

5.1 Stoppage of work, Lay-off :

- (a) VIT may, at any time in the event of fire, catastrophe breakdown of machinery or stoppage of power supply, epidemic, civil commotion or other cause beyond control, stop working or close any department or departments wholly or partially for any period or periods.
- (b) In the event or any such stoppage or closure during working hours the Employees affected shall be notified by notices put on the Notice Board as soon as practicable when work will be resumed and whether they are to remain or to leave the University during the period of detention or stoppage or closure, the Employees so detained shall be entitled to receive wages/salary for the whole of the time during which they are detained in the premises, as a result of the stoppage or closure.
- (c) Any Employee laid off under such circumstances shall not be considered as dismissed from services but as temporarily unemployed. Whenever practicable, reasonable notice shall be given of resumption of normal work and all Employees so laid off who present themselves within a notified time for work when the normal work is resumed except in exceptional cause for reason to be recorded shall have prior right of reinstatement, provided that any Employee who for any bona fide reason is unable to resume work on the day of resumption of normal work, may be permitted to resume the work subsequently, if he presents himself within a reasonable time to the satisfaction of the employer.

5.2 Holidays :

Holidays mean all the holidays which VIT under any law or statute is bound to give and any other holiday which is declared by VIT.

The holidays for important Festivals / National Holidays etc., will be notified in advance by the Registrar. Only such days notified as holidays by the Registrar shall be availed by an Employee.

5.3 Leave Rules :

These rules shall be called as "*VIT Employee Leave Rules*".

These rules are applicable to all the Employees on the pay rolls of "*VIT*". These rules do not apply to the staff under the Category of Casual / Project / Contract & Apprentice or Trainee. In these rules, unless otherwise stated in the context.

Leave sanctioning authority means:

- (i) In respect of the Schools – Deans in respect of Teaching / Head of Departments in respect of Administrative Staffs and Laboratory Incharge in respect of Technical Supporting staff of the schools concerned.
- (ii) Centre - Directors concerned.
- (iii) Administrative / Other Service Departments – Deans/ Directors/ Section Heads concerned.

5.4 Leave Procedure :-

- (a) All kinds of leave are to be availed with prior sanction only.
- (b) Leave is only a privilege extended and cannot be claimed as a matter of right.
- (c) An Employee who desires to obtain leave of absence shall apply through online portal to the concerned Dean / Director / Section Head, he/she may approve the leave application made two days prior to the commencement of leave applied. If the leave is refused or postponed, the fact of such refusal or postponement along with reasons shall be recorded and communicated to the Employee concerned before the day of commencement of the leave applied for, if the application for leave has been received at least two days in advance.
- (d) If the Employee after proceeding on leave desires an extension thereof, he shall apply through online portal for extension before the expiry of the leave originally granted to him.. If the leave is required urgently, it shall be applied detailing the nature of urgency. The decision of the Registrar is deemed to be final and binding.
- (e) The leave extension request should reach Registrar's Office 15 days prior to the actual date of re-joining, failing which the application would be deemed unfit for a leave extension. The approval order of leave extension should be obtained by the Employee prior to one week of the actual date of re-joining (applicable for all types of leave availed more than a period of one month).
- (f) The eligibility of leave shall be in accordance with the existing VIT Leave Rules.
- (g) Grant of leave is not a matter of routine. Grant of leave is subject to exigencies of service. It may be curtailed / refused / withheld / postponed if the leave sanctioning authority is satisfied that recourse to such action is justified in the interests of VIT.
- (h) In case of any doubt or ambiguity the clarification / decision given by the leave sanctioning authority is FINAL and there can be no further appeal in the matter.
- (i) The Faculty is to entrust their teaching load or other assignment to his / her colleagues before applying for leave and such alternative arrangements made by them should be indicated in the leave application duly approved by the recommending authority. The person to whom such alternative arrangement has been entrusted with, in the event of failure of compliance, **he/she will be penalized with one day leave on loss of pay, irrespective of the leave (C.L./ E.L/ M.L.) at his/ her credit.**

5.5 Types of Leave

The different types of leave **entitled for all Employees are :**

1. Casual Leave (C.L)
2. Earned Leave (E.L)
3. Medical Leave (M.L)
4. Maternity Leave (Mat.L)
5. Sabbatical Leave
6. Long Leave on Loss of Pay (LLLP)
7. Leave on Duty (OD)
8. Compensatory Off /Leave

