

# SIKKIM MANIPAL UNIVERSITY

5<sup>th</sup> Mile Tadong  
Gangtok – 737102

No.SMU/REG/2011- 128

Date: 11 May 2011

## LEAVE RULES

### General

#### 1. Short Title and Commencement.

- (a) These Rules may be called the Sikkim Manipal University Leave Rules 2011.
- (b) These shall come in force w.e.f. 11 day of May, 2011.

#### 2. Applicability.

- (a) These Leave Rules shall apply to all employees of SMU and its constituent units
- (b) Persons engaged in teaching/Nonteaching duties, on casual, temporary, part-time, honorary, deputation, or any other basis are entitled only to such leave as may be specified in their letter of appointment/engagement.

### General Rules of Leave

- 3. Leave cannot be claimed as a right.
- 4. Except in an emergency, leave must be applied for, through proper channel in the prescribed form attached as appendix, in advance.
- 5. Except where otherwise provided for, leave can be availed only after it has been sanctioned by the competent authority.
- 6. Depending on the exigencies of service, the competent authority may:-
  - (a) Refuse, postpone, revoke or reduce leave of any description;
  - (b) Recall any member of staff from leave before it is wholly availed;
  - (c) Permit an employee, if he/she so requests, to rejoin duty before expiry of the leave period.
- 7. An employee shall not take up or accept any employment with or without remuneration during the period of leave.
- 8. Except in the case of casual leave upto three days, it is obligatory for every employee to furnish the leave sanctioning authority, the leave addresses with telephone number if any, before proceeding on leave.

9. If an employee who is on leave seeks extension, thereof, he/she shall make an application in writing to the competent authority giving reasons. Such application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the employee before expiry of the already sanctioned leave.
10. No Leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.
11. Overstay of leave shall be treated as absence without leave and will be considered "break in service". However before taking this action the competent authority shall give the concerned employee an opportunity to explain the circumstances and satisfy itself that nothing prevented the employee from obtaining prior sanction.
12. Employees applying for leave on medical grounds for more than two days should produce a medical certificate from a doctor on the rolls of CRH or from the nearest Government Hospital/PHC. Such medical certificate shall be accepted subject to approval by the MS, CRH. The medical certificate issued by a private doctor may be subject to scrutiny by a Medical Board constituted for the purpose. In such an event leave will be granted only if it is approved by the medical Board. The Medical Board is empowered to make appropriate enquiries or medical examinations of the employee before giving its recommendation. The Decision of the Medical board shall be final and binding. The employee on leave on medical grounds for more than seven days shall produce a medical certificate of fitness while reporting for duty. An Employee not submitting himself for medical examination shall be liable for disciplinary action.
13. Except in the case of casual leave, intervening second Saturdays/Sundays and Holidays will be counted as part of leave.
14. Once availed, the leave cannot be converted into any other type of leave.
15. Other than Casual Leave, no other leave can be taken as half day leave. For availing half day casual leave, the IN time and OUT time shall be mentioned in the attendance register. Also, a noting sheet/email shall be forwarded to HOD/HR dept separately for IN and OUT time.
16. For new joinees leave shall be credited after completion of two months of service.

#### **Types of Leave**

17. Employees are entitled for the following types of leave:-
  - (a) Casual Leave.
  - (b) Special Casual Leave.
  - (c) Earned Leave.
  - (d) Vacation Leave.
  - (e) Half Pay Leave.
  - (f) Maternity Leave.
  - (g) Paternity Leave.
  - (h) Study Leave.
  - (i) Sabbatical Leave.
  - (j) Clinical Duty Leave.
  - (k) Compensatory Leave.
  - (l) On Duty Leave.

### **Casual Leave**

18. An employee shall be entitled to 12 days casual leave during a calendar year. Employees appointed during the course of the year shall be entitled to casual leave on pro rata basis.
19. Casual Leave shall not be combined with any other type of leave.
20. Casual leave may be taken upto maximum of seven working days at a stretch and not more than 10 days inclusive of Sundays/Holidays. In case an employee exceeds ten days, then the whole period of absence shall be treated as EL.
21. Casual Leave shall not be carried forward. Casual leave not availed by the employee during the calendar year will lapse at the end of the year.
22. Intervening Sundays and closed holidays will be excluded & not counted towards casual leave.

