

LEAVE RULES OF THE COLLEGE

**(Framed under Article 5 of the Constitution of Dr. Rohini Kanta Barua Law College)
(Approved by the Governing Body of the College in its meeting held on 24/09/2022)**

1. Short Title, Extent and commencement

1. (a) These Rules shall be called the Dr. R.K.B. Law College Leave Rules, 2022.
- (b) These Rules shall apply to every employee of the College existing on and appointed after the date of its operation.
- (c) These Rules shall come into force from the date of its notification.
- (d) These Rules supercede all previous leave Rule relating to employees of the college.

2. Interpretation and Definitions

In these Rules unless there is anything repugnant to the subject or context,

- a. College Means Dr. Rohini Kanta Barua Law College, Dibrugarh which is self-financed institute, registered under the Societies Registration Act, 1860, managed by the Governing Body.
- b. Affiliating University means Dibrugarh University.
- c. Government means Government of Assam unless stated otherwise.
- d. Actual Service of an employee means the period which he spends on actual duty and also include
 - i. The period covered by any casual leave.
 - ii. The College holidays except such holidays as may fall within such vacation or leave other than casual leave.
- e. Competent authority in relation to the grant of leave to an employee under these Rules means the Principal in case of casual leave and the Governing Body in case of other leaves.
- f. Duty means what an employee is bound or required to do by terms of his appointment.
- g. Employee means and includes the Principal, the Vice-Principal, teachers and any other person employed by the College on whole-time basis.
- h. Holiday means and includes holidays notified as such by a notice in writing from the College Authority.
- i. Leave means the privilege allowed to a teacher or any other employee of being absent from duty.
- j. Permanent Employee for the purpose of these rules means an employee appointed substantially on probation to a whole-time permanent post and who does not hold any other employment or carry on any profession whole time or part-time whether for remuneration or otherwise.

- k. Pay means the salary drawn by an employee per month.
- l. Vacation means a period of exemption from work granted to the teachers at the close of an academic session or any other period during which employees serving in the teaching departments are permitted to be absent from duty.

3. General condition on Leave

- a. Leave shall be admissible to an employee on the basis of actual service only but cannot be claimed as a matter of right.
- b. The Competent Authority shall have the discretion to refuse in full or in part to an employee including a teacher any leave which may be due to him under these Rules, if the interest of the College so required.
- c. The Competent Authority shall have the discretion at any time to recall to duty to any employee of the college who may be on leave or vacation except on Medical Leave.
- d. Leave shall ordinarily be deemed to commence on day before the expiry of the forenoon where an employee relinquishes his duty and to end on the day before the expiry of the forenoon where of the resumes his duty.

Where the day which immediately preceding the day on which an employee's leave commences or which immediately follows the days on which his leave in due end, is a holiday or is included in a series of holidays or in a vacation, such holidays or vacation may be continued with the leave and he may be permitted as the case may be to relinquish his duty and leave his station at the close of the day proceeding such holiday or vacation or to return to his station and resume his duty for the forenoon of the day following such holiday or vacation.

Provided that, holiday or vacation shall not be suffixed to a continuous period of leave.

- e. Holidays may be permitted to be combined with leave by the Governing Body but if any holidays(s) fall between two periods of leave so as to result in continuous period, such holidays shall be treated as part of leave.
- f. Vacation may be permitted to be combined with any kind of leave except casual leave. Provided that when vacation falls between two periods of leave so as to result in continuous period of absence from duty over the entire period, such vacation shall be treated as part of the leave.
- g. Holidays immediately preceding or immediately following a vacation shall be treated as part of vacation for the purpose of these Rules.
- h. An employee who remains absent from duty without information in writing for any period after the end of any leave granted to him shall be deemed to be absent without leave during such period and shall not be entitled to any leave or other salary for the

period of such absence unless the leave is extended by the Governing Body for sufficient reasons to cover the period.

- i. Every application for leave shall be made in writing and should be addressed to the Principal, who will place such application before the Governing Body except for casual leave for consideration of granting leave.
- j. No leave shall be availed of before it has been granted by the Competent Authority except when an employee is compelled by unavoidable circumstances and apply for leave that has not been done already.
- k. If an employee absents from duty without having been granted leave or without the permission of the Principal or if he defaults without sufficient cause in reporting his absence from duty as required in clause (vii), the Governing Body may refuse him any leave applied for or may treat the period of such absence from duty as extra-ordinary leave without pay.
- l. No employee who has granted leave on medical ground shall be allowed to resume duty until he produces a certificate of fitness from a registered Medical Practitioner.
- m. No leave shall be granted during the period of notice of termination of service on any ground what-so-ever or to an employee who is under suspension.
- n. No whole-time employee while on leave or vacation shall accept any salaried appointment or undertake any remuneration work other than work in connection with examination of the University of a Statutory Board as the case may be.
- o. A leave account in prescribed form shall be maintained in respect of every employee of the College and the Principal will entrust this duty to an Assistant who will be made responsible for its proper maintenance to be countersigned by the Principal
- p. No Leave except Casual Leave shall be availed of before it has been granted by the competent authority.
- q. If an employee violates any of the provisions of these Rules without sufficient reason he shall be deemed to have committed an act of indiscipline and shall be liable to such action as may be decided by the Governing Body.

