

LEAVE RULES

LUCKNOW MODEL COLLEGE OF PHARMACY

AJJETAN KHERA, SADRAUNA, LUCKNOW

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LMCP, Lucknow Leave Rules

LEAVE RULES

1. SHORT TITLE:

These Leave Rules shall be called the LMCP, Lucknow Leave Rules.

2. DEFINITIONS:

In these rules, unless the context otherwise, requires

“**COLLEGE**” means “Lucknow Model College of Pharmacy, Lucknow”

“**UNIVERSITY**” means Dr. A. P. J. Abdul Kalam Technical University, Lucknow.”

“**VICE-CHANCELLOR**” means Vice-Chancellor of the University

“**STATE GOVERNMENT**” means the State Government of U.P.

“**GOVERNING BODY**” means Governing Board/Council of the College.

“**CHAIRMAN/ VICE-CHAIRMAN**” means Owner of the College.

“**DIRECTOR**” means the Director of the College.

“**HEAD OF DEPARTMENT**” means Head of Academic Department of College.

“**SECTION IN-CHARGE**” means an Officer In-charge of the section duly nominated by the Chairman/ Director.

“**EMPLOYEE**” means a person serving in the College whether regular or temporary and drawing salary in a month.

“**FACULTY MEMBER TEACHER**” means an employee who is appointed for teaching of students of the College.

“**TEACHING SUPPORTING STAFF**” an employee serving in a laboratory and assists faculty members for functioning of laboratory.

“**COMPETENT AUTHORITY**” Director will be the Competent Authority for all employees of the college. However, Director on his discretion may delegate sanctioning power to any officer of the college for a particular group of employees. In case of Director, the competent authority will be the Chairman / Vice-Chairman of the Management Board.

“**FORWARDING AUTHORITY**” Head of Department/ Section In-charge will be the forwarding authority for employee of his/her Department/ Section respectively. If Head of Department/ Section In-Charge does not exist, senior most faculty member/ coordinator present on that day will be the forwarding authority.

“**LEAVE**” means an authorized absence from the duty.

“**LEAVE YEAR**” means the academic year of the College commencing from 1st of January to 31st December of a particular year.

“**CALENDAR YEAR**” means a year from 1st January to 31st December.

“MONTH” means a calendar month for calculating a period expressed in months and days. Complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

3. GENERAL INSTRUCTION:

3.1 Leave is a privilege and not a right. It cannot be claimed as a matter of right. It may be refused or revoked by the Authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

3.2 Leave Application: The leave application shall be submitted on prescribed format in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.

3.3 No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail of the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action. No leave will be sanctioned on telephone, except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing. Continued absence of more than six days, or repeated irregularity without intimation of any kind render an employee liable to disciplinary action including termination of service from the institute. Load Adjustment in writing is essential for faculty members before sanctioning of leave. Signature of the concerned person is also essential. No OD shall be granted during teaching months.

4. KINDS OF LEAVE:

- a) Casual Leave (CL)
- b) Medical Leave (ML)
- c) Earned Leave (EL)
- d) Leave without pay (LWP)
- e) Duty Leave (DL)
- f) Study Leave (SL)
- g) Vacation Leave (VL): Summer & Winter Vacation Leave (S&WVL)
- h) Extra Ordinary Leave (EOL)
- i) Maternity Leave (ML)
- j) Compensatory leave (CML)

4.1 Casual leave (CL)

- 4.1.1 All employees of the Institute are entitled to (one) 01 day casual leave for each thirty (30) days block of duty performed, subject to a maximum of **twelve** (12) days of Casual Leave in one calendar year.
- 4.1.2 Casual leave (CL) can be combined with vacation.
- 4.1.3 Sundays and holidays falling during a period of Casual Leaves are not counted as a part of Casual leave.
- 4.1.4 Sundays/public holidays/restricted holidays/weekly offs can be prefixed/suffixed to Casual Leave.
- 4.1.5 Casual Leave is essentially intended for short periods. It should not normally be granted for more than 03 days at any one time, except under special circumstances.
- 4.1.6 Casual leave can be carried forward up to the completion of one calendar year.
- 4.1.7 Casual Leave will not be carried forward to the next academic year and will lapse at the end of the calendar year.

