as without pay.
 - b. If there is one leave without pay (i.e., Friday) and one leave with pay (i.e., Monday) or vice-versa then weekly off (Saturday and Sunday) shall not be counted.
 - c. If there is any University holiday in between without pay leave, then holiday shall also be treated as without pay.

COMPENSATORY LEAVE

The compensatory leave may be granted to the employees as a compensation of extra working hours of something similar based on the conditions mentioned below:

1. Compensatory leave is to be availed within three months from the date it becomes due and after sanctioning by the competent authority.
2. If University declares working for all staff on Saturday/ Sunday/ Holiday, then in lieu, no compensatory leave shall be allowed.
3. If the University is closed and only selected staff members are to be called for any specific purpose, then the concerned authority shall take the prior approval from the competent authority and submit in H.R. Office. The staff members shall mark their biometric attendance.
4. Human Resource Department shall verify approval of the competent authority and Biometric Attendance. If both match, then compensatory leave shall be allowed. No further approval from the competent authority is required.

DUTY LEAVES (DL)

- For attending orientation/Refresher Program of 2 weeks or as per the requirement of UGC with the recommendation of the Vice Chancellor shall be allowed.
- 4 duty leaves per year shall be allowed by Dean Academic Affair for conducting academic work for other academic institutions.
- Prior sanctioning of duty leaves is must by submitting all necessary documents.
- Only one faculty per Department / semester can avail the leave.

ON DUTY LEAVES (ODL)

- Any duty assigned by the competent authority shall be treated as on duty leave.
- Before proceeding on Duty, an employee should apply OD leave to the sanctioning authority on the prescribed Proforma.

EARNED LEAVES (EL)

- Four days per year duly recommended by reporting officer and approved by the Vice Chancellor shall be applicable to permanent employees.

SPECIAL CASUAL LEAVE (SCL)

- Special Casual Leave shall be given to employees when they are on duty due to participation in sports events, Republic Day Parade, cultural activities. Special Casual Leave shall be recommended by reporting Officer and approved by the Vice Chancellor.

MATERNITY LEAVE

Maternity leave is the paid leave granted to a female employee during and after the period of her pregnancy. This leave is given to the female employees to provide benefits and compensation to take care of their new born and at the same time to retain their Job in the University.

The Maternity leave would be sanctioned to female employees on the conditions mentioned below:

1. Maternity Leave shall be granted for 90 days for the first child.
2. If the female employee has already one or more children, no maternity leave shall be granted.
3. Salary for 45 days of Maternity Leave shall be paid on return from leave in lump-sum or 15 days salary each month successively for three months. 45 days maternity leave shall be extended with the permission of the Esteemed Vice Chancellor and shall be without pay.

EXTRA ORDINARY LEAVE

1. Extra Ordinary Leave has always been given without pay and is only granted while no other leave is permissible.
2. The concerned Faculty/Staff should apply in writing for Extra Ordinary Leave that must be approved by the competent Authority.
3. Extra Ordinary Leave (EOL) would not be counted towards increment except if the following conditions are met:
 - The Leave taken on the basis of medical certificate.
 - If the Vice Chancellor is satisfied that the absence was taken owing to circumstances beyond the employee's control, such as an inability to report for duty due to civil unrest or a natural disaster, and the employee has no other leave to their credit.
 - Leave taken to pursue higher education.
 - Leave granted to accept an offer to a teaching position, fellowship, or research assistantship, or to go on assignment for important technical or academic work.
4. Except in cases when leave is taken on a medical certificate, the total time of continuous absence from duty on leave shall not exceed six months. In no instance an individual's total absence from duty shall exceed one year over his or her entire service.

VACATION LEAVES (VL)

10 days' vacation leaves shall be announced by the university which shall be 5 working days Summer Vacations, 5 working days Winter Vacations for all employees. However, regular employees shall avail 5 additional summer vacations in the second year and 5 additional in the third year. Maximum vacation leave shall be 15 days including Gazetted holidays and Saturday/ Sunday.

LEAVE APPROVAL/ SANCTIONING POLICY

The Leave Sanction policy is defined as the route through which a leave would be followed for its sanctioning and approval. It is desirable that leave sanctioning policy should be as per channel of reporting.

1. Leave of Deans/Director of the constituent colleges, In-charges of colleges and the staff officers (Director Finance, Registrar, Controller of Examinations, Estate Officer, CRC Director, Deputy Registrar, Deputy Director (IT), and Deputy Director) shall be sanctioned by the Vice- Chancellor.
2. Leave of Accounts Officer shall be sanctioned by the Director Finance.
3. Leave of Manager Human Resources, Public Relations Officer and Marketing Manager shall be sanctioned by the Registrar.
4. Leave upto two days of Faculty/Staff working under different officers in Administrative Block shall be sanctioned by the Officer/ In-Charge concerned.
5. Leave upto two days in the different Colleges of GKU will be sanctioned by the respective Dean/ In-charge of the college. Upto 5 days it shall be sanctioned by Dean Academic Affairs/ Registrar.

More than 5 days leave shall be sanctioned by the Vice Chancellor

6. Leave of Warden (Boy's Hostels) shall be sanctioned as under:
 - a. Up to two days: by Chief Hostel Warden
 - b. Up to seven days: by the DSW
 - c. More than seven days: by the Vice Chancellor
7. Leave of Warden (Girl's Hostels) shall be sanctioned as under:
 - a. Up to two days: by the DSW.
 - b. More than two days: by the Vice Chancellor.

Maximum number of leaves per department

- Not more than 20% Staff/ Faculty of concerned department should be on leave on the same day.

Leave during Resignation

- If any employee resigns, he/she shall not be entitled to any further leave during the notice period. Leave can be availed subject to the approval of the sanctioning authority.

These leave rules are subject to alteration/modification/review at the exclusive discretion of the authority either in part or whole, at any time hereafter.

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