



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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NOTIFICATION

The Cotton University Court in its 1st meeting held on 3rd May, 2019 vide its Res. No./2019/1/5 has accepted and approved "Cotton University- Leave Rules for academic and non-academic staff".

It is notified for general information that "Cotton University- Leave Rules for academic and non-academic staff" will come into force with immediate effect.

Prof. D.K. Das
(Prof. D.K. Das)
Registrar

Memo No. CU/REGOFF/2018/038/6908-21

Date: 22/7/19

Copy for information to:

1. PS to Vice Chancellor for kind appraisal of Hon'ble Vice Chancellor
2. Dean, Research & Development
3. Dean, Students' Welfare
4. Dean (i/c), Faculty of Life Sciences
5. Academic Registrar
6. Controller of Examinations
7. Director of Students' Welfare
8. All Heads of Departments with a request to circulate.
9. Librarian, SKB Library
10. Finance Officer
11. Computer System Manager, to upload the Notification and Statute in the website.
12. All Section Heads
13. Notice Board
14. Office File

Prof. D.K. Das
(Prof. D.K. Das)
Registrar

Note: Please visit CU website (About Us- University Acts, Rules) for the detail Rules & Regulations etc.

COTTON UNIVERSITY

PANBAZAR, GUWAHATI 781 001, ASSAM, INDIA

Leave rules for academic and non-academic staff

1. Title

This shall be called the Cotton University leave rules for academic and non-academic staff, 2019, referred to as "CU leave rules", in short. Cotton University is referred to as the University or CU in this document.

2. Applicability

These rules shall be applicable to and be binding upon all the members of academic and non-academic staff of the University on the date of its notification. These rules are subject to change/modifications/amendments from time to time as per the Government of Assam rules/notification/office memorandums that are applicable to the concerned categories of employees by the notification of the University.

3. Leave how earned

Leave is earned by duty only. The period spent in Foreign Service is counted as duty if contribution towards leave salary is paid for such period.

4. Right of leave

- (a) Any form of leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to sanction the leave, when the exigencies so demand, in the interest of the University.
- (b) No leave shall be granted to an employee whom a competent authority has decided to dismiss, remove or compulsorily retire from service, nor shall any leave be granted to an employee who is under suspension.

5. General Guidelines and Principles (applicable to all types of leaves)

(a) Authority empowered to sanction leave :

- (i) Leave may be sanctioned by a member of staff to whom the power has been delegated, as listed in Tables 1, 2, 3 and 4.
- (ii) A leave application must be recommended by the Head of the section/department in which the staff member is working or his/her reporting officer, if the officer concerned is not the sanctioning authority to whom the power has been delegated.
- (iii) If the sanctioning authority is unavailable, or has not been appointed, which may be the case in the initial stages of the University, the sanctioning authority will be the Vice Chancellor.



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(b) Leave should always be applied for in advance and the sanction of the leave by the competent authority should be obtained before it is availed of, except in cases of emergency and for satisfactory reasons

(c) *Treatment of summer and winter break (for academic staff only) –*

- (i) Any leave can be combined with summer / winter break by appending them either completely before or completely after the break but cannot be appended both before and after at the same time.
- (ii) Moreover, summer / winter break, if falling within the period of a leave shall be counted as leave of the same type. It shall be mandatory for the applicant teacher to include summer / winter break falling within a period of leave applied for as leave of the same type while applying.
- (iii) Notwithstanding the provisions of (i) and (ii) above, it shall be mandatory for a member of the teaching staff to be present at the University on the last working day before a summer / winter break begins or on the first working day after a summer / winter break, failing which the entire period of summer / winter break may be treated as earned leave by CU authority. In case sufficient earned leave is not available to the credit of the teacher, CU authority will decide on the applicability of the leave.

(d) *Modification/Cancellation of leave* - If leave (of any type) has been applied and/or sanctioned by a competent sanctioning authority of the University and the applicant member of the staff fails to avail the leave (either fully or partially) as per dates mentioned in the application and/or in the sanctioned letter, the leave shall stand cancelled (either fully or partially - to the extent unutilized) by the same leave sanctioning authority provided the applicant staff member joins his / her duties earlier than the date of joining as per his / her sanction and makes an application on the date of joining duties mentioning causes for unutilization/underutilization of leave sanctioned. Further provided that if a leave has been cancelled for complete unutilization, the concerned member of the staff can apply again for the same reason.