5.5.1 Casual Leave (C.L):

- (i) It is granted for an Academic Year from 1st June to 31st May period.
- (ii) An Employee is entitled to avail 10 days of Casual Leave in an Academic Year.
- (iii) It cannot be accrued for more than **10 days** and has to be availed on or before 31st May every year. Unavailed CL will get lapsed and cannot be carried over.
- (iv) Prior permission is to be obtained from the leave sanctioning authority before availing C.L.
- (v) Minimum half-a-day C.L. can be availed at a time.
- (vi) CL cannot be combined with any other kind of leave.
- (vii) Maximum of 5 days can be availed at a time.
- (viii) Saturdays, Sundays and Holidays can be prefixed and / or suffixed to C.L.
- (ix) Intervening Saturdays, Sundays and Holidays will not be reckoned as CL.
- (x) The total number of days of absence comprising of C.L, intervening prefixing and suffixing holidays should not exceed 10 days at a time.
- (xi) Any Ex-post facto leave (seeking sanction after availing leave) shall be summarily rejected and the period of leave will be treated as **“Leave on Loss of Pay” (LLP)**.
- (xii) JRF/ SRF / RA can avail 10 days of leave as C.L (30 days for JRF/ SRF under CSIR fellowship – *as stipulated by CSIR norms*)

5.5.2 Earned Leave (E.L.)

- (i) It is sanctioned at the rate of one day for every 22 completed calendar days for Staff Members and every 30 completed calendar days for Faculty Members. Period of service less than 15 days will not be counted for computing the leave entitlement.
- (ii) It is to be availed only after sanction. It is to be applied at least two working days prior to the commencement of leave.

- (iii) Minimum one day E.L. can be availed at a time.
- (iv) There is no maximum limit for availing available Earned Leave.
- (v) Intervening holidays, Saturdays and Sundays will be reckoned as E.L. However, Saturdays, Sundays and Holidays can be prefixed and / or suffixed to the E.L. and they will not be reckoned as E.L.
- (vi) Unavailed E.L. can be encashed as per guidelines given in 5.7

5.5.3 Medical Leave (M.L)

- (i) Medical leave will be sanctioned at the rate of 1 day per completed month of service; however the Employee is entitled to avail the Medical Leave only on completion of the first year of service.
- (ii) The accumulated ML of 12 days during the first year of service shall be carried forward.
- (iii) Subject to the condition that Medical Leave application shall be accompanied by a Medical Certificate duly certified by the Medical Officer of the University Health Centre.
- (iv) The Leave application with Medical Certificate shall be submitted within 7 days from the date of commencement of such leave only for longer period ML. In case, the treatment happens outside of VIT Health Centre, the medical certificate obtained from the registered Medical Practitioner from outside should be duly attested by the Medical Officer of VIT Health Centre for the purpose of sanction of Leave.
- (v) It can be accumulated up to a maximum of **180 days**.
- (vi) There is no maximum limit to the number of days of M.L. provided if it is within the accumulated limit and recommended by a Registered Medical Practitioner duly attested by the VIT University Medical Officer.
- (vii) The Management has a right to refer the applicant to a Hospital or Medical Practitioner of its choice if it has doubts about the genuineness of the application.
- (viii) Prior sanction may not be obtained if the sickness is sudden and unforeseen but intimation or communication is to be given to the leave sanctioning authority as early as possible.
- (ix) Intervening Saturdays, Sundays and Holidays will be reckoned as ML.
- (x) Declared Holidays and Saturday, Sundays can be prefixed and / or suffixed to the M.L and shall not be reckoned as ML.

5.5.4 Maternity Leave (Mat. L.)

Maternity Leave may be granted to a woman employee **if worked for not less than eighty days in the twelve months immediately preceding the date of their expected delivery. She will be entitled to full salary for a period not exceeding 180 days from** pre-confinement rest to post-confinement recuperation at the option of the **Employee concerned.**

- (i) A woman Employee can avail maternity leave only twice in their entire service. No Maternity Leave will be sanctioned to a woman Employee if she already has two living children.
- (ii) Maternity leave shall not be debited against the entitlement of any other leave.
- (iii) The woman Employee is required to submit the Doctor's certificate stating whether the child is first born or second.

