

Leave Rules

Bihar Animal Sciences University, Patna

Leave is a provision to stay away from work for genuine reasons with prior approval of the competent authority. It may be granted for a casual purpose or a planned activity, on medical grounds, or in extraordinary conditions. Leave cannot be claimed as a matter of right. Leaves are governed by a set of rules and norms as laid down by Government and have been categorized under various heads. Certain rules are common to both teaching and non-teaching employee of the University and its constituent college/unit while, certain rules and norms have been stipulated specifically concerning the teaching staff.

1. General Principles Regarding Grant of Leave:

1.1 Applicability:

The provisions contained in these rules shall be applied to all employees of the Bihar Animal Sciences University, Patna.

1.2 Right to leave:

1.2.1 Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.

1.2.2 Leave sanctioning authority cannot alter the kind of leave due and applied for.

1.2.3 Leave will not be granted to staff under suspension.

1.3 Authority empowered to sanction Leave:

1.3.1 The applications for leave by employees shall be addressed to the competent sanctioning authority of the Bihar Animal Sciences University, Patna, and its constituent colleges or units as mentioned below:

Sl. No.	Type of Leave	Employee	Sanctioning Authority
1.	Leave treated as duty, viz. casual leave, special casual leave, duty leave, and compensatory leave.	Dean/Director/Registrar/Comptroller & other senior officers	Vice-Chancellor
		The employee posted at University Head Quarter	Registrar / Comptroller / Dean / Director / Controlling Officer
		Head of Department at College	Concerned Dean
		Teaching and Non-teaching staff in the Department	Concerned Head
2.	Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave.	Dean/Director/Registrar/Comptroller & other Senior officers	Vice Chancellor
		The employee posted at University Head Quarter	Vice Chancellor (Earned leave & half pay leave above 90 days).

1233

			Concerned Dean/Director (Earned leave & half pay leave up to 90 days).
		Head of Department at College/ Unit Head	Vice Chancellor (Earned leave & half pay leave above 90 days).
		Employee other than Head of Department at Colleges/Units	Concerned Dean/Director (Earned leave & half pay leave up to 90 days);
3.	Leave not earned by duty, viz. extraordinary leave; and leave not due.	All employee	Vice Chancellor
4.	Leave for academic pursuits, viz. study leave and sabbatical leave.	Teaching Faculty	Vice Chancellor subject to the approval of the Board of Management
5.	Leave on grounds of health, viz., maternity leave, child care leave, paternity leave, and quarantine leave.	Dean/Director/Registrar/Comptro ller & other senior officers	Vice-Chancellor
		The employee posted at University Head Quarter	Registrar
		Head of Department at College/ Unit Head	Concerned Dean/Director
		Employee other than Head of Department at Colleges/Units	

1.3.2 The Board of Management may grant, in exceptional cases, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

1.4 Commencement and termination of the leave:

1.4.1 Leave ordinarily begins from the date on which leave as such is availed of and ends on the day preceding the date on which duty is resumed.

1.4.2 Saturdays, Sundays, Restricted Holidays, and other Holidays or the vacation may be prefixed as well as suffixed to leave, subject to any limit of absence on leave prescribed under each category of leave.

1.5 Combination of leave

Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

1.6 Grant of leave beyond the date of retirement and in the event of resignation

1.6.1 No leave shall be granted beyond the date on which an employee must compulsorily retire.

1.6.2 If any employee of the University resigns, he/she shall not be granted either before or after his resignation, any leave due to his/her credit. Provided that the Vice Chancellor may, in any case, grant leave to an employee before his/her resignation if, in the opinion of the Registrar, the circumstances of the case justify such grant of leave.

1.7 Conversion of one kind of leave into another kind

Leave of any kind taken earlier can be converted into a leave of any other kind at a later date on an application within 30 days of joining duty after leave by the employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

1.8 Re-joining duty on return from leave on medical grounds:

1.8.1 An employee who has been granted leave on the medical ground is required to produce a medical certificate of fitness before resuming duty.