(e) Each member of the staff shall at all times follow the “CU Leave Rules” and shall do nothing which may violate the letter and spirit of the rules.

(f) On its notification, all directions and/or clarification issued by outside agencies like UGC or Government of Assam in respect of any kind of shall cease to have their effect on the employees of Cotton University unless those have been considered by the Executive Council and amendments made to these leave rules by a resolution in the manner mentioned above.

6. Commencement and termination of leave

- (a) Leave ordinarily begins from the date on which leave is actually availed of and ends on the day preceding the one on which duty is resumed.
- (b) Sundays or other holidays may be prefixed as well suffixed to leave, subject to any limit of absence on leave prescribed for the different categories of leave.
- (c) A member of staff who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness before resuming duty.
- (d) A member of staff may resume duty before the expiry of leave granted to the member only with the explicit permission of the authority which sanctioned the leave. Any changes in the duration must be with the explicit permission of the sanctioning authority.
- (e) Notwithstanding anything contained in the above sub clauses, a staff member on leave preparatory to retirement shall be precluded from withdrawing his/her request for permission to retire and from returning to duty, save with the consent of the Executive Council of the University.

7. Maximum period of absence from duty on leave

- (a) No staff member shall be granted leave of any kind for a continuous period exceeding five years.
- (b) A member of staff ceases to be in the service of the University if he/she is continuously absent from duty for even a day over five years, whether with or without leave, unless the person is under suspension.

8. Leave on medical grounds to be supported by medical certificates

- (a) A staff member who applies for leave on medical grounds shall support his/her application with a medical certificate from a University recognized registered medical practitioner/ Govt. registered medical practitioner.
- (b) A staff member who avails of medical leave must get a certificate from the same University recognized registered medical practitioner to certify that he/she is fit for duty.
- (c) Leave or extension of leave on medical certificate shall not be granted beyond the date on which a staff member is pronounced by a Medical Board to be permanently incapacitated for further service.



9. Leave admissible to regular staff

The following kinds of leave would be admissible to the regular University staff. Regular employees include all who have been appointed against a substantive post of the University. Leave to employees on contract or temporary basis are described separately.

Leave treated as duty

- (a) Casual leave
- (b) Special casual leave
- (c) Duty leave

Leave earned by duty

- (d) Earned leave
- (e) Half-pay leave
- (f) Commuted leave

Leave not earned by duty

- (g) Extraordinary leave
- (h) Leave not due

Leave not debited to leave account:

a) Leave for academic pursuits:

- (i) Study leave

b) Leave on grounds of health:

- (j) Maternity leave
- (k) Paternity leave
- (l) Adoption leave
- (m) Special hospital leave
- (n) Quarantine leave

Child Care Leave

The Executive Council may, in exceptional cases, grant, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

10. Casual Leave

- (a) A member of staff on casual leave is not treated as absent from duty and the member's pay is not intermitted. The maximum number of days of casual leave that may be granted in a calendar year is **twelve**.
- (b) Casual leave may be granted at the discretion of the sanctioning authority, as and when the occasion arises, but it should not exceed five working days at a time, excluding Sundays and other holidays which may be intervening, prefixed or suffixed. Sundays and holidays, whether intervening, prefixed or suffixed shall not be counted as casual leave.
- (c) Casual leave cannot be combined with any other kind of leave, except special casual leave.
- (d) Casual leave does not accumulate.

11. Special casual leave

- (a) A member of staff on special casual leave is not treated as absent from duty. It will not count towards ordinary casual leave. The maximum number of days of special casual leave that can be granted in a calendar year is ten (10).
- (b) Special casual leave can be availed of to:-
 - i. conduct examinations/interviews of a University/Public Service Commission/Board of Examination or other similar bodies/institutions;
 - ii. inspect academic institutions attached to a statutory board, etc.;
 - iii. participate in a literary, scientific, administrative, or educational conferences, workshops, symposiums or seminars, by bodies recognized by the University authorities;
 - iv. Participate in sports activities, mountaineering, trekking expeditions, cultural activities, employees union and association activities;
 - v. give evidence before a court of law as witness in a civil or a criminal case in which the staff member's personal interests are not at stake;
 - vi. Participate or undertake activities which may benefit the University or the community and society at large, as approved by the Vice Chancellor.