5.5.5 Sabbatical Leave

1. Faculty members who have put in 6 years of continuous services at VIT may be sanctioned One year of Sabbatical Leave with full pay and allowances to enable them to undertake the following academic pursuits.
 - Research & Development work
 - Preparation of Text books and Monographs
 - Development of Course Materials & other Instructional Materials (Print & Non-Print)
 - Development of Educational modules, Multimedia, E-learning packages, Software etc.
2. The work can be undertaken in India or Abroad in the Universities, Institutions, R & D Organizations or Laboratories.
3. During this period the Faculty member will be paid full salary with allowances/ partial salary with allowances as usual by the University and seniority of the Faculty will be maintained.
4. Faculty members may be allowed to receive the Fellowship or Honorarium amount as may be paid by the Universities, Institutions, R & D Organizations or Laboratories during the period of Sabbatical Leave.
5. Under no circumstances will the Sabbatical Leave be extended beyond one year.

6. For availing sabbatical leave, the Faculty member is free to contact outside Agencies, Organizations, Universities and Laboratories for identifications of the work to be carried out by them.
7. Sabbatical Leave will be sanctioned at the discretion of the Management.
8. During the period of Sabbatical Leave the Faculty member shall submit a periodical report to VIT on the progress of the work carried out by the individual.
9. Only one Faculty member will be allowed to avail Sabbatical Leave from a School at a time.
10. Sabbatical Leave is not applicable in cases where routine teaching of course(s) are involved.
11. Faculty members who are on Sabbatical Leave with pay and allowances have to execute a bond to serve VIT University for a period of twice the no. of years of sponsorship. Faculty members who are on Sabbatical Leave with half pay and allowances have to execute a bond to serve VIT University for the actual no. of years of sponsorship. On non-compliance, the candidate has to repay the entire salary drawn during their leave period along with 20% interest per annum (applicable for either full pay or half pay benefitted individual).

5.5.6 Long Leave on Loss of Pay (LLLP)

Employees who have put in 3 years of continuous services at VIT may be sanctioned one year of leave without pay and allowances to enable them to undertake either personal work or higher studies.

Employees have to execute a bond to serve VIT for a period of the actual no. of years on leave. On non-compliance, the Employee has to pay **Rs. 1 Lakh** for the loss incurred during his/her absence for the University.

5.5.7 Leave on Duty (OD):

Faculty members are permitted to go **On Duty** (work not directly related to the functioning of the University) for a period of 15 days in an academic year in connection with academic work related to University. Prior written permission from the Registrar / Deans / Directors has to be obtained before proceeding on leave on other duty.

Leave **On other Duty** directly related to the University functioning will be permitted after obtaining prior written permission from Registrar / Deans/ Directors. A report on the activities while on other duty has to be submitted to Vice-Chancellor / Registrar along with the TA claim for perusal.

5.5.8 Compensatory Off /Leave:

Administrative and Technical Supporting staffs who work on non-working days and notified holidays (Closed days of VIT) under instructions from / express permission of the Deans/ Directors / Section Heads are eligible for a day's Compensatory off / Leave. Alternatively, Administrative and Technical Supporting staff excluding Residential wardens & other staff members working under key essential services department / sections working continuously for 6 days and if they work on 7th day, can draw Rs. 200/- or one day salary whichever is less or they can avail Compensatory off at a later date. If staff members opt for compensatory off / leave, it should be availed within six months from the date of entitlement.

Faculty are not eligible for compensatory off / leave.

5.6 Vacation

As a rule, no leave is to be combined with the vacation (the summer vacation). In order to be eligible to draw the vacation salary, all Employees are to be present on the last working day prior to the vacation and also the first working day after the vacation. Authorities should be satisfied about the genuineness of the reasons for the absence on the first working day / last working day mentioned above for condonation and payment of vacation salary.

5.6.1 For Faculty:

In addition to the above entitlement, Faculties are eligible for vacation as follows:

Only those Faculty members who have completed one year of service by the time when the declared vacation period starts are eligible for vacation, provided they should have recorded 75% of physical attendance during the preceding semester. Vacation plans are to be made only after the notification from the Registrar on the vacation period and eligibility.

The period of vacation for Faculty who are eligible for the same is as follows:

- (a) Which will normally be 4 weeks during summer.
- (b) VIT reserves the right to prevent any Faculty from availing a portion or the whole of vacation if his services are considered essential during the vacation period.

When a Faculty is prevented from availing a portion or whole of the vacation he /she will be eligible for grant of "Additional Earned Leave" (AEL) under 2:1 ratio (2 days of vacation as 1 EL).

5.6.2 Vacation – For Staff:

Administrative and Technical Supporting staff include Administrative Staff, Library Staff, Technical Support Staff like Lab Assistant, Draughtsman, Welder, Lab Attender, Maintenance Staff, Programmer, Data Entry Operators etc.,

Eligibility:

Should have completed one year of service.

