

Leave Rules at a Glance

General Principles:

1. As per NISER Bye-Laws the employees of the Institute except those who are on contract for a period of less than two years shall be entitled to leave and vacation subject to the condition that Leave cannot be claimed as a right and when the exigencies so demand, Leave of any description may be refused or revoked by the authority empowered to sanction the same.
2. The details of all forms of leave given below can be found in the corresponding rules of Govt. of India. A very brief and minimal summary of which is given in the table below for guidance.

Sl.#	Type of Leave	Duration	Purpose	Approving authority	Procedure	Remark
1.	Casual Leave (CL)	8 days per year	Personal work etc.	Recommended by Chairperson and Approved by DOFA	1. E-mail or 2. Fill up of form	1. Absence limited upto 8 days excluding prefix, suffix and intervening holidays. But prefix, suffix, intervening holidays shall not be counted as CL. 2. Can be combined only with special casual leave and vacation leave. 3. Can be taken while on tour but no DA will be admissible. 4. Can be taken for half a day. 5. Can be taken maximum for 5 days in one time/spell
2.	Special Casual Leave (SCL)	15 days per year	Visit in connection with research, seminar, conference, teaching or any other academic activity.	Recommended by Chairperson and Approved by DOFA	Filled SCL form/e-mail to be submitted to Chairperson of School with supporting documents showing the purpose of visit.	1. Can be combined separately with casual leave or other regular leave (EL/HPL etc)
3.	Study Leave * (SL)	Maximum of two years during the entire career	For undergoing a special course for higher studies or specialized training in a professional or technical subject.	Submission through chairperson recommended by Leave committee for BOG approval	Application justifying the need for such leave with supporting documents (academic purpose financial benefit and duration) to be submitted.	1. Should have completed period of probation and rendered not less than 5 years of regular service including probation. 2. Not applicable to person due to retire within three years of return from the study leave 3. Should submit a full report on the work done during the study leave 4. During the period of study leave will be paid emoluments as applicable to 'Half Pay' leave.
4.	Half-Pay Leave (HPL)	10 days credit for every six months(20 days for each year of completed service)	Medical grounds / private affairs	Recommended by Chairperson & DOFA approved by Director	HPL form to be filled up and submitted. In case of leave on Medical Ground medical certificate to be attached.	
5.	Commutated Leave	1. On medical grounds "not exceeding half the	Medical grounds	Recommended by Chairperson & DOFA approved by Director	Commutated Leave form to be filled up and submitted. In case of leave on Medical	1. Twice the amount of commuted leave granted will be debited against HPL. 2. Have to submit Joining report on the day of joining

		amount of half pay leave due” 2. On non medical ground a) 90 days in entire career for study purposes b) 60 days for females in continuation of Maternity leave.	Study purpose		Ground medical certificate to be attached and in case of study purpose necessary supporting documents to be attached.	
6.	Vacation Leave	Total 60 days in a year during vacation period defined by the Institute. Year stands for academic year (1st day of July in a calendar year to last of day of June in following year)	Any purpose	Recommended by Chairperson and approved by DOFA	Vacation leave form to be filled up and submitted to Chairperson of School with supporting documents showing the purpose of visit if any.	<ol style="list-style-type: none"> 1. It can be suffixed and prefixed with holidays, EL & HPL 2. Have to submit joining report at the time of joining.
7.	Earned Leave (EL)	EL has to be accrued from unutilized vacation leave (1/2) EL can be availed upto a maximum of 180 days at a stretch if the EL account has more than that.	Any purpose	Recommended by Chairperson & DOFA approved by Director	Earned leave form to be filled up and submitted to Chairperson of school	<ol style="list-style-type: none"> 1. Accumulated upto 300 days only. 2. Can be combined with any leave except with CL and also can be prefixed and suffixed with holidays but Intervening holidays will be treated as EL. 3. Have to submit Joining report on the day of joining.
8.	Academic Leave	30 days in a year. Can be taken only in the vacation times.	For academic work such as visit on accounts of collaboration, conference, talks, seminars, invited lectures and visit to field stations.	Recommended by Chairperson & approved by DOFA	Filled form/application to be submitted to Chairperson of School with supporting documents showing the purpose of visit.	<ol style="list-style-type: none"> 1. Can be availed upto a maximum of 30 days in an academic year. 2. Have to submit Joining report on the day of joining.
9.	Maternity Leave	Maternity: 180 days Miscarriage: 45 days	Maternity/ miscarriage	Recommended by Chairperson and approved by DOFA	Maternity leave form to be filled up and submitted to Chairperson of School with medical certificate.	<ol style="list-style-type: none"> 1. Not to be debited to Leave account. 2. Can be combined with any other leave except CL. 3. Only for women employees