1.8.2 Leave sanctioning authority may secure a second medical opinion, if considered necessary.

1.9 Re-joining duty before the expiry of leave

Except with the permission of the competent authority, who granted leave, no employee on leave may return to duty before the expiry of the period of leave granted to him.

1.10 Maximum period of absence from duty:

1.10.1 No employee shall be granted leave of any kind for a continuous period exceeding five years.

1.10.2 An employee on active service who remains absent from duty for a continuous period exceeding five years other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

1.11 General:

1.11.1 Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

1.11.2 Absence from duty after expiry of leave entails disciplinary action.

1.11.4 Absence without leave will constitute an interruption in service.

1.11.4 An employee on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.

2.0 Kinds of Leave:

The following kinds of leave would be admissible to permanent staff:

2.1 Leave treated as duty, viz. casual leave, special casual leave, duty leave, and compensatory leave.

2.2 Leave earned by duty, viz. earned leave, half-pay leave, and commuted leave.

2.3 Leave not earned by duty, viz. extraordinary leave; and leave not due.

2.4 Leave for academic pursuits, viz. study leave and sabbatical leave.

2.5 Leave on grounds of health, viz., maternity leave, child care leave, paternity leave, and quarantine leave.

2.1 LEAVE TREATED AS DUTY, VIZ. CASUAL LEAVE, SPECIAL CASUAL LEAVE, DUTY LEAVE, AND COMPENSATORY LEAVE:

2.1.1 CASUAL LEAVE:

2.1.1.1 The total casual leave granted to an employee of Bihar Animal Sciences University and its constituent colleges or units shall not exceed 14 days in a calendar year.

2.1.1.2 Casual leave cannot be combined with any other kind of leave except special casual leave.

2.1.1.3 Casual leave may be combined with holidays including Sundays.

2.1.1.4 Casual leave may be sanctioned for a maximum of 08 days to one extent however it should not exceed 12 days including holidays and Sundays.

2.1.1.5 Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

2.1.2 SPECIAL CASUAL LEAVE:

2.1.2.1 Special casual leave, not exceeding 10 days in a calendar year, may be granted to a teacher:

To conduct an examination of a university/Public Service Commission/Board of Examination or any other similar body/institution, and to inspect academic institutions attached to a statutory board.

2.1.2.2 In computing the 10 days' leave admissible, the days of the actual journey, if any, to and from the places where activities specified above, take place, will be included.

2.1.2.3 In addition, special casual leave to the extent mentioned below, may also be granted:

2.1.2.3.1 To a regular female employee, shall be restricted to 02 days every month. This leave can be availed with holidays, casual leave, and Sundays with conditions of a maximum period that should not exceed 12 days.

2.1.2.3.2 To undergo sterilization operation (vasectomy in male or salpingectomy in female) under a family welfare programme. Leave in this case shall be restricted to six working days; and

2.1.2.4 To a female employee who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.

2.1.2.5 The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacations by the sanctioning authority on each occasion.

2.1.3 DUTY LEAVE:

2.1.3.1 Duty leave up to 30 days in a calendar year may be granted to teaching staff for the following purposes:

2.1.3.1.1 Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia, and Seminar, as a delegate nominated by the university or with the permission of the university/college.

2.1.3.1.2 Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university and accepted by the Vice-Chancellor/Dean of the College.

2.1.3.1.3 Working in another Indian or foreign university, any other agency, institution, or organization, when so deputed by the university/College.

2.1.3.1.4 Participating in a delegation or working on a committee appointed by the Central Government, State Government, ICAR, UGC, a sister university, or any other similar academic body; and

2.1.3.1.5 For performing any other duty assigned to him/her by the university/college.

2.1.3.2 The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

2.1.3.3 The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

2.1.3.4 Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.

2.1.3.5 Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency, or NGO.

2.1.4 COMPENSATORY LEAVE

2.1.4.1 The compensatory leave may be sanctioned to the employee working in GP 2800 or less, when the employee has been kept on duty during public holidays in special circumstances such as emergency relief, ritual festivals, emergencies, and other occasions.

