

TEACHERS TRAINING COLLEGE B. ED. AALO
WEST SIANG DISTRICT, ARUNACHAL PRADESH, 791001

GENERAL GUIDELINES FOR LEAVE

1. Introduction:

The Teachers Training College B. Ed. Aalo recognized by the ERC-NCTE Bhubaneswar, Odisha and affiliated to the RGU Doimukh has made provisions for certain types of leave as per GoI, Government of Arunachal Pradesh and RGU Doimukh rules available to all the employees of the Institute, to meet their family, medical and social liabilities.

The present document is meant to provide guidelines on different types of leave and how they can be availed. Certain rules and guidelines are common to both academic and non-academic staff of the Institute, while certain rules and guidelines have been devised specifically with reference to the academic staff of the Institute. These rules and guidelines should be used for better understanding and utilization of the leave by the employees of the Institute and are only complementary and explanatory in nature.

2. General principles governing leave with relevant CCS provisions:

Leave is a provision given to an employee to stay away from work for genuine reasons with prior approval of the competent authority. It may be granted for a casual purpose or a planned activity or on medical ground or in extra ordinary conditions.

2.1 General provisions as per CCS rules

2.1.1. Leave cannot be claimed as a matter of right – Rule 7 (1)

2.1.2. The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for – Rule 7 (2)

2.1.3. Leave of one kind taken earlier may be converted into leave of a different kind at a later date at the request of the official and at the discretion of authority who granted the leave. The employee should apply for such conversion within 30 days of completion of the relevant spell of leave. This, however, cannot be claimed as a matter of right by the official – Rule 10 (i)

2.1.4. Conversion of one kind of leave into a leave of a different kind is permissible only when applied for by the official while in service and not after quitting service – Rule 10 G11

2.1.5. The leave sanctioning authority may commute retrospectively periods of absence without leave into Extra Ordinary Leave – Rule 32 (6)

2.1.6. No leave of any kind can be granted for a continuous period exceeding 5 years except with the sanction of the President – Rule 12

2.1.7. An official on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority – Rule 13

2.1.8. Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action – Rule 25 (2)

2.1.9. Absence without leave not in continuation of any authorized leave will constitute an interruption of service unless it is regularized audit instruction under Rule 25 (1)

2.1.10. Leave will not be granted to an employee under suspension.

2.2 Applicability:

The provisions contained in the present document shall apply to all the permanent employees of the Teachers Training College B. Ed. Aalo. Part time and Contractual/Part-Time Employees shall not be entitled.

2.3 Leave Sanctioning Authority:

2.3.1. Applications for all types of leave of Principal, TTC B. Ed. Aalo shall be addressed to the Chairman, Marjum Welfare Society.

2.3.2. Applications for EL/Half pay leave/Compensatory casual leave/Commutative leave of faculties and other staffs of the college shall be addressed to the Principal, TTC B. Ed. Aalo and he/ she will be the sanctioning authority.

2.4 Start of leave and termination of leave:

2.4.1 Leave generally begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.

2.4.2 Saturdays, Sundays and other holidays or vacation, if any, may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

2.5 Combination of leave:

2.5.1 Except as otherwise provided, any kind of leave under these guidelines may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

2.6 Combination of holidays with leave:

2.6.1 When the day, immediately preceding the day on which an employee's leave (other than leave on medical certificate) begins or immediately following the day on which his/her leave expires, is a holiday or one of series of holidays, the employee shall be deemed to have been permitted to leave the Institute at the close of the day before, or return to it on the day following such holiday or series of holidays provided that such actions does not affect the normal working of the Institute.

2.6.2 In case on leave on medical certificate,

(a) When the employee is certified medically unwell to attend office, holiday(s) if any, immediately preceding the day he/she is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any, immediately succeeding the day he/she is so certified (including that day) shall be treated as part of the leave.

(b) When the employee is certified medically fit for joining duty, holiday(s), if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave and holiday(s) preceding the day he is so certified shall be treated as part of the leave.

2.6.3 A compensatory leave granted in lieu of duty performed by an employee on a holiday for a full day may be treated as a holiday for the purpose.

2.7 Grant of Leave on Resignation / Date of Retirement:

No leave shall be granted beyond the date on which an employee must compulsorily retire. If an employee of the Institute resigns; he shall not be granted either prior or subsequent to his resignation, any leave due to his credit. Provided that the Principal, TTC B. Ed. Aalo may, in any case, grant leave to an employee prior to his resignation, if in the opinion of the Principal, TTC B. Ed. Aalo, the circumstances of the case justify such grant of leave.