### **Special Casual Leave**

23. Special Casual leave. Special Casual leave not exceeding 10 days in a calendar year may be granted to Teaching and Non Teaching faculty members for following:-
  - (a) To attend professional Conferences/Seminars on behalf of the University, or with the permission of the University;
  - (b) To conduct examination of a University/Public Service Commission/Board of Examination or other similar bodies/institutions;
  - (c) To Deliver Lectures in Institutions and Universities at the invitation of such Institutions or Universities, received by the University and accepted by the Vice Chancellor/Pro VC;
  - (d) Participating in delegation or working on a committee appointed by the Government of India, Sikkim Government, the University Grants Commission/AICTE/MCI etc, a sister University or any other academic body; and
  - (e) Performing any other duty of the University and approved by VC/Pro VC.
24. Special Casual Leave may be availed in parts. Special Casual Leave shall not be carried forward and shall lapse at the end of the calendar year.
25. Special Casual Leave shall not be combined with any other form of leave.
26. Special Casual Leave shall be availed subject to prior submission of relevant documents and special sanction from the Head of Institution.
27. While applying for Special Casual Leave the applicant shall furnish the Invitation Letter/Examination Admit Card and on return, the to & fro journey ticket (via shortest route) and conference report.
28. Journey period will form part of Special Casual Leave. The number of days of Special Casual Leave including journey period will be approved by HOI before the faculty member proceeds on Special Casual Leave.
29. Failing to submit the necessary documents on return, as mentioned above, within 15 days of return, the leave including journey period shall be converted to Earned Leave or LOP Leave.

30. Special Casual Leave for conferences, shall ordinarily be sanctioned for faculty members presenting papers during the conference.

31. Faculty Members invited for guest lectures shall take due approval from HOI for availing special casual leave.

### **Earned Leave**

32. Earned Leave entitlement per calendar year shall be as under:-

- (a) 30 Days in case of Non Teaching Staff.
- (b) 20 Days in case of teaching faculty (only academics).
- (c) 27 Days in case of teaching faculty (Clinical).
- (d) 15 Days in case of Tutors.

33. Entitlement of Earned leave shall be calculated on monthly basis. However it will be credited biannually for six months in advance, in two instalments of 15 days each on the first day of January and first day of July of every calendar year. In case an employee leaving/retiring during the year has availed earned leave more than that entitled on pro rata basis, it will be adjusted (financial adjustment) at the time of retirement/relieving. The additional leave availed will be treated as leave on Loss of Pay and financial deduction carried out accordingly from the balance pay due to the employee.

34. Those who are detained during vacation will get earned leave to the extent of one third (1/3) of the vacation denied.

35. Employees on probation are entitled to Earned Leave.

36. Faculty of non clinical departments shall be entitled to 30 days of Earned Leave in their first year of service, which shall be credited on prorata basis.

37. Earned Leave may be accumulated upto maximum of 300 days.

38. An employee wishing to avail earned leave must apply for the same in advance. It should be for a minimum of four days at a time.

39. Earned Leave must be applied for a continuous period and not in broken periods/piecemeal. Multiple applications shall not be entertained.

40. Application should be made to the appropriate authority through proper channel atleast seven days in advance on the prescribed form.

41. An employee may proceed on leave pending retirement for a maximum period of upto 60 days provided he has that many days EL to his credit, on prior approval of competent authority.