Administrative and Technical Supporting staff who have completed one year of service by the time when the declared vacation period starts are eligible for vacation, provided they should have recorded 75% of physical attendance during the preceding semester. Vacation plans are to be made only after the notification from the Registrar on the vacation period and eligibility.

(i) which will normally be 10 Calendar days during Summer.

(ii) When a Staff is prevented from availing a portion or whole of the vacation he /she will be eligible for grant of “Additional Earned Leave” (AEL) under 2:1 ratio (2 days of vacation as 1 EL).

5.7 Encashment of Earned Leave Rules:

Eligibility:

Rule No.1 : The Employees from the day 1 of joining VIT are eligible to avail this benefits.

Rule No.2 : Unavailed Earned leaves will be encased automatically along with December salary

Rule No.3 : In the event of sudden demise of an Employee during employment period, the accumulated Earned Leave can be encashed and issued to the nominated legal heir.

5.8 Resignation / Termination:

5.8.1 Rules Governing Resignation / Termination

If any Employee wants to resign from the job, the concerned Employee shall give a minimum of three months (Faculty)/ two months (Staff) advance notice about his intention to leave the job to the Registrar through their immediate reporting authority in writing. If the Employee falls under the

Faculty category it is subject to the condition that **the Faculty will be relieved from the duty only at the end of the Academic Semester only**. In case of less than three months' notice, the Faculty owes to the University from his earnings to make good the loss arising out of the shortage of notice period, if any. The same claim is applicable for Staff category as well. The accumulated leave to the credit of the Employee cannot be adjusted towards the notice period.

In the event of the management terminating the services of an Employee, the Employer's notice pay in lieu of notice (three months for Faculty/ two months for Staff) shall be given to the Employee by the management.

While getting relieved, files, materials, documents etc. entrusted to him/her, shall be handed over to the person nominated by the Registrar/Dean/ Director with proper acknowledgement.

The Employee shall apply for his financial dues and the relieving order from the University only after the production of "No Dues Certificate" in the prescribed form along with a copy of the handing-over charge record, duly endorsed by the Dean/ Director / Section Heads concerned.

- a. Any Employee desirous of leaving the services of the University shall give notice (Teaching – 3 Months/ Non-Teaching – 2 Months) in writing to the Registrar. This shall not be required in case of a casual or a project Employee.
- b. An Employee, who is desirous of waiving such notice period, shall do so expressly in writing. Waiving off the stipulated notice period applicable to the particular cadre is totally at the Employer's discretion and the buy in of the notice period request from an Employee is also at the discretion of the Employer.
- c. The Registrar or such other Officer authorized in this regard shall inform his decision in writing to the Employee.
- d. Every Employee leaving the service of VIT shall return any of property belonging to the University which has been lent or issued to him in connection with his employment in VIT, before leaving the service of VIT. The cost of such property not returned shall be liable to be deducted from Wages/Salary or other sums due to him.
- e. Any Employee who resigns from the service of VIT shall be entitled only to such of the benefits as are due to him according to rules. Such dues shall be paid within forty five working days from the actual date of relieving.
- f. Except as otherwise required by the Industrial Disputes Act, 1947, the Employer may at any time for a reasonable cause shall terminate an Employee with not less than one year of continuous service by giving notice or by payment of gross salary admissible in lieu of notice. (Teaching – 3 Months/ Non-Teaching – 2 Months)

- g. Any permanent / probationary Employee shall be terminated from employment for any misconduct as provided for in these Rules.
- h. An Employee, on attaining the age of Sixty Five years for Faculty and Sixty Two years for Staff, reckoned in accordance with the English calendar, shall be retired from the services of VIT.
- i. Any Employee, whose service is extended beyond the age of Sixty Five years for Faculty and Sixty Two years for Staff, shall become a temporary Employee and shall cease to be permanent Employee of VIT. Such Employee shall be issued with three month's prior notice of retirement.
- j. Any Employee may be retired on grounds of medical unfitness, subject to payment of Gratuity and other benefits as may be applicable, after examination by the University Doctor.
- k. Where the employment of any Employee is terminated or when he leaves the employment of the University, the Wages/Salary earned by him shall be paid to him before the expiry of the second working day from the day on which he leaves or his employment is terminated.
- l. Any order of termination of service shall be in writing and shall be signed by the Registrar or any other officer authorized to do so and a copy thereof shall be supplied to the Employee concerned.

5.8.2 Service Certificate :

Every Employee, other than a casual Employee, who leaves service, or retires, or is dismissed shall without avoidable delay be given a service certificate if he applies for one.

