



**NADIMPALLI SATYANARAYANA RAJU
INSTITUTE OF TECHNOLOGY
(AUTONOMOUS)**



(Approved by AICTE, New Delhi || Affiliated to JNTUK, Kakinada || An ISO 9001, ISO 14001 & ISO 45001 Certified Institution)
Recognized under 2(f) of the UGC Act 1956 || Accredited by NAAC with 'A' Grade (3.10/4.00)
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LEAVE RULES

Amended Copy

CHAPTER – I : PRELIMINARY

1. These rules may be called NSRIT Leave Rules.
2. They shall apply to the holders of all posts both teaching and non- teaching staff .
- 3.(a) These rules shall come into force with effect from 1st January , 2022.

(b) These rules can be modified, amended or rescinded by the Management of NSRIT from time to time at its discretion as deemed to fit.
4. The following kinds of leaves are available to the employees of the institute
 - a) Earned Leave
 - b) Maternity Leave
 - c) Paternity Leave
 - d) Special Casual Leave
 - e) Compensatory leave
 - f) Casual leave
 - g) Study Leave
 - h) Medical Leave

5. Definitions:

In these rules, unless there is anything repugnant in the subject or context, words used shall mean as defined hereunder:

- a) Duty: Duty means the period during which an employee actually works and includes absence on casual leave, absence on holidays, absence during vacation and absence during authorized leave period.

b) Service: Service includes the period during which an employee is on duty as well as on leave duly authorized by the Management but does not include any period during which an employee is on unauthorized absence from duty without pay and allowances.

c) Pay: Pay in respect of regular employees will be the substantive pay on the date before the leave commences or the average monthly pay earned during the last ten completed months preceding the month in which the leave commences whichever is greater. The pay includes personal pay or any emoluments classified as pay.

6. Right to leave: Leave cannot be claimed as of right. When the exigencies of NSRIT or its institutions so require, discretion to refuse or revoke leave of any description vested with the authority empowered to grant it.

7. Recall from leave: An employee on leave may be recalled to duty before the expiry of leave in case of urgency and necessity. The leave relating to the unavailed period of leave will be credited to the account of the employee.

8. Return to duty before expiry of leave: An employee on leave is prohibited to return to duty before the expiry of leave granted to him unless he is permitted in writing to do so by the authority which granted him leave.

9. Sanctioning Authority:

i. The head of the respective institutions are competent to sanction all types of leave to the employees working in their respective institutions except maternity leave, extraordinary leave and study leave in which case the Secretary is the competent authority to sanction such leave.

ii. The General Secretary of NSRIT is the competent authority to sanction all types of leave to the Heads of the Institutions.

CHAPTER – II

a) Earned Leave:

i. A regular employee who has completed two years of continuous services will get earned leave at the rate 5 days per year.

ii. A regular employee belonging to non-vacation Department, they can get 10 earned leaves after completion of two years of service.

b) Maternity leave:

i. Maternity leave on full pay is granted to women employees in married status in case of each confinement for 30 days provided she has less than two surviving children and should have put in a minimum of three years' service.

ii. Maternity leave can be combined with any other kind of leave but any such leave in continuation of the maternity leave is granted on the production of a medical certificate.

c) Paternity leave:

Paternity leave for one week will be sanctioned to the male staff in married status to support to their spouse during her delivery time for two times in his service.

Note: Faculty during his probation period is not eligible for paternity leave.

d) Special Casual Leave:

i. Teaching staff may be permitted to avail 10 days of special casual leave in a calendar year without detriment to the class work and examination duties and at the discretion of the Head of the Institution in connection with examination work, spot valuation, invigilation or squad duties etc. of remunerative nature.

ii. Teaching staff members are also entitled to special casual leave up to 5 days in a calendar year for the non-remunerative academic work such as attending Seminars, Board of Studies for Faculty Meetings etc. This will be granted only on production of invitation/attendance certificates from the concerned organizations.

iii. The special casual leave referred to in sub-rule (ii) above can also be granted to attend M.Tech. and Ph.D. examinations but such leave is granted only by the General Secretary on the specific recommendation of the Head of the Institution in which the employee is working.

e) Compensatory Leave:

Non-teaching staff are eligible for sanction of 5 days of compensatory leave in a calendar year on the specific direction or recommendation of the Head of the Institution or Head of the Department in lieu of their working on a holiday/Sundays with prior approval and such leave will have to be utilized during that year only and it cannot be accumulated.

f) Casual Leave:

i. Casual leave is a concession to absent from duty for short period without such absence being treated as regular leave. The maximum number of days that an employee can avail casual leave in a calendar year is 13 days.

ii. Casual leave can be prefixed or suffixed to public holidays provided that the total period of absence does not exceed 5 days at a time.

iii. Casual leave cannot be taken along with any leave or vacation except compensatory leave.

iv. Temporary employees, probationers and employees appointed on contract basis can be granted casual leave on pro rata basis subject to the discretion of the sanctioning authority.

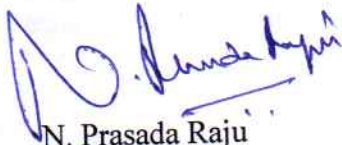
g) Study Leave:

In order to encourage the existing faculty for pursuing higher qualification can be sanctioned the study leave for completion of the course without pay and allowances.

This leave may be granted to a regular employee, who has put in not less than 5 years of service, in special circumstances: For pursuing higher studies or for other purposes for a period not exceeding 3 years.

h) Medical Leaves: Faculty who ever complete one year of service, eligible to avail 5 medical leaves in a calendar year for any emergency health issues and also on occurrence of unexpected incidents. This leave will be approved only after submission of valid proofs of hospitalization from concerned doctor.

These rules are to be approved in the Governing Body Meeting to be held on 05-03-2022



N. Prasada Raju
Secretary