2.8 Reporting duty before the expiry of leave:

Except with the permission of the authority, who granted leave, no employee on leave may report for duty before the expiry of the period of leave granted to him.

2.9 Reporting duty on return from leave on medical grounds:

An employee who has been granted leave on medical certificate is required to submit a medical certificate of fitness before resuming duty. Leave sanctioning authority may secure second medical opinion, if considered necessary.

2.10 Maximum period of absence:

An employee who remains absent from duty for a continuous period exceeding 6 months, whether with or without leave, shall be deemed to have resigned from the service of the Institute.

3 Types of leave:

The following types of leave shall be admissible to the employees of the Institute.

3.1 Casual Leave (CL)

3.2 Special Casual Leave (SCL)

3.3 Earned Leave (EL)

3.4 Vacation [Only for Academic Staff]

3.5 Half Pay Leave (HPL)

3.6 Commuted Leave (CML)

3.7 Leave Not Due (LND)

3.8 Extra Ordinary Leave (EOL)

3.9 Maternity Leave (ML)

3.10 Paternity Leave (PL)

3.11 Adoption Leave (AL)

3.12 Child Care Leave (CCL)

3.13 Hospital Leave (HL)

3.14 Sabbatical Leave [SBL – Only for Academic Staff]

3.15 Study Leave (STL)

The details are as follows.

3.1 Casual Leave

Casual Leave is not a recognized form of leave and is not subject to any rules made by the Government of India. An employee on casual leave is not treated as absent from duty and his pay is not intermitted.

3.1.1 Entitlement (per Calendar Year – Jan to Dec); 8 days for those entitled to 17 holidays; 10 days for those not entitled to 17 holidays.

3.1.2 Employees joining during the year may avail proportionately or the full period at the discretion of the competent authority.

3.1.3 Casual Leave can be combined with Special Casual Leave/ Vacation/ any holidays; but not with any other kind of leave.

3.1.4 Holidays falling during a period of casual leave are not counted as part of CL.

3.1.5 Saturday/ Sunday/ public holidays/ weekly offs can be prefixed/ suffixed to CL.

3.1.6 Casual Leave can be taken on tour, but no daily allowance will be admissible for the period.

3.1.7 Casual Leave can be taken for half-day also.

3.1.8 Casual Leave should not normally be granted for more than 5 days at any one time.

3.1.10 Half a day's casual leave should be debited to the CL account of an employee for each late attendance but late attendance up to an hour, or not more than two occasions in a month may be condoned by the competent authority, if he is satisfied that it is due to unavoidable reasons.

3.1.11 Casual Leave cannot be combined with joining time.

3.2 Special Casual Leave (SCL):

Special Casual Leave may also be granted to the employees for other purpose, as approved by the Board from time to time. The Special Casual Leave can be granted up to a maximum of 15 days in a calendar year. The Chairman, Marjum Welfare Society is empowered to examine the purpose for which absence can be treated as ON DUTY and SPECIAL CASUAL LEAVE. An employee's absence from the Institute can be marked as ON DUTY when the employee is doing Institute/Dept. work outside the Institute with the approval of the competent authority and not for any invitation or personal lecture or viva exam or PhD evaluation or attending workshops or conferences.

3.3 Earned Leave (EL):

All the employees of the Institute are eligible for Earned Leave. However, there exists a difference in crediting the earned leave to academic staff and non-academic staff.

3.3.1 The earned leave admissible to an employee except academic staff shall be 30 days in a calendar year.

3.3.2 Earned Leave is credited to an employee in advance at a uniform rate of 15 days on the 1st January and 1st July every year.

3.3.3 Earned Leave can be accumulated up to 300 days, Rule 26 (1)

3.3.4 The advance credit for the half-year in which an employee is appointed will be at the rate of 2½ days for each calendar month of service.

3.3.5 Earned Leave credit for the half-year in which the employee retires/ resigns/ removed/ dismissed or dies in service will be afforded at the rate of 2½ days per completed calendar month up to the end of the month preceding the last month of service. While affording credit fraction shall be rounded off to the nearest day.

3.3.6 Academic staff entitled for vacation, who remains on duty during the whole or part of the vacation, will be eligible to get one day of Earned Leave for each two days of vacation not availed of with a maximum of 30 days for the entire period of vacation of 60 days in a calendar year.

3.3.7 When the credit of earned Leave at the start of any half-year, result in the total accumulation of earned Leave being more than 300 days, the 15 days Earned Leave for the half-year shall be kept separately and set off against the leave availed during the half-year. Any portion of this separately credited leave not availed within the half-year, shall be accumulated with the previous Earned Leave to the credit of EL account, provided the total accumulated Earned Leave does not exceed 300 days. Such procedure may be restored to in cases where Earned Leave at the credit of the employee on the last day of December or June is 300 days or less but more than 285 days.

