

(D) TEMPORARY EMPLOYEES

17. Temporary employees shall be governed by the provisions of part (A) of these Ordinances subject to the following condition and exceptions:

(1) Earned leave—

(a) A temporary employee shall be entitled to earned leave as a permanent employee.

(2) Half Pay Leave—

No half pay leave may be granted to a temporary employee unless the authority competent to sanction leave has reason to believe that the employee will return to duty on the expiry of such leave.

(3) Commuted Leave—

Temporary employee[s] shall be entitled to commute any portion of the half pay leave as a permanent employee.

(4) Extraordinary Leave—

In the case of a temporary employee the duration of extraordinary leave on any occasion shall not exceed the following limits—

(a) Three months at a time;

(b) Six months in cases where the employee has completed three years continuous service and the leave application is supported by a medical certificate;

(c) Eighteen months where the employee is undergoing treatment in a recognized hospital for tuberculosis, cancer or leprosy;

(d) (i) 24 months in cases where the leave is required for prosecuting studies, certified to be in the University interest, provided that the employee has completed three years' continuous service on the date of commencement of extraordinary leave. In cases, where this condition is not satisfied, extra-ordinary leave to this extent may be sanctioned in continuation of any other kind of leave due and applied for (including three months extra-ordinary leave under (a) above, if the employee completes three years continuous service on the date of expiry of such leave).

(ii) when a temporary employees fails to resume duty on the expiry of the maximum period of extra-ordinary leave granted to him or where a employee who is granted a lesser amount of leave remains absent from duty for any period which together with the extra-ordinary leave granted exceeds the limit upto which he could have been granted such leave under (i) above, he shall unless the Board of Management in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be in the University employ.

(e) Two spells of extra-ordinary leave if intervened by any other kind of leave shall be treated as one continuous spell of extra-ordinary leave for the purposes of sub-clause (a) to (d) above.

(5) Leave not due, study leave and sabbatical leave—

Temporary employee shall not be entitled for the grant of leave not due, study leave and sabbatical leave.

#### Note

Leave not due may be granted to temporary employees who are suffering from T.B., Leprosy, Cancer or Mental illness provided (i) request for such leave is supported by a medical certificate (ii) the official has put in a minimum of one year of service (iii) the post from which the official proceeds on leave is likely to last till his return to duty and (iv) the leave should be limited to a period of 360 days during entire service. The other conditions as applicable to permanent employees would also apply.

#### (E) EMPLOYEES APPOINTED ON CONTRACT

18. Employees appointed on contract will be granted leave in accordance with the terms of the contract.

#### (F) HONORARY AND AD HOC EMPLOYEES

19. (i) Honorary employees of the University shall be entitled to leave on the same terms as are applicable to whole-time temporary employees of the University.

(ii) Employees, whose appointment is treated as ad hoc for purely technical reasons may be extended the benefits admissible to temporary employees under these ordinances. In all other cases of ad hoc appointments which are for brief periods the ad hoc employees may be allowed earned leave at the rate of 2 ½ days per month of completed service.

#### (G) GENERAL

##### (i) General conditions:

20. (1) Leave – how earned:

Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid for such period.

(2) Right to leave:

(a) Leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason, if that authority considers such action to be 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 when he is under suspension.

(3) Maximum period of absence from duty on leave:

(a) No employee shall be granted leave of any kind for a continuous period exceeding five years.

(b) Where an employee does not resume duty after remaining on leave for a continuous period of five years or where an employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which together with the period of leave granted to him exceeds five years, he shall unless the Board of Management in view of the exceptional circumstances of the case otherwise determines, be removed from service after following the prescribed procedure.

(4) Application for leave:

Leave should always be applied for in advance and the sanction of the competent authority obtained before it is availed of except in cases of emergency and for satisfactory reasons.

**Note:** An employee should not leave station till the order sanctioning leave has been issued.

(5) Commencement and termination of leave:

(a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day the employee resumes his duty.

(b) Sundays and other recognized holidays (including restricted holidays) may be prefixed and/or suffixed to leave with the permission of the authority competent to sanction the leave.

(6) Rejoining of duty before the expiry of the leave:

(a) An employee on leave may not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which sanctioned him the leave.

(b) Notwithstanding anything contained in (a) above, an employee on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the Board of Management.

(7) Leave on medical grounds to be supported by medical certificate:

An employee who applies for leave on medical grounds shall support his application with a medical certificate from an Authorised Medical Officer of the University or where no such Medical Officer has been appointed, from a Registered Medical Practitioner. The authority competent to sanction leave may, however, require the applicant to appear before a Medical Board.

Leave or extension of leave on medical certificate shall not be granted beyond the date on which an employee is pronounced by a Medical Officer or Board to be permanently incapacitated for further service.

## (8) Rejoining duty on return from leave on medical grounds:

No employee who has been granted leave (other than casual leave) on medical certificate shall be allowed to return to duty without producing a medical certificate of fitness.

## (9) Employment during leave:

An employee on leave shall not, without the written permission of the University, 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; but 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.

The leave salary of an employee who is permitted to take up any employment during leave shall be subject to such restrictions as the Board of Management may impose.

## (10) Absence without leave or overstay of leave:

An employee 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. Such period shall be debited against his leave account as leave without pay unless his leave is extended by the authority empowered to grant the leave. Willful absence from duty may be treated as misconduct.

## (11) Leave preparatory to retirement:

An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due not exceeding 300 days together with half pay leave due subject to the condition that such leave extends upto and includes the date of retirement.

**Note:** The leave granted as leave preparatory to retirement shall not include extraordinary leave.

## (12) Leave/cash payment in lieu of leave beyond the date of retirement or quitting of service:

(i) No leave shall be granted to an employee beyond (i) the dated of retirement or, (ii) the date of his final cessation of his duties or, (iii) the date on which he retires by giving notice to the Vice-Chancellor or he is retired by University by giving him notice or pay and allowances in lieu of such notice in accordance with the terms and conditions of his service or, (iv) the date of his resignation from service.

(ii) (a) Where an employee retired on attaining the normal age prescribed for retirement under the terms and conditions governing his service the authority competent to grant leave shall *suo motu*, issue an order granting cash equivalent to leave salary for earned leave, if any, at the credit of an employee on the date of his retirement subject to a maximum of 300 days.

