LEAVE –POLICY

Babu Banarasi Das Institute of Technology and Management

1. RULES:

The rules explain employee entitlement of different kind of Leave. The leave entitlement will be on academic calendar year basis

2. GENERAL RULES:

2.1: **Leave is a Privilege not a Right**

Leave may be refused or revoked by authority empowered to grant it. Leave as applicable, would be granted unless the exigencies of the College/University so demand.

2.2: **Leave Application**

The application shall be submitted in prescribed form in advance and shall be got sanctioned before availing leave. The faculty member shall make alternate arrangement/internal adjustment among the faculty members of his /her department or any other department so that teaching is not affected. Other than faculty shall also make their arrangements so that smooth functioning of day's activity is not affected.

2.3: **Sanctioning of Leave**

Normally, Leaves of employees of BBDITM will be sanctioned by respective HOD of the department and approved by the Director. Leave of HOD will be approved by the Director.

2.4: **Sanctioning of Leave on telephone**

No leave will be sanctioned on telephone except in case of extra ordinary Circumstances /sudden illness etc. However, such absence needs to be regularized on day of joining the duty in writing.

Prepared By: Chief Coordinator (HR) BBDITM	**Verified By:** Director BBDITM	**Approved By:** CED BBDEG

Director
BBDITM, Lucknow

2.5: **No Leave can commence unless sanctioned**

Mere submission of Leave application does not authorize an employee to avail Leave applied for. Availing of Leave without getting the same sanctioned makes the employee liable to disciplinary action beside penal deduction. In extra ordinary cases, the leave application must be put up on the day of resuming the duty; otherwise the entire period of absence will be treated as **LWP.**

2.6: **Clubbing of Leave**

One type of Leave can be availed at a time. No Leave can be combined with other type of Leave until /unless authorized by the competant authority.

2.7: **Continuous Absence of More than five days without intimation**

Continuous absence of more than five working days or habitual offender of absent without intimation may render an employee liable for disciplinary action including termination of service.

2.8: **Where about of employee during Leave**

The employee needs to fill the address on which he /she would be staying during Leave. The mobile number with alternative mobile number needs to be mentioned on Leave application so that the employee can be contacted in case of requirement.

2.9: **Carry Forward of leave in next calendar year**

Unavailed Portion of Leave of any kind cannot be carried forward in next academic year.

2.10: **Acceptance of alternative employment**

Employment /engaging oneself in any trade /business for personal gain during Leave or otherwise is not permitted and employee shall refrain from doing so.

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2.11: **Leave rule for the newly joined employee**

Only Casual Leave, as per authorization in Leave rule, can be availed by newly joined employee until completion of regular one year service.

2.12: **Conversion of Leave**

On the request of the employee the sanctioning authority may convert any kind of leave including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on day on which the employee proceeded on leave; but the employee cannot claim such conversion as a matter of right.

2.13: **Submissions of Monthly statement of Leave/LWP for preparation of salary**

Director of the Institute needs to be submit monthly statement of leave/LWP of the entire employee working under them by 10:30 AM of 21st of every month to HR Office. If 21st of the month is Holiday, the statement needs to be submitted by cease work of 20th of the month. In case of any dispute, the attendance of Biometric would be the decisive factor.

2.14: **Holding of Salary**

In case the employee is found absent in the end of the month without proper intimation, the salary of the employee will be put on hold.

2.15: **Leave during notice period/under suspension**

No leave will be granted to employee under suspension and during notice period.

2.16: **Availing of leave during teaching period**

Teaching staff is not expected to be on leave, when the academic activities are on. However, they can avail leave subject to prior approval by Director in case of extra ordinary circumstances.

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2.17: Availing of Leave during non teaching period

Teaching staff can avail their EL/CL during non teaching period. In case, HOD is on leave, the staff can get their leave applications recommended by Director and approved by the Competent Authority.

2.18: Absence of employee beyond expiry of sanctioned leave entails disciplinary action with penal deduction.

3. TYPES OF LEAVE:

3.1: Casual Leave (CL)
3.2: Medical Leave (ML)
3.3: Earned Leave (EL)
3.4: Special CL (Sp CL)
3.5: Duty Leave (DL)
3.6: On Duty Leave (OD)
3.7: Study Leave (SL)
3.8: Sabbatical Leave
3.9: Vacation Leave
3.10: Maternity Leave
3.11: Leave without Pay (LWP)
3.12: Compensatory Leave

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Director
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3.1 **Casual Leave (CL):**

3.1.1 CL is not earned, it may be granted to an employee not exceeding **12 (twelve) days** in an academic year.

3.1.2. If an employee joins after the expiry of first month of academic year, the number of casual Leave admissible to him /her shall be proportionate to number of months left in the academic year. More ever , If Joining falls on or before 15th of the month , then the Joining month may be included while calculating the number of CL admissible to him /her .

3.1.3. A Minimum of half day and maximum of three days CL can be availed at a time Ordinarily, an employee shall not be allowed to avail more than Six CL in a Semester and three CL in a month.

