

JB Institute of Technology

Leave Policy/Rules

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Leave Policy/Rules

General:

These rules shall be called the JBIT Group of Institutions, Leave Rules and have been specified in the HR policy of the Institutions. The JBIT group of Institutions comprise of:

JB Institute of Technology

JBIT College of Applied Sciences

JBIT College of Pharmacy

- a) A leave account shall be maintained for each employee in the office of the Institute and Leave cannot be claimed as a matter of right.
- b) The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
- c) The sanctioning authority may recall any employee to duty before the expiry of his/her leave/s if an emergent need arises.
- d) Unauthorized absence from duty may be treated as misconduct inviting disciplinary action.
- e) An employee on leave shall not take up any service or accept any employment.
- f) Leave need to be applied by any employee on the prescribed Performa as far as possible except in case of emergency.

Kinds of Leave

The following kinds of leave may be granted to an employee in JBIT:

- a) Casual leave
- b) Maternity leave/Paternity Leave
- c) Special Leave
- d) Compensatory leave
- e) Medical/Sick Leave
- f) Academic Leave/ On Duty Leave and
- g) Short Leave
- h) Miscellaneous

a.) Casual Leave:

- An employee (teaching and non-teaching) of the Institute on Casual Leave will not be treated as absent from duty and his/her pay will not be interrupted. Casual Leave will not be earned by duty.
- Sundays and other holidays as per the calendar of the Institute may be prefixed, inter-fixed and suffixed with the casual leaves.

i.) Teaching staff

Teaching Staff will be entitled to avail one Casual Leave per month. He/She may accumulate his/her leaves and avail them together any time during the running academic year (July to June). Extra leave availed will be considered leave without pay (LWP).

- A total of Twelve (12) Casual Leaves will be permitted per year i.e. one leave per month. If the date of joining of any employee is before the 15th day of the month, Casual Leave will be granted else not.
- Teaching Staff will be entitled to avail a maximum of 12 days off in summer after the completion of even semester and 04 days off in winters after the completion of odd semester subject to the orders of the competent authorities.
- Vacation leave will be decided by the authorities keeping in view the need and requirement of the staff in the institute.
- The dates of vacation leave will be declared by the Director of the institute keeping in view the urgency/requirement of the employee in the institute.
- The vacation leaves will be given to the employees alternatively, some earlier others later in slots.
- Advisor(s)/Director(s)/Dean(s)/Registrar of the institute will get his/her leave approved by the Chairman of the Institute or his nominee designated by the chairperson of the management. For all other employees of the institute Director will be competent to approve the leaves for all Teaching staff.
- In case of emergency, intimation regarding the same need to be given to the Director/Registrar and approval sought at the earliest available opportunity and submit the leave accordingly.

ii.) Non Teaching Staff

•Non Teaching Staff will be entitled to avail one Casual Leave per month. He/She may accumulate his/her leaves and avail them together any time during the running academic year (July to June). Extra leave availed will be considered leave without pay (LWP).

- A total of Twelve (12) Casual Leaves will be permitted per year i.e; one leave per month. If the date of joining of any employee is before the 15th day of the month, Casual Leave will be granted else not.
- Non Teaching Staff of the institute will be entitled to avail a maximum of 06 days off in summer after the completion of even semester and 03 days off in winters

after the completion of odd semester subject to the orders of the competent authorities.

- The dates of vacation leave will be declared by the Director of the institute keeping in view the urgency/requirement of the employee in the institute.
- The vacation leaves will be given to the employees alternatively, some earlier others later.
- All non-teaching staff of the institute will get their leave(s) sanctioned by Director/Registrar of the institute.
- In case of emergency, intimation regarding the same will be given to Director/Registrar and approval sought at the earliest available opportunity followed by submission of leave after approval.

b. MATERNITY LEAVE/ PATERNITY LEAVE

- All the confirmed women employees of the JB Institute of Technology may be granted maternity leave for a maximum period of 3 months.
- Such leave application must be supported by medical certificate of a qualified doctor (M.B.B.S. / M.D.).
- Any leave applied for in continuation of maternity leave may be granted only if it will be supported by a medical certificate, that too without pay (LWP).
- Maternity leave may be combined with other kinds of leave and will not be debited to any other kind of leave(s).
- The payment of maternity leave duration will only be released when the women employee re- joins her duty and produces an undertaking of the effect that she will be serving the institute for a minimum period of one year w.e.f. her re-joining date after availing maternity leave.
- Maternity leave must be applied at least 3 months in advance and will only be granted to a woman employee provided she submits an undertaking that she has two or less than two surviving children.
- Male staff members will be eligible to avail 6 days paid paternity leave subject to submission of an undertaking immediately after the delivery of his wife that he has been blessed with a child and no any other person is available at his home to look after his wife and the infant/s.

C. Special leave

- Special leave of a particular duration maximum of four days may be granted by the Director/Registrar to an employee for self-marriage (once only). This can be clubbed with the balance C.L. (s) of that employee.

- In case of marriage of the Lady staff a Kanya Daan worth Rs. 2100/- (two thousand one hundred) and for Gent staff a Shagun worth Rs. 1100/- (one thousand one hundred) will be gifted from the management side and a representative will be sent for the purpose to attend the occasion.
- Special leaves of four days as uncounted leave may be granted by the Director/Registrar of the Institute in case of death of own dependents (own parents, own children or legally wedded spouse and real brother/sister) and can be clubbed with the balance C.L. (s).
- Special leaves will only be sanctioned after getting approval of the Chairperson of the institute or his/her authorized representative.

d. COMPENSATORY LEAVE

- In lieu of working on closed day(s) by the employee (Teaching and Non-Teaching), he/she will be granted Compensatory Leave which can be availed within 60 days of working and after this period it/those will lapse.
- Regarding working on closed day(s) an earlier information/sanction will be required (oral/written).

e. MEDICAL/SICK LEAVE

- A maximum of seven days medical leave may be granted / availed in case of accident, hospitalization or getting operated due to serious illness of employee on submission of proper documentary evidence.
- This leave may be combined with the balance C.L. (s) of the employee.

f. Academic Leave/On Duty Leave

- A faculty in the institute will be entitled to avail a maximum of 14 days Academic Leaves in an academic session for academic and research activities. These leaves will be approved by the Director of the institute.
- Academic Leave will also include the participation of a faculty in research papers/patents presentation in seminars, conferences, workshops, FDPs, university concerned activities (BOS, BOE etc.).
- An employee of the institute asked by authorities to visit the University, Government Offices and other departments/ organizations for any kind of institute's work etc. will be considered on duty.
- All kind of Academic Leave and On Duty (OD) Leave will be paid leaves.
- For duty leave assigned by the institute the remuneration comprising of TA and DA will be paid to the employee as per the rules of the institute.

g. Short Leave

- Maximum of two short leaves of duration two hours each will be permissible every month. The short leave when availed can also be clubbed with the lunch timings.
- The short leaves will be allowed to be availed separately and not collectively as far as possible.
- The short leaves will only be granted after duly sanctioned by the competent authority on the prescribed Performa.