### **Encashment of Earned Leave**

42. All employees who have completed their period of probation and have been confirmed in service may encash 30 days earned leave provided they have more than 60 days of Earned Leave to their credit after encashment, once in a block of two calendar years. The leave so encashed will be debited to the employees leave account. Earned leave shall stand reduced in the employees account, by the number of days that have been encashed.
43. For the purpose of encashment, each block period shall be reckoned to end with even number of English calendar (e.g. Jan 1993 to Dec 1994, Jan 1995 to Dec 1996; and so on).
44. Employees are also entitled to encash accumulated leave standing to their credit in the event of retirement/superannuation/resignation or termination from employment. The total encashment of leave over the entire service of an employee shall be limited to 300 days.
45. The accumulated leave of the employee who dies while in service may be allowed to be encashed by the employee's spouse or in the absence of the spouse by a legal heir on production of substantiating evidence in support of the claim subject to total 300 days leave encashment over the service of the employee.
46. Those employees who unauthorizedly absent themselves from duty or are under suspension are not entitled to apply for encashment of earned leave during the period of such unauthorized absence or suspension.
47. Application for encashment of earned leave should be made to the management through proper channel/HR dept atleast 15 days in advance. The Encashment of Earned Leave is admissible at the rate of 1/30 of the current monthly basic for each day of the leave surrendered.
48. The employee, whose services are terminated/discharged on disciplinary grounds, shall not be entitled to encashment of earned leave.

### **Vacation Leave**

49. Vacation Leave is admissible only to teaching faculty as under:-

|   |   |              |
|---|---|--------------|
| (a) Teaching Faculty (only academic)                    | - | 30 days/year |
| (b) Teaching Faculty (clinical)                         | - | 09 days/year |
| (c) Tutor   | - | 15 days/year |
| (d) Non Teaching Staff including<br>Heads of Institutes | - | Nil          |

50. Vacation leave shall be availed by the entitled Teaching faculty only during the semester end vacations for students. The exact dates of vacation period will be announced by the HOIs in advance.
51. Faculty members would be required to avail the Vacation Leave during the declared vacation. Where a faculty member has not been permitted by the HOI to avail vacation leave due to him/her, the unavailed Vacation Leave will be converted into EL in the ratio of 3:1.

52. Vacation leave shall be controlled and granted by the HOIs in a manner as to ensure that no department remains fully closed at any time and at least one senior faculty is available at a time. In general 50% of the staff shall avail vacation leave in each of the two spells of vacation in the College/Institute.
53. Clinical/Clerical/Non teaching staff i.e. Lab Assistant, Lab Technician, Attender, Cleaner etc. serving in vacation department shall be governed by the general rules and shall be eligible for 30 days earned leave per calendar year uniformly.
54. Vacation department is a department where vacations are permitted on regular basis. The Teaching Faculty of the vacation department may be permitted to be absent from duty during the whole or the part of vacation leave.
55. Vacation leave will be permitted only if a faculty has put in a total of 12 months overall physical service and a minimum of six months physical service in the vacation department.
56. A member of the staff holding any appointment in non vacation department will not be deemed to be employed in a vacation department, even though he may hold an additional appointment there.
57. When a faculty/teaching staff is transferred from a vacation department, to a non vacation department his period of service in the former will be considered to have terminated with effect from the date of the last vacation of the department.
58. When a faculty/teaching staff is transferred from clinical department to non clinical department, within the vacation departments his/her authorization of Earned Leave /Vacation Leave & Clinical Duty Leave will be calculated on prorata basis, within the calendar year.
59. When a faculty/teaching staff is transferred from a non vacation department to a vacation department his period of service in the latter will be held to have commenced from the date of joining that Dept.
60. A member of the faculty/teaching staff serving in a vacation department shall normally be expected to avail himself of the vacation leave, unless he/she has been required by general or special order of an appropriate authority, to forego his/her vacation, or a part thereof.
61. Vacation Leave cannot be availed in parts during the same vacation except when exigencies of service demand.
62. If a faculty/teaching staff working in the vacation department avails vacation leave, he/she should be on duty on the last working day before vacation leave and the first working day on reopening. Otherwise, the total period of absence shall be treated as earned leave or in case no earned leave is due, by enforcing loss of pay leave.
63. If a faculty/teaching staff entitled to vacation leave is not permitted to avail the same, by the administration due to some exigency of service the unavailed Vacation Leave will be converted into earned leave in the ratio of 3:1.
64. Vacation leave cannot be combined with earned leave. However, the HOI may permit such combination on merits of the case.

65. Grant of vacation leave is subject to the condition that the department will continue to function if necessary, during the vacation. Before the commencement of the vacation, the Heads of the Vacation Departments shall submit to the HOI, a proposal indicating the persons in each department who would avail the vacation leave either in full or in part and the persons staying back to ensure functioning of the department during vacation.

