

दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI



Ref.No.Estab.(T)/V/VI/045/2013  
Delhi; the 11<sup>th</sup> October, 2013

NOTIFICATION

In terms of Executive Council Resolution No. 22 dated 17<sup>th</sup> August 2013, the Leave Rules – 2013 for permanent University and College teachers has been notified.

*Alta Sharma*  
REGISTRAR

The Dean/ Director/ Head/Professor-in-Charge,  
Faculty / Department of \_\_\_\_\_  
Deputy Registrar (South Delhi Campus/ V.C. Office/Finance-I/II/Estate),  
Deputy Registrar (Colleges/ Recruitment),  
Assistant Registrar (Estab.-Teaching/Non-Teaching/Finance-I//II)  
Officers/Branch in-Changes  
University of Delhi/ North/ South Campus,  
Delhi- 110007/ 110021

UNIVERSITY OF DELHI

E.C. 17.08.2013 Res. No. 22
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22/ Resolved that the recommendation of the Committee constituted by the Vice-Chancellor for amendments to Regulations of Leave Rules for the Teachers of the University and its Colleges be approved. (**Appendix-14**).



# REGULATIONS LEAVE RULES – 2013 FOR PERMANENT UNIVERSITY AND COLLEGE TEACHERS

- A. These Leave Rules shall come in to force with effect from the date of approval of the Executive Council.
- B. Leave of any kind cannot be availed as a matter of right. It can be refused/revoked by the sanctioning authority in the interest of the institution. Leave shall always be got sanctioned in advance, except in case of urgency.
- C. Subject to (B) above, the University and College teachers shall be eligible for the following kinds of leave:

## 1. DUTY LEAVE

Duty Leave of the maximum of 30 days in an academic year may be granted for the following:

- (a) Attending Conferences, congresses, symposia and seminars on behalf of the University and with the permission of the University/College.
- (b) Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University/College, and accepted by the Vice-Chancellor/Governing Body of the College.
- (c) Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University/College.
- (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the University Grants Commission, a sister University or any other academic body, and
- (e) For performing any other duty for the University/College.
- (f) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (g) The leave may be granted on full pay, provided that if the teacher 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.
- (h) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

- (i) Duty Leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share expertise with academic bodies, government or NGO.

## 2. STUDY LEAVE

1. The scheme of Study Leave provides an opportunity to avail of scholarships / fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature used) for pursuing further studies leading to Ph. D/ Post-doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowships shall not be linked to the recipient's pay / salary paid to her / him by his / her parent institution. The awardees shall be paid salary for the entire duration of fellowship/scholarship, provided of course s/he does not take up any other remunerative jobs like teaching in the host country.
2. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. S/he may however be allowed to accept a fellowship or a research scholarship or an ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Executive Council/ Governing Body of his / her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by his/ her employer.
3. Study leave may be granted to entry-level appointees as Assistant professor / Assistant Librarian / Assistant Director of Physical Education and Sports/College DPE & S (other than an Associate Professor or Professor of a University/College/ institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his / her work in the University/College/institution or to make a special study of the various aspects of university organization and methods of education giving full plan of work.
4. Study Leave shall be granted by the Executive Council/ Governing Body on the recommendation of the Head of the Department/Principal concerned. The leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/institution.
5. Study leave shall not be granted to a teacher who is due to retire within five years of the date on which s/he is expected to return to duty after the expiry of study leave.

6. Study leave may be granted not more than twice during one's career. However, when study leave is taken in combination of Earned Leave/ Extra-Ordinary-Leave/ Half-Pay-Leave, under no circumstances, shall the maximum period during the entire service exceed five years.
7. Study leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work period done during the of earlier leave as also give details of work to be done during the proposed study spell of leave.
8. No teacher 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 Executive council/ Governing Body. In the event of the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/ Governing Body to treat the period of short-fall as Extra-Ordinary leave has been obtained.
9. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay-leave, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When study leave is taken in continuation of vacation, period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.
10. Subject to fulfillment of the stipulated conditions of grant of study leave laid down under the study leave bond, the period of study leave shall count as service for the purposes of retirement benefits (new pension scheme/pension / contributory provident fund), provided that the teacher rejoins the University/College/institution on the expiry of his/her study leave, and serve for the period for which the Bond has been executed.
11. Study leave granted to a teacher shall be deemed to be cancelled availed in case it is not availed of within 12 months of its sanction, provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
12. A teacher availing herself / himself of study leave, shall undertake that s/he shall serve the University/college/institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.



13. A teacher –
- a) who is unable to complete his/ her studies within the period him of study leave granted to him / her, or
  - b) who fails to rejoin the service of the University on the expiry of his/ her study leave, or
  - c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
  - d) who within the said period is dismissed or removed from the service by the University; shall be liable to refund to the University/College/institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.
14. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his / her supervisor or the Head of the institution. This report shall reach the Registrar/Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
15. The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of study leave shall be put in the public domain, preferably on the website of the University/College/Institution.

#### **EXPLANATION:**

If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned s/he shall be deemed to have failed to rejoin the service on the expiry of her/his leave for the purpose of recovery of dues under these guidelines.

Notwithstanding the above, the Executive Council/Governing Body may order that nothing in these guidelines shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Governing Body may in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these guidelines.

16. After the leave has been sanctioned, the teacher shall, before availing himself / herself of the leave, execute a bond on the prescribed format appended with rules, in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in the foregoing paragraph and give security of immovable property to the satisfaction of the Registrar /Principal or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institution.

### 3. SABBATICAL LEAVE:

- (i) Permanent, whole time teachers of the University and Colleges who have completed seven years of service as Reader/Associate Professor or Professor/Principal may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University/College and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/herself of study leave, will not be entitled to the sabbatical leave.

*Provided* further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any kind of training programme of duration of one year or more.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Governing Body may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the University/College on the expiry of his/her leave.

**4. Casual Leave**

- (i) Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

**5. Special Casual Leave**

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
  - (a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
  - (b) To inspect academic institutions attached to a statutory board, etc.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted:
  - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
  - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
  - (iv) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;



## 6. Earned Leave

- (i) Earned leave admissible to a teacher shall be:
- (a) 1/30th of actual service including vacation; *plus*
  - (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For avoidance of doubt, it may be noted:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave..
2. In case where only a portion of the 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 the aggregate exceed 120 days.
3. Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

## 7. Half-pay Leave

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

*Explanation:*

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

**8. Commuted Leave**

Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) 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 these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

**9. Extraordinary Leave**

- (i) A permanent teacher may be granted extraordinary leave when:
  - (a) No other leave is admissible; or
  - (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on the basis of medical certificates;
  - (b) Cases where the Vice Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
  - (c) Leave taken for pursuing higher studies; and
  - (d) 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.

- (iii) 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 (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

#### **10. Leave Not Due**

- (i) Leave not due, may, at the discretion of the Vice Chancellor/Principal, be granted to a permanent teacher 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 medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted, unless the Vice Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (ii) A teacher 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 not wiped off by 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 teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council/Governing Body.

*Provided* that the Executive Council/Governing Body may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

#### **11. Maternity Leave**

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. 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 woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

- (ii) 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 if the request is supported by a medical certificate.

**12. Child Care Leave**

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University/College/Institution may appoint a guest substitute teacher with intimation to the UGC.

**13. Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall granted only up to two children.

**14. Adoption leave**

Adoption leave may be provided as per the rules of the Central Government.