If an Employee wishes to apply for higher studies, the "No Objection Certificate" shall be obtained from the Registrar in advance.

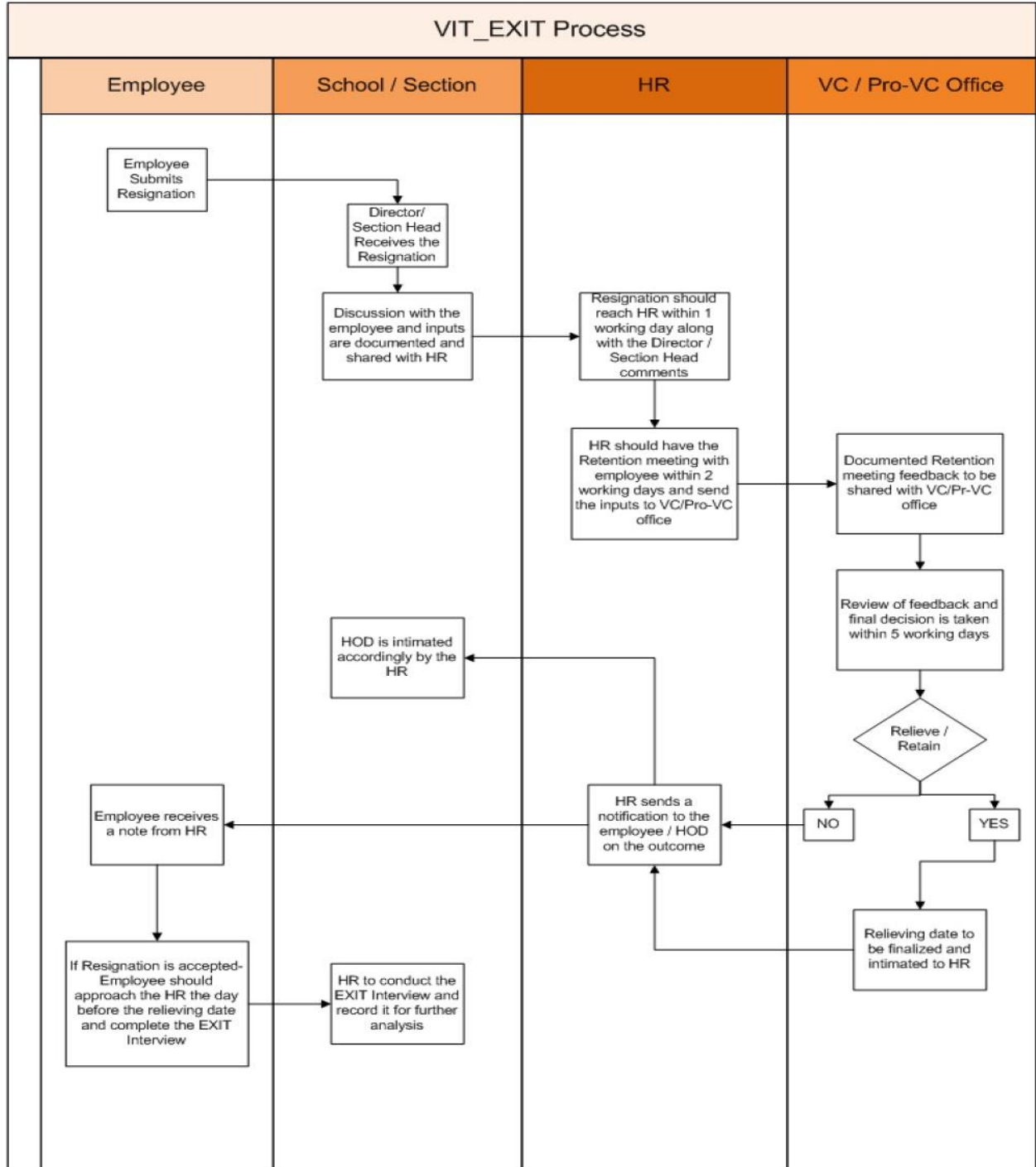
Issue of Service Certificate

A Service certificate shall be issued, on request from an Employee, at the time of discharge, resignation or retirement.

5.9 Exit Interview System :

- a. This is applicable for all Employees resigning from the services of VIT on their own (Voluntary resignation).
- b. This interview is aimed at knowing the rationale for their leaving the services.
- c. The departing Employee may be interviewed any time after a week of submission of resignation.
- d. The concerned Employee need not wait till the date of relieving to attend this Exit Interview.

e. Exit Process Chart



f. **Exit Interview Feedback Form :**