2.1.4.2 The maximum period of compensatory leave shall be 20 days in each calendar year.

2.1.4.3 The compensatory leave shall not be sanctioned for more than 12 days in one extent including holidays, casual leave, and Sundays.

2.2 LEAVE EARNED BY DUTY, VIZ. EARNED LEAVE, HALF-PAY LEAVE, AND COMMUTED LEAVE:-

2.2.1 EARNED LEAVE:

Earned leave means leave earned in respect of the period spent on duty.

2.2.1.1 Earned leave admissible to an employee shall be:

2.2.1.1.1 $\frac{1}{22}^{\text{nd}}$ of the period spent on duty for Temporary Employee (Probation period).

228

2.2.1.1.2 1/11th of the period spent on duty for Permanent Employee (As on completion of Probation period).

2.2.1.2 For purposes of computation of the period of actual service, all periods of leave except casual, special casual, and duty leave, shall be excluded.

2.2.1.3 In calculating earned leave the actual number of days of duty performed should be counted and divided by 22 or 11, as the case may be. Fraction of a day should not appear in the calculation, fractions below half being ignored and those of half and more reckoned as one day.

2.2.1.4 Earned leave at the credit of an employee shall not accumulate beyond 300 days.

2.2.1.5 An employee may at any time be granted the whole or any part of earned leave due to him.

2.2.1.6 Earned leave may be combined with vacation, provided that in the case of an employee working in more than 2800 GP: no additional expenses shall be incurred by the University for the period of vacation, Vacation shall not be both prefixed and suffixed to leave. The combined period of such leave and vacation shall not exceed the limit up to which leave may be accumulated by the employee concerned.

2.2.1.7 In the case of an employee working in GP 2800 or less, the combined period of earned leave and vacation leave does not exceed 60 days.

2.2.2 HALF-PAY LEAVE:

Half-pay leave means leave earned in respect of completed years of service at the rate of 20 days per year. Half pay leave will be earned without any restriction to the limit of accumulation, in the course of service

2.2.2.1 Half-pay leave is credited in advance at the rate of 10 days on the 1st of January and another 10 days on 1st of July every year. The credit for the half year in which an employee is appointed will be **at the rate of 5/3 days for each completed calendar month** of service he is likely to render in the half year in which he is appointed.

2.2.2.2 Such leave may be granted with or without medical certificate.

2.2.2.3 There will be no limit on the half pay leave that can be availed of at a time on a medical certificate and this will apply even when such leave is taken preparatory to retirement provided that no half pay leave may be granted unless the authority competent to sanction leave has reason to believe that the employee will return to duty after its expiry.

2.2.2.4 Half-pay leave shall be combined with vacation provided that-

2.2.2.4.1 Vacation shall not be both prefixed and suffixed to leave.

2.2.2.4.2 The combined period of leave and vacation taken at any one time shall not exceed the total amount admissible under rule 2.2.2.3.

2.2.2.4.3 No vacation or portion of vacation will be prefixed or suffixed during which the employee was ill and unfit to perform duties.

2.2.3 **COMMUTED LEAVE:** Half pay leave can be converted into full pay leave by taking its as '*Commuted leave*' if the leave applied for is on medical certificate.

2.2.3.1 Commuted leave may be granted to the employee based on a medical certificate from a registered medical practitioner subject to the following conditions:

2.2.3.2 Commuted leave during the entire service shall be limited to a maximum of 180 days for the employees working in more than GP 2800 and 120 days for the case of employees working in GP 2800 or less.

2.2.3.3 When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and

2.2.3.4 The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time; Provided that no commuted leave shall be granted under these Regulations unless the authority competent to sanction leave has reason to believe that the employee would return to duty on its expiry.

2.3 **LEAVE NOT EARNED BY DUTY, VIZ. EXTRAORDINARY LEAVE; AND LEAVE NOT DUE:-**

2.3.1 **EXTRAORDINARY LEAVE:** The employees may be granted extraordinary leave when:

2.3.1.1 No other leave is admissible; or

2.3.1.2 Other leave is admissible and the employee applies in writing for the grant of extraordinary leave.

2.3.1.3 The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:

2.3.1.3.1 Leave taken on the medical cause;

2.3.1.3.2 Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the employee has no other kind of leave to his credit;

2.3.1.3.3 Leave taken for pursuing higher studies; and

2.3.1.3.4 Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

2.3.1.4 Extraordinary leave may be combined with any other leave except the casual leave and special casual 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 the leave is taken on medical cause.

