

# SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Subharti Puram, Delhi-Haridwar by Pass Road Meerut

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No. SVSU/2009/158

Date: 15-06-2009  
Ratified by Executive Council  
(01.10.2009)

## Notification

The following ordinance, as approved by the Hon'ble Chancellor, is published herewith for information:

### ORDINANCE No. VII (5)

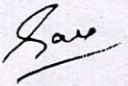
#### Ordinance for Leave Rule for Teachers

1. This Ordinance shall be called the "Ordinance for Leave Rules for Teachers".
2. The Ordinance shall come into force with immediate effect.
3. These rules shall apply to all the Teachers of the University, as specified in clause 10 of The First Statutes of the Swami Vivekanand Subharti University, Meerut.
4. **General Principles:**
  - 4.1 Leave can not be claimed as a matter of right.
  - 4.2 The leave sanctioning authority may refuse or revoke leave of any kind.
  - 4.3 A teacher on leave cannot take up any service or employment elsewhere without obtaining prior sanction of the competent authority.
  - 4.4 No leave salary will be admissible for the period of over stay, which will also not count for increment.
  - 4.5 A teacher remaining absent from duty after the expiry of the leave will subject himself to disciplinary action.
5. **Casual leave:**
  - 5.1 A teacher is entitled to a maximum of 8 days of casual leave in one calendar year.
  - 5.2 Casual leave can not be carried over to the next year.
  - 5.3 Casual leave can not be combined with any other kind of leave, but it may be combined with holidays/Sundays.
  - 5.4 Weekly off and holidays falling within the period of casual leave shall not be counted as part of casual leave.
  - 5.5 Casual leave is essentially intended for a short period. It should not normally be granted for more than four days at one time.
6. **Earned leave:**
  - 6.1 One earned leave will be credited in the leave account for every thirty days of actual service including vacation. If a teacher is required to perform duty during vacation, one-third of such period shall be added to the leave account.

- 6.2 Earned leave will be carried forward but it should not accumulate beyond 300 days.
- 6.3 The maximum earned leave that may be sanctioned at a time shall not exceed 60 days.
- 6.4 Encashment of earned leave shall be allowed to the teaching staff as provided in the rules for encashment of leave.
7. **Academic leave:** Academic leave may be granted for a maximum of 10 days in a calendar year for attending conferences, workshops, and symposia or for taking examination.
8. **Duty leave:** Duty leave may be granted for performing any duty of the University. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
9. **Extra ordinary leave:**
  - 9.1 A permanent teacher may be granted extra ordinary leave when:
    - a) no other leave is admissible; or
    - b) the teacher applies in writing for the grant of extra ordinary leave.
  - 9.2 Extra ordinary leave shall be without pay and allowances.
  - 9.3 Extra ordinary leave shall not count for increment except in cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit.
  - 9.4 Extraordinary leave may be combined with any other leave except casual leave and Academic leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave has been sanctioned on medical grounds. The period of absence from duty shall in no case exceed five years in the entire service period.
10. **Maternity leave:**
  - 10.1 Maternity leave on half pay may be granted to a woman teacher for a period not exceeding 90 days provided she has completed one year of service in the University. The maternity leave will be admissible only to those who do not have more than one child.
  - 10.2 Maternity leave may be combined with earned leave.

11. **Sterilization leave:** A teacher shall be entitled to get five days leave for undergoing sterilization operation.
12. **Vacation:** - The summer vacation shall be for 4 weeks and winter vacation for 2 weeks but a teacher shall be entitled to avail of only one-half of the vacation and he shall be on duty in the other half as per the arrangement made by the Dean/Principal concerned. The date of vacation will be notified by the Principal/Dean concerned after obtaining the approval of the Vice-Chancellor taking into account the academic programmes of the college/department.

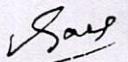
By Order etc.



P.K. Garg  
Registrar

**Copy to:**

1. P.S. to President S.K.K.B. Charitable Trust
2. P.S. to Chancellor
3. P.S. to Vice-Chancellor
4. P.S. to Pro Vice-Chancellor
5. Dean & Principal Dental College.
6. Dean & Principal Medical College.
7. Dean & Principal Law College
8. Dean & Principal Engg. College
9. Principal Arts, Science & Management
10. Principal Nursing College
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13. Finance Officer
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P.K. Garg  
Registrar