In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

- (c) In addition, special casual leave to the extent mentioned below may also be granted;
 - i. to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme, in which case leave will be restricted to six working days;
 - ii. to undergo non-puerperal sterilization by a female member of staff, in which case leave will be restricted to fourteen working days;



- (d) Sundays and holidays, whether intervening, prefixed or suffixed shall not be counted as special casual leave.
- (e) Special casual leave cannot be combined with any other kind of leave, except casual leave.
- (f) Special casual leave does not accumulate.

12. Duty leave

- (a) Duty leave, not exceeding 30 days in a calendar year, may be granted for the following purposes:
 - i. attending conferences, congresses, symposia and seminars on behalf of the University or with permission of the University, in areas of interest to the University;
 - ii. Delivering lectures in institutions and Universities at the invitation of such institutions or Universities in areas of interest to the University and the staff member;
 - iii. working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the University;
 - iv. participating in a delegation or working in a committee appointed by the Government of India, the State Government, the University Grants Commission, the Department of Science and Technology, a sister University or any other academic body;
 - v. Performing any other duty for the University.
- (b) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (c) The leave may be granted with full pay, provided that if the staff member receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

13. Earned leave

Earned leave admissible to Faculty Members (Vacation Staff)

- (a) The earned leave admissible to a member of staff shall be 10 days in a calendar year.
- (b) The leave at the credit of an employee at the close of the previous half year shall be carried forward to next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed 300 days.
- (c) The leave account of every Faculty member shall be credited with earned leave in advance in two installments of 5 days each on the 1st of January and 1st of July every year.
- (d) On entering/leaving service: During the first half year of appointment and in the half year of quitting service on retirement, resignation, dismissal, death



etc., earned leave is credited at 0.83 days for each *completed* month which is rounded off to the nearest day. *No leave is earned for a fraction of a month.*

- (e) A staff member 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.
- (f) A member of staff shall cease to earn such leave when the earned leave amounts to 300 days.

Earned leave admissible to members of the non-teaching staff (non vacation)

- (g) The earned leave admissible to a member of non teaching staff shall be 30 days in a calendar year.
- (h) The leave account of every non-teaching employee shall be credited with earned leave in advance in two installments of 15 days each on the 1st of January and 1st of July every year.
- (i) The leave at the credit of an employee at the close of the previous half year shall be carried forward to next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed 300 days.
- (j) On entering/leaving service: During the first half year of appointment and in the half year of quitting service on retirement, resignation, dismissal, death etc., earned leave is credited at 2.5 days for each *completed* month which is rounded off to the nearest day. *No leave is earned for a fraction of a month.*
- (k) A staff member 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.

Limits of accumulation and grant of leave.

A member of staff shall cease to earn such leave when the earned leave amounts to 300 days.

- (a) The maximum amount of earned leave that may be sanctioned to an employee at a given time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in case of higher study, or training or a portion thereof, if spent outside India, or on medical grounds with a medical certificate.
- (b) In case where only a portion of leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in aggregate exceed 120 days.
- (c) 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.

14. Half-pay leave

- (a) Half-pay leave which is admissible to a regular employee shall be 20 days for each completed year of service. It is credited to the leave account in advance in two installments; 10 days on the first of January and 10 days on the first of July each year.
- (b) A completed year of service means continuous service in the University for a year including periods spent on duty as well as on leave.
- (c) A staff member 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.
- (d) On entering/leaving service: During the first half year of appointment and in the half year of leaving service on retirement, resignation, dismissal, death etc., half-pay leave is credited at 5/3 days for each *completed* month which is rounded off to the nearest day. *No leave is earned for a fraction of a month.*
- (e) Half-pay leave may be granted on the basis of a medical certificate from a University approved registered medical practitioner, and also for private affairs and academic purpose.