4.2 Medical Leave (ML)

- 4.2.1 All Employees can avail Medical Leave for the period of hospitalization with one extra day, to a maximum limit of **Five** (05) working days in one calendar year.
- 4.2.2 Medical leave may be granted in case of sickness of the employee and not his/her dependents. A Discharge Certificate from hospital is to be submitted to the institute.

4.3 Earned Leave (EL) :

- 4.3.1 No EL Provision in College.

4.4 Leave without Pay (LWP) :

- 4.4.1 No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if an employee has to avail leave in excess of one's authorization, he/she may be granted, "Leave without pay" at the discretion of the competent sanctioning authority subject to exigencies of services.

4.5 Duty Leave (DL) :

- 4.5.1 An activity of an employee, which can bring recognition to the Institute, may be considered for grant of this leave.

4.5.2 Duty leave may be granted for one or more of the following purposes:

- a) To deliver academic lecture.
- b) To act as an examiner of a practical examination conducted by a recognized Institute.
- c) To read/present a research paper in a conference/symposium of National / International level.
- d) To attend selection committee or other such like committee meetings provided they are convened by a statutory body/Institute recognized by the govt.
- e) To inspect academic institutions attached to a statutory body or an Institute recognized by the govt.
- f) To attend any other important Institute work.

4.5.3 The duty leave will be restricted to a maximum of 05 days during an academic year.

4.6 Study Leave (SL) :

4.6.1 A Faculty Member who has served the institute for at least 05 years is eligible to avail this leave.

4.6.2 A Faculty member interested to continue his/her higher studies can avail the study leave maximum for the period of three years at a time.

4.6.3 Study Leave will be granted as "Leave Without Pay".

4.6.4 Study Leave will be sanctioned by the competent authority.

4.6.5 A Faculty Member has to provide an affidavit regarding declaration of serving the institute for minimum three years from the date of joining the institute after availing the Study Leave.

4.7 Vacation Leave (VL) [Summer & Winter Vacation Leave (SL&WVL)]:

4.7.1 All Faculty Members & Staff Members are entitled for 05 days of summer vacations and 05 days of winter vacations subject to their being able to complete the preparation for the next semester. If, however, the exigencies of service does not allow an employee to avail of these vacations, the short fall in period of vacation not availed of by the employee will be converted into earned leave and rules of Earned Leave will apply.

4.7.2 The vacation leave should also be sanctioned in advance in writing as any other leave.

4.7.3 The vacation period will be arranged amongst the Faculty/Staff Members in such a way that the Institute's functioning is not hampered.

4.7.4 An employee who has not worked for the preceding semester shall not be entitled to vacation leave. He/she shall however, be entitled to the reduced period of vacation on prorated basis. Each six months period will be counted from the first day of an academic session.

4.8 Extra Ordinary Leave (EOL):

Extra Ordinary Leave may be granted in case of special type of leave which is not covered under other categories on the discretion of competent sanctioning authority for a particular period on the specific terms and conditions.

4.9 Maternity Leave (ML):

Maternity leave may be granted in case of married female employee for a maximum period of two months only twice in the whole service period. At-least one year service period is essential to avail this leave. A certificate from authorized medical officer or a registered medical practitioner shall support the case.

4.10 Compensatory Leave (CML):

An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day assignment Compensatory Leave may be granted at the discretion of the Competent Authority and that too within the same and or immediate next month.

Note: Earned Leave & Vacation Leaves are totally based on the number of months served at LMCP and 2.5 days leave will be generated in one month. The first generated 2.5 days /month will be credited into summer vacation leave/winter vacation leave and finally generated leave will be credited into earned leave.

5. SANCTIONING AUTHORITY:

The following will be the sanctioning authority for the sanction of leave:

- a. **For all kind of leaves:** The leave application will be forwarded and recommended by each channel of the authority concerned and then sanctioned by the following authorities:

- b. **The Chairman:** for all category of employees.
- c. **The Director of the Institute:** In case of statutory officer, Directors of various Bodies, Faculty Members & Registrar.

Note: Maximum 2 Faculties are applied for leave at same day. In case of more than two faculties they have required to special permission by Chairman/Director.

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