10.	Paternity Leave	Maximum of 15 days	Paternity	Recommended by Chairperson and approved by DOFA	Paternity leave form to be filled up and submitted to Chairperson of School with medical certificate.	<ol style="list-style-type: none"> 1. Not to be debited to Leave account. 2. Can be combined with any other leave except CL. 3. To be applied upto fifteen days before or upto 6 months from the date of delivery. 4. Only for male employees
11.	Child Care Leave	730 days during the entire period	For taking care of Child	Recommended by Chairperson and approved by DOFA	CCL application form to be filled up and submitted	<ol style="list-style-type: none"> 1. Admissible only to the women employees 2. Only for the purpose specific related to taking care of child
12.	Leave Not Due	360 days (including 180 days on private affairs)	Medical grounds / private affairs	Recommended by Chairperson, DOFA and approved by Director	Separate application has to be submitted with justification.	<ol style="list-style-type: none"> 1. Entitled to only Half Pay. Will be debited in the HPL accrued later.
13.	Sabbatical Leave * (Every 6 years of continuous service as faculty member)	Maximum of one year including vacation however no more than one year of sabbatical leave for every six years of services in the Institute can be taken. In special cases additional 120 days may be granted which is earned.	Research work, Teaching in an institution in India and abroad, writing text books monographs or other books, any other purpose for the academic development of the staff & visiting industrial concerns of Govt, University, Industry or Govt Research Laboratories in India/ Abroad.	Submission through chairperson recommended by Leave committee for BOG approval	Separate application has to be submitted with justification.	<ol style="list-style-type: none"> 1. Will be paid full salary and allowances as admissible under the normal rule of the Institute. 2. He/she can undertake any regular appointment in any other organization in India or abroad. 3. He/she is can receive scholarship, fellowship or any other honorarium from the other organization. 4. A bond should be executed 5. Not more than 20% of the existing faculty of a department can be given Long Leave at any given time
14.	Duty Leave (1)	As required by the Research exchange programme involving multi institutional experiments.	Intended for visiting institutions like CERN and such institution where NISER is a participating member pertaining to multi institutional experiments.	Recommended by Chairperson, DOFA and approved by Director	Separate application with justification to be submitted to Chairperson of the School.	<ol style="list-style-type: none"> 1. Also applicable to scientific staff
15.	Duty Leave (2)	Maximum period of 30 days.	Intended for research in projects.	Recommended by Chairperson, DOFA and approved by Director	Separate application with justification to be submitted to Chairperson of the School.	<ol style="list-style-type: none"> 1. Can be availed during vacation period of NISER

16.	Short Leave on Foreign Service Terms *	Up-to a maximum period of one semester	To serve elsewhere in which the employee receives pay from another organization.	Recommended by chairperson for Leave committee approval	Separate application with justification to be submitted to Chairperson of the School.	<ol style="list-style-type: none"> 1. Will maintain lien at NISER and continue to draw increment and retirement benefits. 2. Prior and proper arrangement to be made for discharge of responsibilities. 3. Two full semesters should have been spent at the Institute after returning from the last leave or after initial joining of the Institute. 4. The obligation of any previous bond should have been fulfilled. This may be relaxed at most once in the tenure of a faculty member at this Institute.
17.	Long Leave on Foreign Service *	<ol style="list-style-type: none"> 1. The maximum permissible period is two years 2. If deputed to senior position to a Central/State Govt. department/organization, the maximum period of deputation will be five years provided the appointment in India. 	To serve elsewhere in which the employee receives pay from another organization.	Submission through chairperson recommended by Leave committee for BOG approval	Separate application with justification to be submitted to Chairperson of the School.	<ol style="list-style-type: none"> 1. Will maintain lien at NISER and continue to draw increment and retirement benefits. 2. Prior and proper arrangement to be made for discharge of responsibilities. 3. Not more than 20% of the existing faculty of a department can be given Long Leave at any given time. 4. Have to execute a bond to serve the Institute for a period of one year on return from the leave if the Long Leave is upto one year and for period of three years if the Long Leave is for more than one year.
18.	Extraordinary Leave (EoL)	Extraordinary leave shall always be without leave salary and may be granted when no other kind of leave is admissible or when other leave being admissible, the member of the staff concerned specifically applied in writing for the grant of extraordinary leave.	<ol style="list-style-type: none"> 1. Short / long term assignments in India/ abroad 2. Higher studies. 3. Research activities 4. Fellowship 5. Sickness / medical certificate 			

* These leaves will be sanctioned / recommend by a committee consisting of the following members: Director (chairperson), DOFA, DOAA, DORD and chairperson of the relevant school will be invitee.