15. Commuted leave

- (a) Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of a medical certificate from a University approved registered medical practitioner to a regular University staff member subject to the following conditions:
 - i. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
 - ii. No commuted leave shall be granted unless the authority competent to sanction leave has reason to believe that the staff member will return to duty on its expiry.
 - iii. Where an employee who has been granted commuted leave resigns from service or at his/her request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered. No such recovery shall be made if the retirement is by reason of ill-health incapacitating the staff member from further service or in the event of his/her death.
 - iv. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time, provided that no commuted leave shall be granted under this rule unless the authority competent to sanction leave has reason to believe that the staff member will return to duty on its expiry.
 - v. Half-pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service where such leave is utilized for an approved course of study such as a course which is certified to be either in

public interest or in the interest of the University by the leave sanctioning authority.

- vi. Commuted leave may be granted to a staff member even when earned leave is due to him/her.

16. Extraordinary leave

- (a) Extraordinary leave may be granted when no other leave is admissible, or when other leave being admissible, the staff member concerned applies in writing for the grant of extraordinary leave.
- (b) Extraordinary leave shall always be without pay and allowances.
- (c) Extraordinary leave shall not count for increment except in the following cases:
- i. Leave taken on the basis of medical certificate from a University recognized registered medical practitioner;
 - ii. 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;
 - iii. Leave granted for pursuing higher studies;
 - iv. Leave granted to accept an invitation to a teaching post or fellowship or research-cum teaching post or on assignment for technical or academic work of importance.
- (d) Extraordinary leave may be granted by the sanctioning authority only after ensuring that such leave does not prejudice the interest of the University, and the duration of leave does not significantly affect the activities of the Department.
- (e) Extraordinary leave may be granted only after an employee has served the University for a Minimum of three years after confirmation.
- (f) For a staff member who has been on extraordinary leave for a period of up to a year, he/she will not be eligible for extraordinary leave for another three years after resumption of duty.
- (g) A staff member who is on extraordinary leaves for a year or longer, will not be eligible for extraordinary leave for another five years after the resumption of duty.
- (h) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave shall not exceed three years except in cases where leave is taken on medical certificate.
- (i) For a regular employee, the maximum period of extraordinary leave is three years.



- (j) If the maximum amount of extraordinary leave was not sought/sanctioned in the first instance, the employee may apply for an extension of the extraordinary leave up to the maximum permissible amount.
- (k) Where an employee fails to resume duty after the expiry of the maximum amount of extraordinary leave granted to the said employee, he/she would be deemed to have resigned his appointment from the date of commencement of leave, unless the Executive Council decides otherwise due to exceptional circumstances based on an appeal by the employee at least a week before the expiry of leave.
- (l) The period so spent shall not be counted for increment but shall count for seniority. The period shall also not count for pensionary/contributory provident fund benefits unless the pensionary/contributory provident fund contributions are paid by the employee or the foreign employer.
- (m) The authority empowered to grant leave may commute retrospectively period of absence without leave into extra ordinary leave.

17. Leave not due

- (a) Leave not due is admissible when no other kind of leave is due and admissible.
- (b) Leave not due, may at the discretion of the Vice Chancellor be granted to a regular staff member for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (c) 'Leave not due' shall not be granted unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and shall be limited to half-pay leave which the employee is likely to earn thereafter.
- (d) A staff to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is wiped off by the active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the staff member for further service, refund of leave salary for the period of leave still to earned may be waived by the Executive Council; provided that the Executive Council may, in any other exceptional case, waive for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.
- (e) A member of staff while on leave not due is entitled to the same leave salary as during half-pay leave.

18. Study leave

- (a) Study leave may normally be granted after a minimum of 5 years of continuous and exemplary service rendered to pursue a special line of study or research directly related to his/her work in the University. Evidence of exemplary service will be based on the Annual Confidential Reports. The Vice Chancellor may, in exceptional circumstances, waive the condition of the five years of service being continuous.
- (b) Study leave may be granted upto three times during his/her service life within the limitation that the total study leave period during his/her entire service life shall not exceed two years (twenty four months).
- (c) The objective of study leave is to develop skills amongst the younger faculty members and scientific/technical staff, which will be useful for the growth of the University. It should be directly related to one's work in the University. If a faculty member has been appointed without a PhD, he/she may also use this leave to acquire a PhD degree.
- (d) Study leave may be granted when the department is adequately staffed, and the Departmental activities shall not be significantly affected.
- (e) While computing the length of service, the time during which a person was on probation or engaged as a research assistant may be counted provided
 - i. the person is a regular employee on the date of application; and
 - ii. There is no break in service.
- (f) Study leave or any extensions of study leave shall be granted by the Vice Chancellor on the recommendation of the concerned Head of the Department, and the Collegiums of Deans. The leave shall not be granted for more than 2 years, save in very exceptional cases in which the Vice Chancellor is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- (g) Study leave shall not be granted to anyone who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (h) A second spell of study leave may be sanctioned only after at least five years have elapsed since the staff member joined duty after the first spell of study leave.
- (i) For sanctioning the second spell of study leave, effective utilization of the first spell of study leave, and continuous and exemplary service after joining service will be considered, in addition to the planned work during the second spell.
- (j) All requests for study leave must be accompanied by
 - i. a detailed plan of work/tasks/objectives to be accomplished during the period of leave, and a description of how this is likely to benefit the University; and

