



Section 5: Procedures for Reporting Illness and Absence

When an employee is unable to report to work as scheduled, the employee's immediate supervisor or another designated person should be notified as early as possible prior to the start of the workday.

Excessive absences or failure to properly notify the employee's supervisor of an absence may lead to disciplinary action.

5.1. Leave rules:

- ☐ The present **15 days CL** will be divided into two slots, viz., January to June-08 days and July to December – 07 days for those who have completed one year at GIETU. Anyone taking more than these allotted days, he/she has to bear loss of pay for extra days during that slot. However, the existing rules, i.e., 4-days in first three quarter and 3- days in last quarter of the year shall be applicable to those who have not completed one year at GIETU.
- ☐ **LTC is** permissible for staff members once in three years up to 4000 kms.
- ☐ For **Self-marriage, 08- days'** special leave may be given to the staff members. However, **if the occasion falls in any vacation the special leave cannot be extended and availed after vacation including public holidays and Sundays.**
- ☐ In case of death of parents (Father and Mother), Wife / Husband, **12 days obsequies leave** may be given to the staff members. However, **if the miss happenings occur during any vacation, the obsequies leave cannot be extended and availed after vacation including public holidays and Sundays.**
- ☐ In case of **on-duty accident**, the university may bear the **medical expenditure** and appropriate leave to that effect will also be sanctioned. Free Ambulance service is being arranged for the employees as per necessity.
- ☐ **Maternity & Paternity leave as per rules may be granted.**
- ☐ **Special medical leave** may be granted in case of the incumbent suffering from the following diseases, which has to be certified by a specialist doctor. The



genuineness of medical certificate and other supporting documents shall be verified by the administration before grant of such leave.

- ☐ Chicken Pox
- ☐ Typhoid/Jaundice
- ☐ Cerebral Malaria
- ☐ Any other serious disease which deserves consideration
- ☐ **The academic leave rules** for those who are pursuing Ph D Programme and M. Tech. in a branch which is not available at GIETU shall be:
 - ☐ The application for Academic Leave for R & D work should be routed through the HOD, Principal / Dean of Schools to Dean (R &D) which shall be forwarded to Registrar with proper recommendation.
 - ☐ The Registrar can grant leave up to a maximum of 3 days per month;
 - ☐ The Board of Management can grant leave for more than 3 days only in specific cases on recommendation of Registrar.
 - ☐ Academic Leave up to a maximum of 2 months during semester-break can be granted by the management only when it is recommended by the HOD/Dean / Director that s/he has no class work through Registrar.
- ☐ A teacher can be granted **on-duty (OD) leave** either on university work or attending seminars/conferences/workshops.
- ☐ **Special leave** for attending one international and two national seminars held in India. Adequate research leaves during lean period.
- ☐ **Vacation** cannot be extended beyond the vacation period to the staff members who were assigned with or availed on duty leaves (OD) during the vacation.
- ☐ During the period of roster duty, no staff member is allowed to avail academic leave.

N.B.: Except CLs, all other types of leaves are allowed to employees who have completed more than one year of services at GIETU, Gunupur and shall be granted by the President / Vice President only.

Employees not completed one year of service in GIETU are entitled to avail 50% of the vacation leaves declared during summer and winter.



5.2. On Duty Leave Rules

A teacher can be granted on-duty (OD) leave either on university work or for attending seminars/conferences/workshops

- I. The application for OD should be routed through the HOD & Principal / Dean of Schools.

- II. The Registrar after getting the OD application will put up the file for approval of the President / Vice President. However, in emergencies, the President / Vice President may sanction the OD leave directly.

- III. The joining report should be submitted by the teacher through the HOD & / Principal / Dean of Schools on resumption of duties after availing himself/herself of the OD leave.