3.3.8 Earned Leave record for Academic and Non-Academic staff is to be approved by the Dean (Faculty welfare) and registrar respectively and the records are to be kept with them. Prior approval is must for taking Earned Leave; such cases, the employee must apply for Earned Leave at least 10 days in advance.

3.3.9 The maximum amount of earned leave that can be granted to an employee at a time shall be 90 days; however, earned Leave may be taken at a time up to 300 days as leave preparatory to retirement.

3.4 Vacation:

During the period when the semester is closed (vacation period) academic staff can avail vacation. The

3.4.1 Maximum vacation that can be taken is 30 days per annum which will be equally distributed between two semesters.

3.5 Half Pay Leave (HPL):

All permanent employees of the Institute are eligible for 20 days Half Pay Leave for each completed year of service in the Institute. The service includes periods of duty and leave including extra ordinary leave with or without medical certificate, but does not include periods of suspension treated as dies non, overstayed of leave and joining time unless otherwise regularized.

3.5.1 Every employee shall be credited with half pay leave in advance, in two installments of 10 days each on the 1st January and 1st July of every calendar year.

3.5.2 The leave shall be credited to the account at the rate $5/3$ days for each completed calendar month of service which the employee is likely to render in the half year of the calendar year in which the employee is appointed.

3.5.3 Where a period of absence or suspension of an employee has been treated as dies non in a half year, the credit to be afforded to his half pay leave account at the commencement of next half-year, shall be reduced by one-eighteenth of the period of dies non subject to a maximum of 10 days.

3.5.4 Half pay leave credit for the half-year which the employee retires / resigns / removed/ dismissed or dies in service will be afforded at the rate of $5/3$ days per completed calendar month up to the end of the month preceding the last calendar month of service. Any fraction shall be rounded off to the nearest day.

3.5.5 Half pay leave may be availed of either on medical ground or on medical certificate or on private affairs.

3.5.6 Half pay leave may be granted even when Earned Leave is due/at credit to an employee. The Principal, TTC B. Ed. Aalo shall forward the Half pay leave request to the Chairman, MWS for approval.

3.6 Commuted Leave (CML):

All the permanent employees of the Institute are eligible for Commuted Leave not exceeding half the amount of Half Pay Leave due, may be granted on medical certificate (with full pay).

3.6.1 The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.

3.6.2 When commuted leave is granted, twice the amount of such leave shall be debited against the Half Pay Leave due.

3.6.3 Commuted leave can be granted even when Earned Leave is available.

3.7 Leave Not Due (LND):

Leave Not Due may be granted to a permanent employee with on half pay leave at his / her credit on medical grounds (with medical certificate) only. This is granted by the Chairman, Marjum Welfare Society, if there is a reasonable prospect of the employee returning to duty on expiry of the leave.

3.7.1 The amount of leave should be limited to the half pay leave that the employee is likely to earn subsequently. Leave Not due during the entire service is limited to a maximum of 60 days.

3.7.2 Leave Not Due may be granted without medical certificate to a female employee in continuation of maternity leave or for adoption of a child.

3.7.3 Leave Not Due will be debited against the half pay leave that the employee earns subsequently (Leave Not Due is Half Pay Leave taken in advance).

3.8 Extra Ordinary Leave:

Extra Ordinary Leave may be granted to an employee when no other leave is admissible or when the employee applies in writing for the grant of Extra Ordinary Leave when other leave is admissible.

3.8.1 Extra Ordinary Leave shall always be without leave salary.

3.8.2 For temporary or contract employees; the duration of extra ordinary leave on any one Occasion shall not exceed 3 months and 6 months when the employee has completed one year continuous service on the date of expiry of leave admissible to the employee under the rules and the request for such leave is supported by Medical Certificate.

3.8.3 Eighteen months extra ordinary leave can be granted to an employee suffering from TB, Leprosy, Cancer or Mental illness and undergoing treatment in a recognized clinic/hospital/under a specialist.

3.8.4 After completing 3 years of continuous service in the Institute an employee can avail 24 months extra Ordinary Leave for the purpose of pursuing studies for the professional development.

3.9 Maternity Leave (ML):

Maternity Leave is a special kind of leave applicable to all female employees of the Institute.

3.9.1 A female employee of the Institute with less than 2 surviving children be granted Maternity Leave for a period of 180 days from the date of its commencement.