- ii. details of any remuneration being received by the staff member while on study leave.
- (k) No one who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Vice Chancellor.
 - (l) If a course of study for which the study leave has been sanctioned ends before the leave period, the staff member must resume duty on the conclusion of the course of study unless prior approval of the Vice Chancellor has been taken to treat the remaining period as extra-ordinary leave.
 - (m) Study leave granted to a staff member shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the staff member may apply again for such leave.
 - (n) Study leave may be granted on full pay up to 2 years.
 - (o) Subject to the period of study leave not exceeding the maximum of 2 years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the staff member shall be availed of at the discretion of the staff member.
 - (p) If study leave is taken in continuation of vacation, the period of study leave will begin after the expiry of vacation.
 - (q) A staff member, who is selected to a higher post during the study leave period, will be placed in that position and get the higher scale only after joining the post.
 - (r) A staff member granted study leave shall on his/her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No staff member shall, however, be eligible to receive arrears of increments.
 - (s) Study leave shall count as service for retirement benefits, e.g. pension/contributory provident fund, provided the staff member joins the University on the expiry of his/her study leave, and serves for the period for which a bond has been executed.
 - (t) Staff member availing himself/herself of study leave shall undertake a bond that he/she shall serve the University for a continuous period of at least 3 years to be calculated from the date of his/her resuming duty after the expiry of the study leave. The bond amount will be 1.5 times the total amount of leave salary which is likely to be paid to him/her during his/her maximum period of study leave of three years.
 - (u) After the leave has been sanctioned, the staff member shall, before availing himself/herself of the study leave, shall execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in these sub clauses and give security of immovable property to the satisfaction of the Registrar or a fidelity bond on an insurance company or a

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guarantee by a scheduled bank or furnish security of two regular teachers who have been employed in the University for at least three years.

- (v) A staff member shall be liable to refund to the University, the amount of leave salary and allowances and other expenses incurred on the staff member or paid to him/her or on his/her behalf in connection with the course of study if she/he
- i. is unable to complete his/her studies within the period of study leave granted to him/her; leave, and a description of how this is likely to benefit the University; and
 - ii. fails to rejoin the service of the University on expiry of his/her study leave; or
 - iii. rejoins the service of the University but does not continue in service for the prescribed period of service after rejoining; or
 - iv. Within the period is dismissed or removed from the service of the University.
- (w) The staff member shall submit six monthly reports of progress in his/her studies certified by his/her superior or the Head of the Institution. This report should be sent to the Head of his/her Department in Cotton University, which will be forwarded to the Registrar with comments, if any, by the Head of the Department. The report should reach the Registrar within one month of the expiry of every 6 months of study leave. If the report does not reach the Registrar within the specific time, the payment of leave salary may be deferred till the receipt of such report.
- (x) No staff member proceeding on study leave shall be allowed to resign from his/her employment, unless he/she settles all financial and other claims of CU outstanding against him/her.
- (y) On completion of study leave, a detailed report must be submitted highlighting the nature of studies, research or other work undertaken during the period of leave. A copy of the research document/monograph/academic paper(s) produced during the period of study leave should be submitted to the University, which shall be put in the public domain via the University website.



Registrar

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19. 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 case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a female employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (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.

20. Paternity leave

- (a) 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.

21. 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.

