

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY: HYDERABAD – 75

No. CBIT/ **37** /Admn/2016

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CIRCULAR

Sub :- CBIT - Leave Rules - Reg.



Please find attached herewith tabulated statement showing different types of leaves available to the regular staff (Teaching and Non-teaching staff) together with rules as to Vacation staff, leave rules for adhoc / contract staff and other important rules in connection there with. The same is placed on the CBIT website which may be referred by the staff.

  
Dr. B. CHENNAKESAVA RAO  
PRINCIPAL, CBIT

To  
All the Heads of the Departments / Sections with a request to circulate the same among the members of the staff working under their control.

**LEAVE RULES**  
**FOR REGULAR STAFF**

Nature of Leave	Total in a year	Time of credit	Max. allowed at a time	Counting of Intervening Holidays	Accumulation / Carry forward	Remarks
CL	20 days	5 days per quarter. Total 20 days in a calendar year.	10 days including intervening Holidays	Not counted as CL	No Accumulation is allowed. Balance CL on 31 <sup>st</sup> December Lapses	Casual Leave availed together with intervening, prefix & suffix holidays shall not exceed 10 days.
EL for Non - Vacation Staff	30 days	15 days on 1 <sup>st</sup> Jan. and 15 days on 1 <sup>st</sup> July every year.	No limit subject to credit available	Intervening holidays will be counted as Leave.	Accumulation upto 300 days allowed	Non-Teaching staff eligible for
EL for Vacation Staff	06 days	06 days on 1 <sup>st</sup> July every year	No limit subject to credit available	Intervening holidays will be counted as Leave	Accumulation upto 300 days allowed	Encashment subject to rules given in next page.
HPL / ML	20/10 days	20 days HPL on completion of one year service every year.	No limit subject to credit available	Intervening holidays will be counted as Leave	No limit for HPL. However ML can be utilized upto a total of <b>240 days</b> only in the <b>entire service period.</b>	For 1 day ML 2 days of HPL will be adjusted.
CCL	5 days	As and when worked on holidays with prior permission of the Principal.	No limit subject to credit available	Intervening holidays will not be counted	No Accumulation or carry forward allowed. CCL shall be utilized within the same year.	For working on holidays with prior permission of Principal / HOD.
EOL	At the discretion of the Principal/ Management	Not applicable	As allowed by the Principal / Management	Intervening holidays will be counted as Leave.	Not applicable	--
Maternity Leave	180 days once in entire service.	Eligible only after declaration of probation.	Max.180 days	Intervening holidays will be counted as Leave.	Eligible only once in entire service.	<b>Eligible only for one child out of first two pregnancies</b>

- Note :**
- (1) Leave shall not be availed as a matter of right. The competent authority (Principal) alone shall have the right to sanction it or otherwise.
  - (2) Alternate arrangements shall be made for class work / examination duty for any type of leave and the class work / examination duty shall be compensated later.

  
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- (3) Any kind of leave may be granted in combination with or in continuation with any other kind of leave with prior approval.
- (4) If remuneration is paid for working on the holidays, like attending to Examination duties, no CCL shall be granted. However, this case may be reviewed from time to time depending upon emergency needs.
- (5) Leave shall be applied 3 days in advance (**in the normal circumstances**).

#### **Rules as to Vacation:**

- Permanent staff having put in minimum of one year service only are eligible for vacation if they work in vacation Departments.
- Vacation should be availed compulsorily within the vacation period declared by the Principal.
- No carry forward of unutilized vacation to the next Academic year is allowed.
- In very exceptional cases, due to exigencies of work if any staff member is required to work in the vacation period this should be done so under prior written orders from the Principal based on recommendations of the concerned Head of the Department / Section. Corresponding credit of EL shall be given to the concerned staff member as per rules for unavailed vacation ( $30/42 \times \text{No. of days detained}$ ) or the same may be availed in the subsequent year without disturbing class work.
- Vacation may be availed of in combination with or in continuation of any kind of leave (other than CL) admissible under the rules and that it can either be suffixed or prefixed. If it has to be both suffixed and prefixed, prior permission of the Principal shall be obtained in emergency cases.

#### **Leave Rules for Adhoc / Contract Staff:**

1. Casual Leave of 20 days per calendar year.
2. This will be allowed proportionately based on service put in.
  - (a) For every month's service – 1 ½ days.
  - (b) For 2 months service – 3 days
  - (c) For 3 months service – 5 days and so on
3. Any unutilized leave lapses on 31<sup>st</sup> December every year.
4. Intervening holidays will not be counted.
5. Casual Leave availed together with intervening, prefix and suffix holidays shall not exceed 10 days.
6. Adhoc / contract staff are not eligible for any other type of leave or vacation. In case of need and if approved by the Principal, extraordinary leave may be granted on loss of pay.

#### **Other Important Rules:**

1.	Probationary period.	Two years of regular service (Unless extended by Management in case of unsatisfactory service).
2.	First credit of EL and HPL	After Completion of probationary period. (Therefore this leave can be used only after declaration of probation).
3.	Encashment of Earned Leave during the service period.	Teaching staff is not entitled for Encashment of Earned Leave during the service period. Non-Teaching staff can encash earned leave upto 15 days in a year or 30 days in two years subject to availability of credit of Earned Leave of not less than 30/45 days respectively.

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4.	Encashment of Earned Leave at the time of superannuation.	Earned Leave at credit on the date of superannuation not exceeding 300 days is encashable both for Teaching and Non-Teaching Staff.
5.	Encashment of Half Pay Leave at the time of superannuation.	Half Pay Leave at credit on the date of Superannuation is encashable to the extent of short fall of Earned Leave of 300 days for Non-Teaching Staff. (Eg: If 240 days of EL is available on the date of superannuation, 60 days of HPL (300-240) can be encashed subject to availability of credit of HPL)
6.	Adjustment of EL on Termination of service on Resignation.	No encashment of Earned Leave is <b>allowed on termination of service</b> i.e on resignation. However, Earned Leave at credit may be adjusted towards notice period.
7.	Requirements for Medical Leave	ML can be applied for 2 days and above supported by Medical Certificate. Fitness certificate to be submitted at the time of joining duty.
8.	On Duty (Special Casual Leave)	Teaching Staff is eligible upto <b>10 days</b> of Special Casual Leave in a year at the discretion of the Principal in connection with attending to Examination Work, Spot Valuation, Invigilation / Squad duties etc., which are remunerative and upto <b>05 days</b> in a year for non-remunerative academic work such as attending to Seminars, BOS Meetings or Faculty Meetings etc., Prior permission of Principal shall be taken without fail for attending to such duties. Application for permission enclosing the invitation from the concerned University / Institute shall be submitted to the Principal through HOD well in advance.

  
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