3.9.2 During maternity leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3.9.3 Maternity Leave not exceeding 45 days may also be granted to a female employee (irrespective of the number of surviving children) during the entire service of that female employee in case of miscarriage including abortion on production of medical certificate.

3.9.4 Leave of the kind due and admissible (including Commuted Leave for a period not exceeding 60 days and Leave Not Due) up to a maximum of two years may, if applied for, be granted without medical certificate in continuation of Maternity Leave.

3.9.5 Maternity Leave may be combined with leave of any other kind except casual leave.

3.9.6 Maternity Leave shall not be debited against the leave account.

3.9.7 Unmarried female employees are also eligible for maternity leave.

3.9.8 The leave applications forwarded through the Head of the Department/Sectional Head to establishment and onwards to the Chairman, MWS Aalo for approval.

3.10 Paternity Leave (PL):

The Paternity Leave is a special kind of leave applicable only to the male employees of the Institute.

3.10.1 A married male employee with less than two surviving children be granted Paternity Leave for a period of 15 days

3.10.2 During Paternity Leave, the employee shall be paid salary equal to the pay drawn immediately before proceedings on leave.

3.10.3 Paternity Leave may be combined with leave of any other kind except casual Leave.

3.10.4 Paternity Leave shall not be debited against the leave account.

3.10.5 If Paternity Leave is not availed within the period specified, Paternity Leave shall be treated as lapsed.

3.10.6 Paternity Leave applications are to be forwarded through the Head of the institute to the establishment and onwards to Chairman, MWS Aalo for approval.

3.11 Adoption Leave (AL):

Adoption Leave is a special kind of leave applicable to female employees of the Institute.

3.11.1 A female employee, with less than 2 surviving children on valid adoption of a child below the age of one year may be granted Adoption Leave for a period of 3 months immediately after the date of valid adoption.

3.11.2 During Adoption Leave, the employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3.11.3 Adoption Leave may be combined with leave of any other kind except Casual Leave.

3.11.4 Adoption Leave is not available to an employee already having two living children at the time of adoption.

3.11.5 The applications with relevant adoption documents be forwarded through the Principal, TTC B. Ed. Aalo to the establishment and onwards to Chairman, MWS Aalo for approval.

3.12 Child Care Leave (CCL):

Child Care Leave is a special kind of leave for women employees of the Institute to take care of their children at the time of need.

3.12.1 Women employees having minor children be granted Child Care Leave for a maximum period of 365 days during their entire service for taking care of up to two children whether for rearing or to look after any of their needs like examinations, sickness etc.

3.12.2 Child Care Leave cannot be demanded as a matter of right. Under no circumstances no any employee can proceed on Child Care Leave without prior proper approval of the leave by the competent authority.

3.12.3 Child Care Leave shall be admissible for two eldest surviving children only.

3.12.4 For availing the Child Care Leave, the age of the child should be 18 years or below. However, age up to 22 year is admissible for disabled child having a minimum disability of 40%. Documents relating to the disability as well as a certificate from the employee regarding dependency of the child would have to be submitted.

3.12.10 Child Care Leave may be combined with leave of the kind due and admissible except Casual Leave.

3.12.11 During Child Care Leave, the employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

3.13 Hospital Leave:

Hospital Leave (HL) is a special kind of leave applicable to group IV employees and group III employees whose duties involve the handling of dangerous machines, explosive materials, poisonous drugs and the like or the performance of hazardous tasks.

3.13.1 Hospital Leave may be granted to an employee for treatment of illness or injury; if such illness or injury is directly due to risk incurred in the course of official duty of employees whose appointing authority is Chairman, MWS Aalo.

3.14 Sabbatical Leave (SL):

Sabbatical Leave is a special kind of leave applicable only to the academic staff of the Institute. Sabbatical Leave is granted to academic staff to enable them to update their knowledge and experience so that they will be of greater use to the Institute on their joining.

3.14.1 For grant of sabbatical leave for the first time since joining; at least 6 years should have been spent at this Institute including leave as due availed but restricted to earned Leave and Commuted Leave.

3.14.2 For any subsequent sabbatical leave, at least 6 years should have been spent in this Institute since return from the last Sabbatical Leave.

3.14.3 For availing sabbatical leave, the academic staff must apply to the Chairman, MWS Aalo, through the Principal, TTC 1B. Ed. Aalo at least 3 months in advance from the date the leave is to be sanctioned.

3.15 Study Leave (SL):

Study Leave is a special kind of leave granted to an employee with not less than 3 years of service in the Institute for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties of being capable of widening his/her mind in a manner likely to improve his/her ability.