66. Teaching faculty in clinical departments shall avail 15 days of vacation leave. If the faculty is not allowed to avail vacation leave of the year, it shall be converted into earned leave in the ratio of 3:1.

### **Half Pay Leave**

67. A regular/probation employee shall be entitled to 20 half pay leave for each completed year of service. However from beginning of second year of service, half pay leave if not availed in a calendar year, or balance half pay leave, shall be converted into commuted leave in the following year in the ratio of 2:1.

68. Half pay leave and commuted leave shall be granted for medical/academic purposes only.

69. Employees applying for such leave on medical grounds should produce a medical certificate from a doctor on the rolls of CRH or from nearest Govt. Hospital/PHC. Such medical certificate shall be accepted subject to approval by the MS CRH or medical practitioner of SMIT.

70. Employees when rejoining their duty after availing such leave for more than seven days shall have to produce a medical fitness certificate stating that they are fit to resume duties.

71. The maximum commuted leave that may be granted at a time shall be 120 full days. If commuted leave is combined with the earned leave, the total period shall not exceed 300 days.

72. If an employee on commuted leave resigns from service or 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 from his/her dues/benefits. However no such recovery may be made if the retirement is by reason of ill health rendering the employee unfit for further service, or in the event of his/her death.

73. During half pay leave, half the salary drawn prior to proceeding on such leave shall be admissible.

74. Half pay leave has to be availed during service and cannot be encashed.

### **Maternity Leave**

75. Maternity Leave is admissible only to women employees employed either on contract/probation/confirmation directly by the university or any of the constituents of the university. A woman employee whether permanent or otherwise shall be entitled to maternity leave benefits provided she has worked for a period of not less than 80 days during the twelve months, immediately preceding the date of her expected delivery, in the SMU, or its constituent units.

76. Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for second delivery. However, a woman employee with one living child from the first delivery shall be eligible for the maternity leave even if she gives birth to twins in the second delivery.

77. The maximum period of entitlement for maternity leave shall be 90 days with full pay, of which not more than 45 days shall precede the date of expected delivery.

78. In case of a miscarriage or medical termination of pregnancy before seven months, a woman employee, on production of prescribed proof, shall be entitled to 45 days leave with pay immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee.

79. In case of miscarriage or medical termination of pregnancy after seven months, a woman employee on production of prescribed proof shall be entitled to 90 days leave or less than that, depending upon the physical status of the employee as mentioned in the medical certificate issued by the consultant, following the day of miscarriage or medical termination of pregnancy.

80. A woman employee with fewer than two surviving children on valid adoption of a child below the age of one year may be granted child adoption leave for a period of 90 days immediately after the date of valid adoption.

81. Intimation to the HOD and the HOI must be done at least one month before availing maternity leave.

82. Medical certificate mentioning the expected date of delivery shall be submitted to HOI for availing of the maternity leave.

83. Leave of any other kind, except casual leave, may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate.

#### **Paternity Leave**

84. Paternity leave is entitled to married male employees for a maximum period of 15 days and can be availed 10 days before or up to three months after child birth, provided the limit is up to two surviving children.

85. Paternity leave cannot be combined with any other form of leave.

#### **Study Leave**

86. Study Leave up to a maximum limit of 24 months may be granted to permanent faculty members with five years of service who are deputed for higher studies or training. The higher studies or training involved should be such that the knowledge gained by the faculty member is useful to the University/college. The Vice Chancellor may relax the condition of five years of service on recommendation of HOI where it is in the interest of the Institute to send faculty members for higher studies for meeting regular requirements

87. The Vice Chancellor, on recommendation of HOI may allow additional one year of Study Leave (total 3 years) where the faculty member has been sponsored for PhD in IITs.

88. Study leave for six months may be granted to those faculty members who have completed three years of service in the institute and are registered under part time category for Ph.D programme in other Institute/University to complete the course work/other mandatory requirement of the Institute/University where they are admitted.