2.3.1.5 The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.

2.3.1.6 The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

2.3.2 LEAVE NOT DUE

2.3.2.1 Leave not due, may, at the discretion of the Vice-Chancellor, be granted to the employee for a period not exceeding 180 days to an employee working in more than 2800 GP and 120 days in case of the employee working in GP 2800 or less, during the entire period of service.

2.3.2.2 This will be debited against the half pay leave which is earned subsequently by the employee.

2.3.2.3 Such leave shall be debited against the half-pay leave earned by him/her subsequently.

2.3.2.4 'Leave not due' shall not be granted unless the Vice-Chancellor is satisfied that there is a reasonable prospect of the employee returning to duty on the expiry of the leave and earning an equal amount of half pay leave thereafter.

2.3.2.4 In cases where the employee who has been granted leave not due under this rule applies for permission to retire voluntarily, the leave not due shall if the permission is granted, be canceled and his retirement shall have effect from the date on which such leave commenced. An undertaking in this effect should thereof be taken from the employee who avails of leave not due. The employee may be called upon to return the amount of leave salary if the retirement of such employee is voluntary. Enforcement of refund is unavoidable or no refund should be insisted upon because of ill health, incapacitating the employee for further service.

2.4 LEAVE FOR ACADEMIC PURSUITS, VIZ. STUDY LEAVE, AND SABBATICAL LEAVE.

2.4.1 STUDY LEAVE:

2.4.1.1 The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the teaching faculty who wish to acquire new knowledge and improve analytical skills. When a teacher is awarded a scholarship or stipend or fellowship, for pursuing further studies, leading to a Ph.D./Post-doctoral qualification, or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his/her parent institution. The awardee shall be paid a salary for the entire duration of the fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

2.4.1.2 A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided, that the Board of Management may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching, etc.

- 2.4.1.3 The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian (other than as Associate Professor or Professor of a University/College/Unit, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Unit or to make a special study of the various aspects of University and methods of education, giving a full plan of the work.
- 2.4.1.4 The study leave shall be granted by the Board of Management on the recommendation of the Head of the Department/Unit and Dean of the college concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Unit.
- 2.4.1.5 The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- 2.4.1.6 The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.
- 2.4.1.7 The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For a subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave and also give details of work to be done during the proposed spell of study leave.
- 2.4.1.8 No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the program of research without the permission of the Board of Management, in the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Board of Management to treat the period of shortfall as Extra-Ordinary leave has been obtained.
- 2.4.1.9 Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, or extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the

study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

2.4.1.10 The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Unit on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.

2.4.1.11 The study leave granted to a teacher shall be deemed to have been canceled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so canceled. The teacher may apply again for such leave.

2.4.1.12 A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Unit for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

2.4.1.13 A teacher – who is unable to complete his/her studies within the period of study leave granted to him/her or who fails to rejoin the services of the University on the expiry of his/her study leave or who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Unit, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

2.4.1.13.1 If a teacher asks for an extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues.

2.4.1.13.2 Notwithstanding the above provision, the Board of Management may order that nothing in these rules shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Board of Management may, in any other

exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher.

2.4.1.14 After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Unit, binding himself/herself for the due fulfillment of the conditions laid down above.

2.4.1.15 The teacher on study leave shall submit to the Dean/Head of his/her parent College/Unit six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Dean/Head within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Dean/Head within the specified time, the payment of leave salary may be deferred till the receipt of such report.