3.1.4. CL will be lapsed after completion of the Academic Year.

3.1.5. CL can either be pre-fixed or suffixed with Weekly Off.Weekly Off and Holidays falling during period of CL may be counted as part of CL. CL cannot be combined with any other kind of leave.

3.1.6. Newly joined Employee can avail only 1 day CL in a month during probation period.

3.2 **Medical Leave (ML)**

3.2.1. Medical Leave may be granted in case of sickness of an employee and not for his /her dependents.

3.2.2. Medical Leave shall not be granted for less than three days at a time and not more than three times in an academic year.

3.2.3. Weekly off may be prefixed or suffixed to MLs. Weekly Offs and Holidays falling during period of ML may be counted as a part of ML. No ML is allowed during Probation period.

3.2.4. **15 (Fifteen) days** Medical leave may be allowed in an academic year. ML will not be carried forward to next year.

3.2.5 Medical Leave may be combined with any other kind of permissible Leave (Except CL) subject to prior approval by Competant Authority.

3.2.6. The Employee availed Medical Leave is required to submit medical fitness certificate along with other paper of prescription etc issued by authorized Doctor on the day of resuming the duty.

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3.3 **Earned Leave:**

3.3.1 EL is admissible to all employees and it's credited after completion of one year of service.

3.3.2 Earned Leave is to be granted only after it is earned, one EL will be credited for every period of twelve days spent on duty subject to a maximum **of 15 (fifteen)days** in an academic year. EL will not be carried forward to next year.

3.3.3 Earned Leave can be either prefixed or suffixed with weekly off, subject to prior approval by Chief Executive Director. Weekly off and Holiday falling during the period of EL may be counted as a part of EL.

3.4 **Special CL (Sp CL):**

3.4.1. Special Casual Leave is admissible to all employees and it is credited after completion of one year of service. Special Casual Leave, not to be exceeded 10 days in a year, may be granted to an employee for one or more of the following purposes:

a) Self Marriage and children marriage restricted up to one only.
b) Natural Calamity
c) Casualty of near & dear ones (spouse and Blood relation)
d) **Any other reasons on compassionate grounds/ benevolence sanctioned by Competent Authority.**

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3.5 **Duty Leave:**

3.5.1. **15 (Fifteen) days** Duty Leave may be granted subject to maximum of ten days in semester. The duty leave may be granted for one or more of the following purposes in an academic year.

3.5.2 Attending Conferences to present papers, Congresses, symposia and seminars on behalf of the Institute or with the permission of the Institute.

3.5.3 Delivering lectures in Institutions and university at invitation of such institutions or universities received by the institution and accepted by the Director.

3.5.4 To defend /attend project proposals /meeting of project related filed work/various funding agencies viz , UGC, DST, AICTE, AKTU etc.

3.5.5 To attend meetings in the UGC, AICTE, DST,AKTU etc, where a teacher is invited to share expertise with academic bodies, Government or NGO.

3.5.6 To participate in refresher/ Orientation and similar short term courses.

3.5.7 To inspect academic institutions on behalf of a statutory board/ University/UGC NAAC/AICTE/AKTU etc.

3.5.8 The application for duty leave shall be forwarded duly recommended by the HOD to the sanctioning authority after taking in to account, the academic needs of the Institute. While recommending the application, the HOD of the Institute will specify the alternate arrangement for the academic duties of the faculty concerned without asking for a substitute /extra academic position.

3.6 On Duty Leave (OD):

3.6.1. There is no specified period to be allotted for On Duty Leave. However the duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion

3.6.2. On Duty Leave will be granted to faculty and staff to accomplish the task assigned by the Competant Authority, to be performed outside the campus.

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3.7 Study Leave (SL):

3.7.1. Leave up to a maximum of **three years** may be granted once in the tenure of service for pursuing higher studies at a recognized Institute; however the study Leave is unpaid.

3.7.2. Study Leave may be granted after an employee has rendered at least two years of service to the Institute.

3.7.3. The faculty and staff are entitled to study leave pursuing **for** Master's degree /PHD. Entitlement shall be **one month for each year of service subject to maximum of three months in an academic session. These leaves are also unpaid**. However for full time Masters /PHD study leave shall be without salary. Employees having less than one year of service shall not be entitled for any study leave whatsoever. However the discretion of sanctioning authority prevails.

3.7.4. Study leave may be granted up to **a maximum of 10%** of the sanctioned strength of any department.

3.8 Sabbatical Leave (SBL):

3.8.1. Sabbatical up to a period of **one year** may be granted to a faculty once in every five years for attachment to a research organization or an Institute of good standing with the sole aim of pursuing research Activity.

3.8.2. Although the employee will hold the lien with the parent Institution , yet he /she will not be entitled to draw salary from the Institute during the period of sabbatical Leave.

3.9 Vacation Leave (VL) Semester Break:

3.9.1. Teaching Staff is entitled to **15 (fifteen) days** Summer or winter vacation subject to the completion of examination & evaluation activity and their being able to compete the preparations for the next semester. A non teaching staff (Supporting staff) is entitled for seven days vacation leave, subject to arrangement of the institute for continuity of work. However, the short fall in period of vacation not availed by the employee will not be converted into any kind of Leave.This leave can only be availed on prior approval of Management / Administration.