89. Study Leave can be combined with any other type of leave (Other than CL) for which the faculty members are eligible.
90. Faculty members should apply through the Head of the Institute for such Study Leave.
91. The study leave will be counted as service for seniority and for the purpose of granting increments.
92. At any time, not more than 10% of the total faculty strength of the Department may be permitted to be away on study leave. Vacancies caused thereby shall not to be filled up and the work shall be conducted with the existing staff.
93. Faculty members who are deputed or granted study leave for higher studies or specialized training shall not be entitled to claim any monetary benefit or seniority by virtue of higher qualification or training acquired, as a matter of right.
94. Faculty members who are sponsored for higher studies/training shall be eligible to draw their fixed salary (category A as per PMS) that would have accrued to them had they not proceeded on study leave, of which, 75% would be paid monthly and 25% retained to be paid later in three installments on rejoining duty after Study Leave, subject to the condition that they execute a bond in the form prescribed, undertaking to serve the University/College for a continuous period equivalent to the duration of study leave, which is to be calculated from the date of their resuming duty after expiry of the study leave. The bond amount would be equivalent to the total amount received by the employee during the study leave with 10 % interest. He/she shall submit Bank Guarantee/Security as may be found acceptable to the authority for reimbursement of salary drawn during the period of leave i.e. the amount paid to the employee for the period of leave. Those who do not serve the institute to the required bond period will be required to pay back to the institute the bond amount on pro rata basis for the remaining period of the service bond.
95. Faculty members who are not sponsored and who want to go for higher studies/training on their own may be granted study leave without pay and without financial commitment to the institute. The application for such leave should be sent in time and before the commencement of the academic year.
96. Faculty member granted study leave shall on his/her return and rejoining the service of the University/Institution 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 faculty members shall however, be eligible to receive arrears of increments.
97. Study leave shall count as service for pension/contributory provident fund, provided the faculty member joins the University/Institution on the expiry of his/her study leave.
98. Study Leave granted to the faculty members shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.
99. Temporary/Probationary faculty members shall not be eligible for study leave.

### **Sabbatical Leave**

100. Permanent, whole-time faculty member of the University who have completed five years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake Academic Pursuit/Post Doctoral work/Research Fellowship/Writing books and such other professional

pursuits solely for the purpose of increasing their proficiency and usefulness to the University and higher education.

101. The duration of Sabbatical Leave shall not exceed one year at a time and two years in the entire career of the faculty member.

102. A faculty member, who has availed study leave, shall not be entitled to the sabbatical leave. However, if the period of study leave availed by an individual is less than two years, the remaining period may be allowed as sabbatical leave.

103. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the faculty's return from previous study/sabbatical leave.

104. A faculty member 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 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 Committee may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

105. During the period of sabbatical leave, the faculty members 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 faculty rejoins the University on the expiry of his/her leave.

106. Faculty members desirous of availing this leave shall have to furnish a service bond for a period equal to the duration of the leave period. The amount of bond will be equivalent to the emoluments applicable to the leave period.

107. The total number of faculty members on study leave and sabbatical Leave in a Dept shall not exceed 10% of faculty member of the department.

#### **Clinical Duty Leave**

108. Faculties from Clinical Department are entitled to avail 10 days of clinical duty leave per calendar year.

109. Clinical Duty Leave can be taken for maximum of one working day at a time. No clinical Duty Leave shall be permitted to be availed beyond one day at a time.

110. Clinical Duty Leave shall not be combined with any other leave.

111. Clinical Duty Leave shall be credited bi- annually i.e. end of June and end of December of every calendar year. Clinical Duty Leave if not availed in the first six months will lapse and shall not be carried forward to the next year.

112. Intervening Saturday and Sunday shall be included while sanctioning of clinical duty leave.

#### **Compensatory Leave**

113. Compensatory Leave is entitled for both regular and contractual employees of the University when duty is performed on instruction of HOD/HOI on Sunday or University holiday for full duty hours. For this a record of duty performed shall be kept by the controlling officer. Working merely for an extra

hour or two on a working day, or working on Sunday/holiday to clear own back log of work will not entitle an individual to compensatory leave.

114. Employees are required to submit the application for Compensatory Credit through the Head of Department for approval by the Head of Institution.

