



**MAHATMA GANDHI UNIVERSITY**  
*of*  
**MEDICAL SCIENCES & TECHNOLOGY**  
JAIPUR



# **MGUMST LEAVE ENTITLEMENT POLICY**



**Approved by the Academic Council in its meeting held on December 24, 2020**

**Mahatma Gandhi University of Medical Sciences and Technology (MGUMST), Jaipur reserves the right to modify the above policy as deemed fit from time to time**



## **Vision of the University**

- To develop MGUMST as an Institution of Excellence, at par with Global standards, in the field of healthcare and allied sciences.
- To amalgamate our colleges, departments, students and alumni to impart world class research and education, aimed at making a positive difference in the healthcare at the national and global level.
- To achieve overall development of learners, including character and moral values, by imbibing a culture of inquisitiveness, inclusion, collaboration and innovation.
- To ensure equality amongst diversity in all respects, reflecting the true Gandhian principles, so that everyone gets a fair opportunity and the best of minds and talent may be recognised and allowed to flourish in the ever-changing competitive environment.

## **Mission of the University**

- To develop dynamic, self-dependent and world class Healthcare Institution dedicated in providing the best medical education and clinical treatment.
- To develop the best healthcare practices in the community, with a spectrum ranging from preventive health measures to excellence in tertiary care, with an aim to establish a healthy, disease-free society.
- To enrol students, staff and faculty in various clinical and non-clinical programs based on the principle of merit and impartiality, and without any discrimination of race, sex, non-disqualifying disability, caste, religion, and national or ethnic origin.
- To utilise the latest technology, as well as, to identify the best possible use of upcoming technology such as Artificial Intelligence to predict, prevent and treat various ailments and illnesses before they affect an individual or the community.



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## **I. Introduction**

- These Leave Rules shall apply to all employees of MGUMST and its constituent units.

## **II. Provisions of Leave**

- Leave cannot be claimed as a matter of right.
- Leave of any kind may be refused or revoked by the competent authority empowered to grant it without assigning any reason thereof, if the authority considers such action to be in the interest of the University.
- No leave shall be granted to an employee when the competent authority has decided to dismiss, remove or compulsorily retire him/ her from service.
- No leave shall be granted to an employee when he / she is under suspension.

## **III. Application for Leave**

- Leave should always be applied for, in advance and the sanction of the competent authority obtained before it is availed of, except in cases of emergency and for convincing reasons.
- Leave application form as per annexure is mandatory to be submitted along with relevant documentary proof. This can be obtained from the concerned Unit/Institution Head.
- Special leave application has to be submitted in HR office after being duly signed by needful authorities for approval. This form can be obtained from HR office of MGUMST

## **IV. Commencement and Termination of Leave**

- Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day the teacher resumes his duty.
- Sundays and other recognised holidays may be prefixed and/or suffixed to leave.
- An employee on leave may return to duty before the expiry of the period of leave granted to him/ her with prior intimation to the authority.



## **V. Employment during leave**

- An employee shall not take up or accept any employment with or without remuneration during the period of leave

## **VI. Leave on medical grounds**

- An employee who applies for leave on medical grounds shall support his/her application with a medical certificate from the Medical Officer or from a Registered Medical Practitioner.
- The medical certificate issued by a private doctor may be subject to scrutiny by a Medical Board constituted for the purpose. In such an event leave will be granted only if it is approved. The Decision of the Medical board shall be final and binding.
- The employee on leave on medical grounds for more than seven days shall produce a medical certificate while reporting for duty.
- Maximum sanctioned paid sick leaves in a calendar year are 04 and any increase in these would be as per the discretion of President, MGUMST.
- An Employee not submitting himself for medical examination shall be liable for disciplinary action.

## **VII. Absence without leave or over stay**

- If an employee who is on leave seeks extension, thereof he/she shall inform the competent authority with due reason.
- No extension of leave for more than seven days shall be deemed to have been granted unless it is sanctioned and communicated to the employee concerned.
- An employee, if remains absent beyond sanctioned leave period, shall get the leave sanctioned for the remaining period of leave, due to him as per leave record.
- No employee shall rejoin duty unless permitted in writing by the concerned competent authority.
- Wilful absence from duty shall be treated as misconduct.



### **VIII. Conversion of one kind of leave to another**

- At a request of the employee concerned, the University may convert retrospectively any kind of leave, into a leave of different kind which was admissible to him at the time the leave was originally taken; but he cannot claim such conversion as a matter of right.