3.9.2. The vacation period amongst the teaching staff members shall generally be staggered to ensure that the department /concerned office functioning is not hampered.

3.9.3. Like Earned Leave, Vacation Leave needs to be earned .An employee needs to work at least one semester to become entitled for the vacation.

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Chief Coordinator

Director
BBDITM, Lucknow

3.10 Maternity Leave (MTL):

3.10.1. A woman employee with less than two surviving children may be granted paid maternity leave of 3 months with approval from the sanctioning authority. MTL is admissible to all female employees after completion of one year of service.

3.10.2. Maternity Leave may be combined with any other kind of permissible leave. Such leave may be allowed two times in entire service.

3.11 Leave without Pay (LWP):

3.11.1. **There is no provision as such to grant leave without pay.** However, for reasons beyond 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 sanctioning authority subject to exigencies of service. Such Leave shall not exceed thirty days in an academic year subject to maximum of fifteen days at a time.

3.11.2. Absence of Employee without sanctioned leave will invite disciplinary action and penal deduction as well.

3.11.3. Leave without Pay should also be sanctioned in advance like any other Leave.

3.11.4. If Leave without Pay is both prefixed and suffixed with Sunday and Holiday, the entire Sunday and Holiday will also be treated a part of LWP. Thus, the penal deduction will be applicable for entire period of absence including Sunday & Holiday.

3.12 Compensatory Leave:

3.12.1. In case, the employee including teaching staff of BBDITM has worked on Weekly Off and Holiday unless it is declared working hours for entire group, the Compensatory Leave will be granted equal to the period served on Weekly Off and Holiday. The deployment of employee on Weekly Off and Holiday is to be approved in advanced by the Competent Authority.

3.12.2 Compensatory Leave can be either prefixed or suffixed with weekly off, subject to prior approval by Competent Authority. Weekly off and Holidays falling during period of Compensatory Leave may be counted as part of Compensatory Leave.

The management/administration reserves the right to restrict any kind of leave.

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Director
BBDITM, Lucknow



Surya Singh <suryaraghvendrasingh@bbdnitm.ac.in>

Fwd: Amendments in Leave Policy

1 message

Director BBDITM <director@bbdnitm.ac.in> Fri, Aug 1, 2025 at 3:57 PM

To: "Shushant Shukla (Math)" <shushant007.shukla@bbdnitm.ac.in>, "Mr. Anand Prakash Mishra" <truanand@bbdnitm.ac.in>, "Mr. Mahendra Kumar" <mahendraguptacse@bbdnitm.ac.in>, "Ms. Shivangi Singh" <shivangi5858@bbdnitm.ac.in>, NEHA KULSHRESTHA <kulneha121@bbdnitm.ac.in>, Praveen Kumar Pandey <praveen91pnd@bbdnitm.ac.in>, Neha Chauhan <neha@bbdnitm.ac.in>, "Mr. Anurag Shukla" <shukla.anu23@bbdnitm.ac.in>, "Dr. Usha Sharma" <usha19792023@bbdnitm.ac.in>, "Dr. Santosh Shukla" <santosh.knmiet@bbdnitm.ac.in>, Ankit Singh <anky777@bbdnitm.ac.in>, Richa Verma <richa.testing5030@bbdnitm.ac.in>, "Dr. Ranjana Shukla" <ranjana.shukla@bbdnitm.ac.in>, Prasanna Kumar Pandey <prasanna.pandey99@bbdnitm.ac.in>, "Dr. Divya Gangwar" <divyagangwar2013@bbdnitm.ac.in>, Poonam <poonamp91@bbdnitm.ac.in>, "Mr. Sandeep Mishra (CSE)" <arcsandeep1985@bbdnitm.ac.in>, Soumya Saxena <soumya1985@bbdnitm.ac.in>, "Dr. Anil Kumar" <anil00056@bbdnitm.ac.in>, "Mr. Ashwani Pandey" <erakpce@bbdnitm.ac.in>, "Dr. Abhimanyu Kumar Yadav (EC)" <abhimanyu_vec@bbdnitm.ac.in>, "Dr. S. 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Dear Ma'am/ Sir

Please find below the amendments in leave policy:

Amendment Effective from Academic Year 2025-26

Earned Leave 30 Earned Leaves can be accumulated upto a period of 3 years.

Carry Forward of leaves will be effective from July 2026.

Balance EL may be adjusted against notice period for Full and Final Settlement.

Medical Leave 10 ML, Medical Leaves shall not be granted more than three times in an academic year.

Kindly share with your team members.

Regards
Puja Prakash
CC-HR BBD Colleges
Office #: 0522 - 6196209 (745),1015, 1282

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Director

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Vision of the Institute

"To become a leading institute of providing professionally competent and socially responsive technocrats with high moral values."

Mission of the Institute

M1. To create an eco-system for the dissemination of technical knowledge, to achieve academic excellence.

M2. To develop technocrats with creative skills and leadership qualities, to solve local and global challenges.

M3. To impart human values and ethics in students, to make them socially and Eco-friendly responsible.

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