115. Compensatory Leave shall not be credited for more than two days per month.

116. Compensatory Leave shall be availed within 30 days, against the date the duty was performed on a non working day. If the employees are not allowed to take the compensatory leave within 30 days it may be permitted to be availed in the period of next 30 days, subject to approval of Head of the Institution.

117. In case of drivers performing duty on Sunday/Offday/Holiday, leave will be admissible as under:-

- (a) Working hours less than four hours -  $\frac{1}{2}$  day of compensatory leave.
- (b) Working hours more than four hours - one day compensatory leave.

118. The concerned driver shall have to apply for compensatory leave within ten days of performance of such duty or it shall lapse. In this regard connect paras 19 & 20 of Domestic Travel Policy dated 29 March 2011.

119. Compensatory Leave shall not be combined with any other form of leave.

#### **On Duty Application**

120. On Duty Application is to facilitate an employee to mark his/her attendance if he/she goes out of the campus for official work

121. Employees are required to mention the reasons of On Duty Application at the time of submission of the application to the Head of the Institution, duly recommended by the HOD.

#### **Leave During Notice Period**

122. No Leave other than Casual Leave shall ordinarily be granted during Notice Period. If any leave other than Casual Leave is granted during the Notice Period, then relieving period shall be extended by the same number of days. However they may be permitted to adjust upto forty five (45) days of leave at credit towards notice period.

123. Employees who are served with a notice of termination of service are allowed to avail whatever leave such employees are entitled to during the period of notice of termination of service. However, such employees are required to report for duty on the last day of the notice of termination of service to be properly relieved.

124. Employees whose services are terminated on ground of ill health will be permitted to take all the accumulated leave due before they are relieved from their service.

#### **Leave on Loss of Pay (LOP)**

125. Employees may be granted leave on loss of pay if they are not entitled to any leave or have otherwise exhausted their available leave.

126. The maximum leave on LOP that can be granted in a calendar year, to a probationer shall be 15 days and to an employee in confirmed service, shall be 30 days, on genuine grounds.

127. Leave on loss of pay shall be excluded for the computation of service of the employee

**Leave rules for DNB candidates (NBE Rules)**

128. A DNB-SS Trainee shall be entitled for 20 days Earned Leave in a calendar year.

129. Female trainees shall be permitted a Maternity leave not exceeding 90 days once during the entire duration of the course, subject to University Maternity Leave Rules.

130. Paternity leave of One week shall be allowed to male candidates, subject to University Paternity Leave Rules.

131. No kind of study leave shall be permissible to these trainees. However, they shall be allowed Academic Leave of 14 days across the three years training programme to attend Conferences/Seminars only.

132. Leave of one year shall not be carried forward to the next year, however, in exceptional cases like prolonged illness or any meritorious grounds, the leave across the training programme shall be clubbed together. Any other leave other than the above shall not be permissible and shall lead to the extension of the course after prior approval of the Board. The Institute shall abide by the Board Guidelines issued from time to time in this regard.

**Leave Rules for Jr. Residents**

133. JR (Non Academics) shall be eligible for 30 days of Residency leave in a calendar year, which will be credited at the commencement of every month at the rate of 2 ½ (two and half) days per month.

134. Residency leave can be taken for a maximum period of four working days at a time and not more than a total of seven days inclusive of Sundays and holidays. No leave shall be permitted to be availed beyond this limit.

135. Residency leave shall not be combined with any other leave.

136. Residency leave not applied for or availed by the JR during the calendar year shall lapse at the end of the calendar year.

137. Intervening Sundays and closed holiday shall be exempted while sanctioning residency leave.

138. JR. (Academics) shall be eligible for 30 days of residency leave in the first year and 36 in second and third year.

139. Female and Male JR. (Academics) shall be entitled to maternity leave of 90 days and paternity leave of 15 days respectively as per rules.

140. The number of days taken for Maternity/Paternity Leave by JR. (Academics) shall not count towards attendance required for appearing in examination.