22. Special hospital leave

- (a) Special hospital leave may be granted to a member of staff under medical treatment for illness or injury if such illness or injury is directly due to risks incurred during his/her official duty. This leave will be available to only those members of staff, the nature of whose duties expose them to such illness or injury.
- (b) The period of leave granted shall be such as is certified by a medical board to be necessary. It shall not be extended except on the certificate of a medical board, and shall in no case exceed 24 months.
- (c) Such leave may be combined with leave of any other kind which may be admissible, provided that the total period of leave after such combination does not exceed 28 months.
- (d) Such leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.
- (e) Leave salary during such leave shall be equal to
 - i. the average pay for the previous six months for the first 4 months; and
 - ii. Half-average pay for the remaining period of any such leave.

23. Quarantine leave

- (a) Quarantine leave is granted when a member of staff is precluded under orders of the competent medical authority from attending office in consequence of an infectious disease in his family or household. Such leave can be granted only on the medical certificate of a medical officer. Maximum duration of Quarantine leave is ordinarily twenty one days and may be extended upto thirty days in exceptional circumstances. Any absence beyond these limits has to be treated as regular leave. A member of staff in Quarantine leave is not treated as absent from duty and his pay is not interrupted.
- (b) Quarantine leave is not admissible if the member of staff himself is suffering from an infectious disease.
- (c) Cholera, Small Pox, Plague, Diphtheria, Typhus fever and Cerebrospinal Meningitis can be treated as infectious diseases for the grant of Quarantine leave. In the case of Chicken Pox, however, no Quarantine leave can be granted unless the medical officer considers that in view of some doubt about the nature of the disease there is justification for grant of such leave.

24. Child Care Leave (CCL)

Women employees having minor children upto the age of 18 years may be granted child care leave for a maximum period of two years during the entire service to take care of upto two minor children whether for rearing or to look after any of their needs like examinations (*board or University*), sickness (*medical ground on submission of satisfactory medical certificate*) etc subject to the following conditions

- (a) The CCL shall not be applicable, if the child is more than 18 years of age
- (b) During the period of such child care leave the women employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (c) The CCL may be availed in more than one spell.
- (d) The CCL shall not be debited against the leave account.
- (e) The CCL may be combined with any other kind of leave if admissible.
- (f) No CCL shall be admissible during probation.
- (g) The nature of CCL shall be like earned leave; hence holiday falling under the leave period will be counted as leave.
- (h) The CCL shall not be demanded as a matter of right and under no circumstances can any employee proceed on CCL without prior sanction of leave by the competent authority.
- (i) The period of willful absence or unauthorized absence shall not be converted into CCL.
- (j) The period of any other leave already sanctioned or availed shall not be converted to CCL.
- (k) An application for grant of CCL by a women employee already on leave (other than CCL) within India or out of India, who submits her application for grant of

CCL, may be considered provided she submits the application before the expiry of Leave. If the CCL is not sanctioned by the competent authority before the expiry of the leave she shall have to join her duty.

- (l) The CCL is meant for the care of Child hence LTC shall not be admissible while on CCL.
- (m) The fraction for which CCL can be availed is minimum of 15 days.
- (n) CCL may not be granted in more than 3 spells in a calendar year maximum of 6 months in one spell.
- (o) 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.
- (p) Application for CCL must be submitted 20 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.

24. Leave to probationers

Anyone appointed as a probationer against a substantive vacancy and with definite terms of probation shall during the period of probation, be granted leave which would be admissible to him/her if he/she holds his/her post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him/her should not extend beyond the date on which the probationary period expires or any earlier date on which his/her services are terminated. If a person in the regular service of the University is appointed 'on probation' to a higher post he/she shall not, during probation, be deprived of the benefit of leave rules applicable to his/her regular post.

25. Leave to employees on contract and temporary basis

Persons may be appointed on contract and temporary basis to meet the needs of the University. For these, the following leave would be applicable.

- (a) Casual leave will be as admissible to a regular employee.
- (b) Special casual leave for maximum of 10 days a year can be availed of to:-
 - i. conduct examinations/interviews of a University/Public Service Commission/Board of Examination or other similar bodies/institutions;
 - ii. inspect academic institutions attached to a statutory board, etc.;
 - iii. participate in a literary, scientific, administrative, or educational conferences, workshops, symposiums or seminars, by bodies recognized by the University authorities;
 - iv. Participate in sports activities, mountaineering, trekking expeditions, cultural activities, employees union and association activities;
 - v. give evidence before a court of law as witness in a civil or a criminal case in which the staff member's personal interests are not at stake;

- vi. Participate or undertake activities which may benefit the University or the community and society at large, as approved by the Vice Chancellor.