4. Kinds of Leave

The following kinds of leave shall be admissible to permanent employees of the College including the teachers.

A. Casual Leave :

- i. Total casual leave granted to an employee shall not exceed 12 (Twelve) days in an academic year which may not be considered as a right. The casual leave, except on emergency, should be enjoyed with prior approval of the Principal.
- 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.

B. Special Casual Leave

- i.. Special casual leave not exceeding 10 (ten) days in an academic year may granted to a teacher to perform examination related duties at the affiliating University or other similar Institutions or Bodies.
- ii. Leave may be granted to a male employee to undergo sterilization operation (vasectomy) under family planning programme and leave in such cases shall be restricted to six working days.
- iii. Leave may be granted to a female employee who undergoes non-puerperal sterilization. Leave in this case shall be restricted to Fourteen 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 sanctioning authority on each occasion.

C. Maternity Leave:

- i. A female employee with less than two surviving children may be granted Maternity leave by the competent authority for a period as provided in State Govt. Rule. During such period she shall be paid salary equal to the pay drawn immediately before proceeding on leave.
- ii. Maternity Leave shall not be debited to the leave account.
- iii. Maternity Leave may be combined with leave of any other kind.

D. Study Leave

An employee may avail study leave without pay up to a maximum period of 6 (six) month at a glance or with some intervals. In such a situation a contractual teacher may be appointed on pay as per rules of the college.

F. Duty Leave

- i. An employee under probationary period is not eligible for duty leave.
- ii. Duty leave of the maximum of 30 days in an academic year may be granted for the following if applied through proper channel/ permission from college authority:
- iii. Attending orientation programme, refresher course, research methodology workshop, faculty induction programs, conferences, symposia and seminars on behalf of the College.
- iv. Attending meetings in where a teacher is invited to share his/her expertise.

The leave may be granted on full pay. However, that if the teacher receives a fellowship or honorium or any other financial, he/she may be sanctioned duty leave on reduced pay and allowances.

G. Extra-Ordinary Leave:

A permanent employee may be granted Extra-Ordinary Leave when no other leave is admissible and when the employee applied in writing for the grant of extra-Ordinary leave.

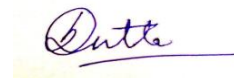
- i. Extra-Ordinary leave shall always be without pay and allowance. Extra-Ordinary leave shall not be counted for increment except when such leave is taken on Medical certificate.
- ii. The authority empowered to grant leave may commute retrospectively period of absence without leave into extraordinary leave.

5. For Part-time Teachers:

- i. Part-time employees of the College shall be entitled to casual leave and Vacation, as per provision of Rule 4 A(i) and (ii).
- ii They are also entitled to leave as mentioned in 4 (C) & 4 (G).

6. For Contractual employees:

A Contractual employee of the college will not be entitled any leave as mentioned above except leave as provided in his contract of appointment.



(Dr Gautomi Dutta)

Principal

Dr. R. K. B. Law College, Dibrugarh

Notification on Different Types of Leave for Employees of Dr. Rohini Kanta Barua Law College, Dibrugarh

It is for the general information of all the concerned that, the Governing Body of Dr. Rohini Kanta Barua Law College has amended the existing Leave Rule of the college in its meeting held on 24/09/2022 as mentioned hereinbelow with effect the date of notification:

| Sl. No. | Types of Leave | Admissibility | Period of Leave | Pay |
|---------|----------------------|--|---|-------------|
| 1. | Casual Leave | Private Affairs | 12 (Twelve) days | Full Pay |
| 2. | Special Casual Leave | a. To perform examination related duties at the Affiliating University or any other similar institution or bodies. | 10 (Ten) days | Full Pay |
| | | b. For male employee to undergo sterilization operation (vasectomy) under family planning programme. | 6 (Six) days | |
| | | c. For female employee to undergo non-puerperal sterilization. | 14(Fourteen) days | |
| 3. | Maternity Leave | Child birth and adoption of a child less than one year | As per State Govt. Rule | Full Pay |
| 4. | Study Leave | Higher studies | Once within a span of 4 (Four) years of service for 6(Six) months at a glance or with some intervals. | Without Pay |
| 5. | Duty Leave | a. For attending Orientation Programme, Refresher Course, FDP, Research methodology Workshop, Seminar etc. on behalf of the college. | 30 (Thirty) days | Full pay |
| 6. | Extraordinary Leave | b. To attend in a programme where the teacher is invited to share his/her expertise | | |

Note:

- Leave cannot be claimed as a matter of right.
- At least 24 hours prior notice is mandatory for approval of any kind of leave from the Authority.
- No leave shall be availed of before it has been granted by the Competent Authority.
- If an employee violates any of the provisions of these Rules without sufficient reason he shall be deemed to have committed an act of indiscipline and shall be liable to such action as may be decided by the Governing Body.



(Dr Gautomi Dutta)

Principal

Dr. R. K. B. Law College, Dibrugarh