### **IX. Casual Leave**

- Total leave granted to a teacher shall not exceed 06 days in a calendar year.
- If an employee joins the university after the expiry of first month of calendar year, the number of casual leave admissible to him/ her shall be proportionate to number of months/ days left in the calendar year.
- Casual leaves shall not be carried forward and any casual leave not availed by the employee during the calendar year shall lapse at the end of the year.
- At a time, not more than two casual leave shall be allowed.
- Intervening Sundays and closed holidays shall be excluded and not counted towards casual leave.
- Other than Casual Leave, no other leave can be taken as half day leave.

### **X. Special Leave**

- Special leave, may be granted to an employee to carry out such other work that may not be covered by the above but approved by the Vice-Chancellor as academic work.
- Controlling authority may grant special leave to a teacher if he/she cannot attend offices due to natural calamities and such other reasons.

### **XI. Annual Leave**

- Total annual leave granted to a teacher shall not exceed 12 days in a calendar year.
- Annual leaves may be carried forward to the next year with a total accumulation not exceeding 18 days. Maximum number of annual leaves that can be carried over to the next year is six only.
- Annual leaves can be taken at a stretch or at a break as per the discretion of faculty.



- Intervening Sundays and closed holidays shall be included counted towards annual leave.
- Employees wishing to avail annual leave must make application to appropriate authority at least 04 days in advance.
- No encashment of annual will be permitted if not availed

## **XII. Academic Leave**

- Total leave granted to a teacher shall not exceed 10 days in a calendar year.
- To conduct examination of a University, Board of Examinations or other similar bodies/institutions
- To participate in academic conferences, symposia or seminars or cultural or athletic activities conducted by bodies recognized by the University Authorities
- To participate in meetings and deliberations of academic/ administrative bodies of universities/ institutions recognized by the University / State Govt. / Govt. of India.

## **XIII. Maternity leave**

- Any women employee with less than two surviving children may be granted maternity leave for a period of 45days from the date of confinement or the date of delivery whichever is earlier.
- Maternity leave may also be granted in case of miscarriage including abortion subject to the condition that the leave applied for does not exceed 2 weeks in all or does not extend beyond 2 weeks from the date of miscarriage and the application for leave is supported by a Medical Certificate.
- The maximum period of entitlement of maternity leave shall be 45 days with full pay, and can be extendable by 90 days without pay.
- A woman employee with fewer than two surviving children on valid adoption of a child below the age of one year may be granted child adoption leave for a period of 30 days immediately after the date of valid adoption.
- Prior intimation and approval must be done, at least one month before availing maternity leave.



- Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for second delivery. However, a woman employee with one living child from the first delivery shall be eligible for the maternity leave even if she gives birth to twins in the second delivery.

#### **XIV. Study leave**

- It is granted to an employee to enable them to pursue advanced studies with a guarantee to resume their job on completion of the leave.
- The leave would be exclusively for scientific or academic work at any relevant institution in India or abroad.
- Study leave may be granted to a permanent employee to pursue special line of study or research directly related to his/ her work in the university.
- The period of study leave shall be maximum for 1 year; extendable by one more year, as recommendation by the President, MGUMST.
- Study leave would be unpaid and self sponsored by the faculty themselves.
- Care would be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department.
- Unpaid study leave for six months may be granted to faculty members registered under part time category for PhD programme in other institute/university to complete the course work or other mandatory requirement of the institute/university where they are admitted.
- Study leave may be granted not more than twice during one's career.
- A teacher granted leave shall on his return and re-joining the service of the University be eligible to the academic benefits of teaching experience which he would have attained in the course of time if he had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments of the leave period.





## **XV. Duty Leave**

- The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- Total number of duty leaves shall not exceed 10 days in a year.
- Duty leave may be granted for:
  - Attending programs on behalf of the University.
  - Delivering lectures in institutions that have been received by the University, and accepted by the Vice-Chancellor.
  - Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university.
  - Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission.
  - To defend/ attend project proposals/ meeting of project related filed work/ various funding agencies, viz. UGC, DST, AICTE, ICSSR, etc.
  - To attend meetings in where an employee is invited to share expertise with academic bodies, Government or NGO
  - For performing any other duty/ duties for the University.

## **XVI. Compensatory leave**

- All permanent and contractual employees are eligible for compensatory leave when duty is performed on Sunday or a non-working day for the university.
- Compensatory Leave shall not be credited for more than two days per month.
- Compensatory Leave shall be availed within 30 days, against the date the duty was performed on a non-working day.
- Compensatory Leave shall not be combined with any other form of leave.



## **XVII. Leave during notice period**

- No Leave shall ordinarily be granted during notice period if the employee has voluntarily resigned.
- Employees who are served with a notice of termination of service are allowed to avail whatever leave such employees are entitled to during the period of notice of termination of service. However, such employees are required to report for duty on the last day of the notice of termination of service to be properly relieved.
- Employees whose services are terminated on ground of ill health will be permitted to take all the accumulated leave due before they are relieved from their service.



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