In addition, special casual leave to the extent mentioned below may also be granted;

- iv. to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme, in which case leave will be restricted to six working days;
 - v. to undergo non-puerperal sterilization by a female member of staff, in which case leave will be restricted to fourteen working days;
 - vi. Any other medical emergency
- (g) Sundays and holidays, whether intervening, prefixed or suffixed shall not be counted as special casual leave.
 - (h) Special casual leave cannot be combined with any other kind of leave, except casual leave.
 - (i) The contractual employee cannot claim for encashment of leave.
 - (j) Maternity leave will be applicable to female staff as per University rules.
 - (k) Paternity leave will be applicable to male staff as per University rules.
 - (l) No other kind of leave is available for contractual/temporary employees.
 - (m) If any employee on contract wish to apply leave more than the above prescribed, it will be considered as Leave without Pay.

26. Employment during leave

A staff member on leave shall not engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached:

Provided that this prohibition shall not apply to work undertaken in connection with the examination of a University, Public Service Commission, Board of Education or similar Bodies,/Institutions or to any literary work or publication or radio or extension lectures, or with the permission of the Vice-Chancellor to any other academic work or training programs of interest to the University, or to fellowships or financial support received from the host institute during either study leave.

27. Absence without leave or overstay on leave

A staff member, who absents himself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence, and referred to as *dies non*. However such period of leave shall be debited against his/her leave account as leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct, and subject to disciplinary action.

28. Conversion of one kind of leave to another

- (a) At the request of the staff member concerned, the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him at the time the leave was originally taken, but he/she cannot claim such conversion as a matter of right.
- (b) If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.
- (c) Any request for conversion of one kind of leave to another must be made within three months of the leave being sanctioned.

29. Increment during leave

If increment of pay falls during any leave other than casual leave, special casual leave, duty leave, the effect of increase of pay shall be given from the date the staff member resumes duty without prejudice to the normal date of his/her increment, except in those cases where the leave does not count for increment. No staff member shall, however, be eligible to receive arrears of increments.

30. Leave salary

- (a) A staff member granted casual leave, special casual leave or duty leave is not treated as absent from duty and his/her pay is not interrupted.
- (b) A staff member on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- (c) A staff member on commuted leave is entitled to leave salary equal to the salary admissible immediately before proceeding on leave.
- (d) A staff member on half pay leave or leave not due is entitled to leave salary equal to half the amount 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.
- (g) A staff member on Maternity, Paternity and Adoption leave is entitled to draw the same pay as he/she may be drawing at the time of proceeding on leave.
- (h) A staff member on quarantine leave is not treated as absent from duty and his/her pay is not interrupted.
- (i) During the period of re-employment, the leave salary shall be based on the pay drawn by him/her exclusive of the pension and pension equivalent of other retirement benefits.

31. Recommending and sanctioning authorities for leave

The recommending and sanctioning authorities for leave are listed in Tables 1, 2, 3 and 4 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.

32. Station leave permission (with or without leave)

- (a) Vice Chancellor: Self, with intimation to the Chancellor.
- (b) Rest of the staff: by the sanctioning authority of the concerned leave.

33. Vice Chancellor's leave

- (a) Upto 15 days: Self, as per availability, with intimation to the Chancellor.
- (b) Beyond 15 days: Chancellor's approval.

34. Maintenance of leave records

- (a) Casual leave: record of the leave sanctioned and availed of will be maintained by the Head of the Department/Section.
- (b) All other kinds of leave: leave application forms after due approvals/rejections must be sent to the Registrar. The Establishment Section will communicate the granting/rejection of leave and maintain the leave records of each staff member. All leave records of all employees will be maintained at the establishment section.