141. No other leave shall be admissible.

#### **Leave Rules for Senior Residents/Medical Officers**

142. Senior Residents/Medical Officers shall be entitled to 12 days Casual Leave.

143. They shall be entitled to 20 days Sick Leave on half pay after completion of one year of service.

144. They shall be entitled to 30 days of Earned Leave. They shall also be entitled to 90 days of Maternity Leave/15 days of Paternity Leave as applicable, as per rules.

145. The Leave guidelines and crediting shall be as per General Leave Guidelines of respective leave.

#### **Leave Rules for Contract Employees**

146. Employees taken on contract shall ordinarily be eligible for 12 days casual leave which cannot be carried forward to the subsequent year unless specifically mentioned to the contrary in their Appointment Order, in which case they shall be eligible to the leave as stated in the Appointment Order. On extension of contract these employees will be eligible for the same leaves as of first year.

#### **Leave Rules for Employees on Deputation/Transfer from Manipal Group Institutions**

147. Employees transferred or deputed from Manipal Group institutions to serve SMU and its constituent business units shall be covered under the leave policy of SMU applicable for employees on probation/confirmation.

148. The employees transferred from Manipal Group Institutions shall be eligible for transfer of their leave balance from their parent institutions.

149. The HR Department must credit the carried leave balance to the employees account.

150. In case of leave encashment the earned leave transferred from the deputed institute will not be entitled for encashment. Only EL at SMU will be entitled for encashment.

#### **Miscellaneous**

151. Employees who proceed on leave must provide in the leave application their contact address including telephone and fax numbers, if available.

152. Leave granted in accordance with these rules, other than leave on loss of pay, is treated as if the employees had been on duty during such leave period and it is included for the purpose of determining the period of service of the employee.

153. The HR office of the University/Institution is required to maintain an account of leave accrued and/or availed by each employee during a year and the period of leave carried forwarded and accumulated in respect of the previous years.

154. Where a Sunday or an authorized holiday immediately precedes and/or follows the period of leave granted to an employee, such Sunday or authorized holiday is excluded from the period of leave. But Sundays or authorized holidays within the period of leave shall be treated as leave, except in casual leave.

**Supersession**

155. All previous orders on the subject stand superseded by these rules.

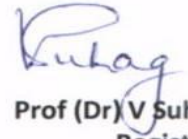
156. This has the approval of the Vice Chancellor.

**Station:** Gangtok

**Date:** 11 May 2011

**Copy to:**

1. Pro VC (Medical) SMU & Dean, SMIMS
2. Pro VC (Tech) SMU & Director, SMIT
3. Director - Distance Education
4. Addl. Controller of Exams, SMU
5. Dy. Controller of Exams, SMU
6. Head HR & General Services
7. Finance Officer, SMU



**Prof (Dr) V Suhag**  
**Registrar**

**Sikkim Manipal University**

# SIKKIM MANIPAL UNIVERSITY

5<sup>th</sup> MILE TADONG, GANGTOK

SMU/CRH/SMIMS/SMIT

## LEAVE APPLICATION

CL/EL/HPL/ COMM. L/ CLINICAL/VL/SPL CL/MATERNITY/.....

|  |                        |  |  |
|--|------------------------|--|--|
| Name   |                        |  |  |
| Emp. Code No.  |                        |  |  |
| Designation  |                        |  |  |
| Department   |                        |  |  |
| Leave applied from   |                        | To   |  |
| No of days   |                        | Excluding days being Sunday/holiday/Journey period |  |
| Available Leave Balance  |                        |  |  |
| Reason   |                        |  |  |
| Leave address  |                        |  |  |
| Arrangement for performance of duties including Academics/Clinical/Staff/Assignment details and name of staff whom duties being handed over. |                        |  |  |
| Date   | Signature of the Staff |  |  |
| Recommendation of Head of the Department   |                        |  |  |

### FOR OFFICE USE ONLY

CL/EL/HPL/ COMM. L/ CLINICAL/VL/SPL CL/MATERNITY/.....

Order: **Granted/Not Granted**

|                          |                       |
|--------------------------|-----------------------|
| Sanction Date            | Sanctioning Authority |
| HR/Administrator Remarks |                       |

**Note:** This form should invariably be sent through the Head of the Department.