



LEAVE RULES FOR FACULTY AT GLANCE

Nature of Leave	Existing Rules	Channel for Approval
Station Leave	Whilst leaving Headquarters/ Duty Station during Institute's Holidays/ Leave	HoD→DoFA→Director*
Restricted Holiday (RH)	Any two holidays from the list of RHs declared by the Institute	
Casual Leave (CL)	08 Days for year can be combined with SCL/VL/RH but not with any other kind of leave	
Special Casual Leave (SCL)	Maximum of 15 Days (if exceeds placed before the Board for further consideration)	
Vacation Leave (VL)	60 Days in an Academic Year as per vacation declared by the institute	
Earned Leave (EL)	Half of the Un-utilized Vacation will be credited as EL. Accumulation upto 300 Days in service is permissible. After 300 days accumulation, the EL is non-cumulative	
Half Pay Leave (HPL)	20 HPL per year	
Commuted Leave	Upto half of HPL (for medical reasons)	
Maternity Leave	180 Days each for upto two children	
Adoption Leave	180 Days each for upto two children	
Paternity Leave (PL)	15 Days each for upto two children	
Child Care Leave (CCL)	730 Days during their entire service. First 365 Days 100% Salary & Next 365 Days 80% Salary	
Project Leave	Upto 15 Days in a Calendar year	
Work Related to Illness and Injury Leave (WRIL)	Full pay during hospitalization. After Hospitalization, full pay for 6 months and half pay for next 12 months.	
Quarantine Leave	Upto 21 days. May be extended to 30 Days. Not admissible if member of staff is suffering from an infectious disease	
Spl. Leave connected with inquiry of Sexual Harassment	Upto 90 days on recommendations of ICC	Director
Leave Not Due (LND)	Maximum 360 Days in entire service. Limited to HPL one is likely to earn in future.	Board through Standing Committee
Extra-ordinary Leave (EOL)	Upto 5 Years without Pay. Period not counted for Increment.	
Sabbatical Leave	Maximum 1 year, in addition any other leave upto 120 days. Minimum 6 years' service is required in the Institute.	
Special Leave	Minimum 3 years of service required in the Institute	
Leave on Foreign Service Terms	Short Leave – Covering period from 01 month to maximum 01 Semester Long Leave – Absence overlapping two or more semesters. Minimum 5 years' service required in the Institute	

*Director or member of faculty/ HoD/Dean/DoFA to whom the power is delegated by the Director.

Note: A joining report after availing of Leave is mandatory.