*** In case of the employees of erstwhile Cotton College, if any leave condition/rule mentioned in the CU leave rule contradicts with Government of Assam leave rule, the latter will be applicable*



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Table 1: Casual leave

Category	Sanctioning authority
Deans, Registrar, Academic Registrar, Controller of Examinations, Director of Students' Welfare, Finance Officer, Librarian/Library-in-charge, Wardens/Superintendents of hostels, P.S. to Vice Chancellor	Vice Chancellor
Heads of the Departments and Centers Faculty and Staff in Departments and Centers	Dean of the Faculty Head of the Department
Staff in General Administration including P.S. to Registrar	Registrar
Staff in Stores and Purchase section	Registrar ¹
Staff in Academic Registrar's Office	Academic Registrar
Staff in Director of Students' Welfare Office	Director of Students' Welfare
Staff in Examination Cell	Controller of Examinations
Staff in Finance Section	Finance Officer
Staff in Engineering Cell	Registrar ¹
Staff in Library	Librarian/Library in charge
Staff in Hostels	Wardens/Superintendents
Staff in Sports and games facilities	Registrar ¹
Vice Chancellor	Vice Chancellor
All other cases	Registrar

Table 2: Special casual leave

Category	Sanctioning authority
Deans, Registrar, Academic Registrar,	Vice Chancellor

¹ : On recommendation of the person in charge of the concerned section.


 Registrar
 Cotton University
 Panbazar, Guwahati-781001, Assam

Controller of Examinations, Director of Students' Welfare, Finance Officer, Librarian/Library-in-charge, Wardens/Superintendents of hostels, P.S. to Vice Chancellor; to attend conferences, seminars, selection committees, and any other activity listed here

Head of the department and center, Faculty members and staff members
attached to a Department or Centre to attend conferences, seminars, selection committees, and any other activity listed here

Registrar¹

Staff in General Administration
including P.S. to Registrar

Registrar

Staff in Stores and Purchase section

Registrar¹

Staff in Academic Registrar's Office

Registrar¹

Staff in Director of Students' Welfare Office

Registrar¹

Staff in Examination Cell

Registrar¹

Staff in Finance Section

Registrar¹

Staff in Engineering Cell

Registrar¹

Staff in Library

Registrar¹

Staff in Hostels

Registrar¹

Staff in Sports and games facilities

Registrar¹

Vice Chancellor

Vice Chancellor

For other staff members to participate in the activities listed here

Registrar

¹ : On recommendation of the concerned Head of section/department; in the case of hostels it should be recommended by the warden/superintendent of the hostel.

Table 3: Earned leave, Vacation leave, Half-pay leave, Commuted leave, Maternity, Paternity, Adoption leave, Special hospital leave, Quarantine leave¹

Category	Sanctioning authority
Deans, Registrar, Academic Registrar, Controller of Examinations, Director of Students' Welfare, Finance Officer, Librarian/Library-in-charge, Wardens/Superintendents of hostels, P.S. to Vice Chancellor	Vice Chancellor
Heads of the Departments and Centres	Registrar
Faculty and Staff in Departments and Centres	Registrar
Staff in General Administration including P.S. to Registrar	Registrar
Staff in Stores and Purchase section	Registrar
Staff in Academic Registrar's Office	Registrar
Staff in Director of Students' Welfare Office	Registrar
Staff in Examination Cell	Registrar
Staff in Finance Section	Registrar
Staff in Engineering Cell	Registrar
Staff in Library	Registrar
Staff in Hostels	Registrar
Staff in Sports and games facilities	Registrar
Vice Chancellor	Vice Chancellor for less than 15 days Chancellor for more than 15 days
All other cases	Registrar

The sanctioning authorities listed here are for a maximum period of 30 days in a calendar year, unless stated otherwise. Leave beyond 30 days should have the approval of the Vice Chancellor. :

The recommendation of the head of the Department/centre/section is mandatory for any leave to be approved.

Table 4: All other leave, including special leave on academic grounds, study leave, leave, extraordinary leave, leave not due and Child Care Leave.

Category	Sanctioning authority
All staff entitled to these leaves	Vice Chancellor, on recommendations of the HOD/HOS/Deans and sanctioning Authorities.

** All leaves related to Project staff, will be guide by the rules and regulation of the respective funding agencies. And if there is no such rule in the project, the Academic Registrar or the Project Investigator will decide on the leave.

References:-

1. Cotton College State University Leave Rule
2. Govt of Assam Leave rule for Teachers
3. Gauhati University Leave rule
4. AAU Leave Rules.
5. UGC Leave Rules


Registrar
Cotton University
Panbazar, Guwahati-781001, Assam