2.4.1.16 The teacher on leave shall submit a comprehensive report on the completion of the study leave period.

2.4.2 SABBATICAL LEAVE:

2.4.2.1 The permanent, whole-time teachers of the university and colleges who have completed 07 years of service as an Assistant/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

2.4.2.2 A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of a duration of one year or more.

2.4.2.3 A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately before his/her proceeding on sabbatical leave.

2.4.2.4 A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad

241

hoc teaching and research assignment with an honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Board of Management may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

2.4.2.5 During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

2.5 LEAVE ON GROUNDS OF HEALTH, viz., MATERNITY LEAVE, CHILD CARE LEAVE, PATERNITY LEAVE, AND QUARANTINE LEAVE.

2.5.1 MATERNITY LEAVE

2.5.1.1 Maternity leave on full pay may be granted to a female employee for 180 days by the competent authority empowered to grant ordinary leave.

2.5.1.2 Maternity leaves only sanctioned to the female employee up to 2nd live child. In the case of 3rd child, the employee has to take earned leave.

2.5.1.3 Maternity leave may be combined with leave of any other kind but any leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

2.5.1.4 In continuation of maternity leave, leave of any other kind may be granted in case of illness of a newly born baby, subject to the female staff producing a medical certificate from the authorized Medical Attendant to the effect that the condition of the ailing baby warrants mother's attention and her presence by the baby's side is necessary.

2.5.1.5 Maternity leave may also be granted in case of miscarriage, including abortion, subject to the conditions that:

2.5.1.5.1 the period of leave does not exceed six weeks

2.5.1.5.2 the application for leave is supported by a certificate from a registered medical practitioner.

2.5.1.5.3 The certificate of a Civil Surgeon or a gazetted Medical Officer may be asked to produce in case of doubt.

2.5.1.6 Leave salary during such leave shall be equal to the pay drawn by the female employee concerned at the time of taking leave.

2.5.1.7 Maternity leave shall not be debited against the leave account.

2.5.2 CHILD-CARE LEAVE

2.5.2.1 The child-care leave may be granted to the woman employee during the entire service period for a maximum period of two years (730 days) for up to only 02 minor children (less than 18 years) taken care of during examination and illness by the competent authority.

2.5.2.2 The approval for child care leave will be taken as similar to earned leave.

2.5.2.3 The child-care leave cannot be claimed as a matter of right and in any circumstances, the employee shall not move on leave without prior permission from the competent authority.

2.5.2.4 The child-care leave cannot be sanctioned for less than 15 days.

2.5.2.5 The child-care leave shall be counted with all gazetted leaves, holidays including Saturday and Sunday.

2.5.2.6 The child-care leave shall not be generally sanctioned within the probation period, however, in the extraordinary condition it may be sanctioned for a minimal period where sanctioning authority gets assure the real need.

2.5.2.7 The child-care leave may be sanctioned along with other kinds of leave subject to the production of medical fitness certificate from Govt. medical officer.

2.5.2.8 The child-care leave shall not be sanctioned more than 03 times during a calendar year.

2.5.2.9 The child-care Leave salary during such leave shall be equal to the pay drawn by the female employee concerned at the time of taking leave.

2.5.2.10 The child-care leave shall not be debited against the leave account.

2.5.3 PATERNITY LEAVE

Paternity leave of 15 days shall be granted to the male teacher during the confinement of their wife, and such leave shall be granted only to up to two live children.

2.5.4 QUARANTINE LEAVE

2.5.4.1 Quarantine leave shall be granted to the employee if a contagious disease spreads in the house in which the employee resides.

2.5.4.2 Quarantine leave shall be sanctioned for a period of as long as 21 days or in special cases up to 30 days with subject to the production of a medical certificate from the Medical Officer.

2.5.4.3 If necessary Quarantine leave shall be sanctioned in continuation with other leave due.

2.5.4.4 The employee on Quarantine leave shall not be considered absent from duty and his pay shall not be stopped.

2.5.4.5 The disease condition such as Cholera, Pox, Diphtheria, Typhoid fever, Cerebro spinal meningitis and other diseases as notified by the Govt. shall be considered contagious diseases.

Note:- The rules and norms of leave not mentioned in these guidelines shall be referred from Bihar Service Code as amended from time to time.

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