

22nd July, 2021



INSTITUTE OF ENGINEERING & MANAGEMENT, KOLKATA

LEAVE POLICY

1. LEAVE POLICY :

All employees of the Institute after probation should be entitled to the following leaves :

(a)	Casual Leave	7 days in a year
(b)	Earned Leave	33 days in a year
(c)	Sick Leave	7 days in a year
(d)	Maternity Leave	180 days
(e)	Study Leave	As per requirement but without pay

During probation, only one leave per month is allowed. During a calendar year, all employees should be on duty and will be entitled for leave as enumerated above.

2. CONDITIONS of LEAVE :

2.1 Leave of any description though due cannot be claimed by an employee as a matter of right and nothing in these rules shall be understood to limit the discretion of the authorities empowered to grant, refuse or revoke leave of any description at any time according to the exigencies of Institute service.

2.2 All applications for leave of absence should be previously made in writing and sanction obtained before it is availed of, except in the case of sudden emergency in which case the report of such absence must be sent in, if possible, on the very day the employee is obliged to absent himself / herself and in any case within three days of such absence unless he / she is prevented from doing so due to physical incapacity or any other unavoidable cause.

2.3 Unreported absence may involve the loss of pay and allowances, habitual irregularities or frequent absence without leave will be considered gross negligence of duty and may cause an employee's removal from service and decision of the Director of the Institute in this regard shall be final and binding.

2.4 No employee on leave shall be permitted to accept any remunerative occupation or undertake professional work while on leave except with the written permission of the Director, as the case may be.

2.5 These leave rules shall apply to all employees of the Institute.

2.6 When an employee is granted study leave, leave on deputation or any other kind of long leave, he / she shall furnish clearance certificates regarding



books, equipment / instruments, other assets and other dues before he / she actually avails the leave.

3. CASUAL LEAVE :

3.1 Casual Leave is the leave on full pay which an employee is obliged to avail of for short period not exceeding three days at a time with or without previous intimation on account of certain emergency which may arise.

3.2 Casual Leave shall always be applied for and sanctioned before it is taken except in case of emergency, for which application shall be made at the earliest.

3.3 Casual Leave may be granted by the Head of the Department / Section concerned in 01st Level and Vice Chancellor / Pro Vice Chancellor / Dean / Registered. Casual Leave for more than three days at a time shall not be granted to an employee without the permission of the Director.

3.4 Casual Leave cannot be suffixed or prefixed to any other leave.

4. EARNED LEAVE :

4.1 Earned leave is the leave which is earned by an employee by discharge of duties for a certain period and granted to him/her at the discretion of the authority on application being made by the employee at least 15 days prior to the date on which he/she proposes to go on leave. Prior sanction should be obtained for extension of leave at least 7 (seven) days before expiry of leave of 30 (thirty) days or more and 3 (three) days for leave less than thirty days. Earned leave should be utilized during academic recesses.

4.2 Earned leave shall be granted with full pay and allowances.

5. SICK LEAVE :

5.1 Sick Leave is the leave which may be granted to an employee who becomes ill, on application made by him/ her. An employee may be granted sick leave for a period not exceeding 7 (seven) days for every 12 (twelve) months service completed, upon an application being made and being supported by a certificate from a qualified registered medical practitioner provided however that the authority may ask the employee to submit to an examination by a medical practitioner appointed by the authority before granting him leave.



5.2 An employee who has been granted Sick Leave on medical certificate will be required to produce a certificate of fitness for resumption of duty after Sick Leave has been awaited of or earlier.

6. MATERNITY LEAVE :

Maternity leave may be granted to a female employee permanent or temporary on full pay rata she is drawing at the time of taking leave for a maximum period of 180 days.

7. PATERNITY LEAVE :

Paternity leave may be granted to a male employee during wife's confinement i.e. upto 15 days before or upto 6 months from the date of delivery of the child.

8. LEAVE of ABSENSE on DUTY :

An employee of the Institute may, with the previous sanction of the Director in the case of teachers, be considered to be on "on duty" for attending business meetings, delivering academic lectures, conducting examinations or inspecting academic Institutions of any recognized University or a Government or a statutory body or for attending the meeting of any committee organized or constituted by Government or for any other purpose deemed proper by the authority concerned, provided that total period of absence does not exceed three weeks in a year. The Director may be absent on duty but he will instruct the office to record such absence on duty.

9. LEAVE of the DIRECTOR :

9.1 The Director when he takes Casual Leave, will instruct the office to record it.

9.2 The Director may be granted leave, other than Casual Leave by the Chairperson, Governing Body, which would be reported and recorded at the subsequent meeting of the Board of Management.

10. LEAVE of the PRINCIPAL :

10.1 The principal when he takes Casual Leave, will instruct the office to record it.



10.2 The principal may be granted leave, other than Casual Leave, by the Director, which would be reported and recorded at the subsequent meeting of the Board of Management.

11. LEAVE WITHOUT PAY :

Leave without pay up to a maximum period of 2 (two) years may be granted to an employee by the Director under conditions to be determined in each individual case. Such leave shall not count towards increment, and shall be reported and recorded at the subsequent meeting of the Board of Management.

12. STUDY LEAVE :

12.1 Study Leave may be granted by the Director for advancement of knowledge and learning for further study, Training or Research at a University or other Institution of higher education or place of learning to an employee either in this country or abroad. Study Leave may be granted only when it is in the interest of the Institute.

12.2 No employee of the Institute shall be eligible for study leave unless he has put in at least three years full time, continuous, active and approved service in a permanent post under the Institute and is not due to retire there – from within five years of his return from such leave and joining the Institute service.

12.3 Total period of Study Leave should not be more than 2 (two) years.

13. STUDY LEAVE COMMITTEE :

13.1 All applications for Study Leave shall, before submission to the Director, be examined by a Committee consisting of the following :

- The Dean of Faculty Concerned Chairman
- Head of the Department Concerned
- One member of the Academic Council as Nominated by the Director
- The Registrar Convener



13.2 Application for Study Leave shall contain, inter alia, the following details:

- (i) Documents of his admission having been made or promised to be made in a University / Institution.
- (ii) The nature of work to be pursued and or degree to be awarded.
- (iii) The scholarship, fellowship or any other financial aids including travel grants, if any, obtained or promised.

13.3 The Study Leave Committee may, if thought necessary, interview the applicant while considering their applications for grant of Study Leave.

13.4 It shall be the duty of the persons granted Study Leave to communicate immediately to the Institute any grant actually made to him/ her and received by him during the course of the Study Leave from any person or Institute whatsoever.

13.5 The service of an employee who fails to return and join the Institute Service at the expiry of the sanctioned leave may be terminated by the Director without reference to the period concerned as from the date on which he should have rejoined his / her duty at the Institute.

