

APU LEAVE RULES, 2023

[In supersession of the APU - Teaching Days, Workload & Leave Rules, 2020]

In pursuance of the provisions of the Apex Professional University Act, 2012 (No. 7 of 2013) and Statute No. 51 (Duly notified by the Government of Arunachal Pradesh in Official Gazette), the Apex Professional University has made the following Leave Rules w.e.f. 1st January 2023:

1) HOW TO APPLY LEAVE:

- a) All leave or extension of leave requests should be applied through Employee Web Portal (**GreyTHR**) for approval to the University and *any application through email / WhatsApp / Call / SMS etc. are not entertained for leave by the University under any circumstances.*
- b) Leave cannot be claimed as a right and its sanction is subject to the exigency of work.
- c) Employees shall apply leave through Employee Web Portal (GreyTHR) minimum 15 days in advance.
- d) The Reporting Authority shall recommend the leave to the Competent Authority within two working days.
- e) The Competent Authority shall approve the leave within three working days.
- f) The list of Leave Recommending and Approving Authorities shall be notified by the University from time to time through Official Telegram Group - APU Community.

2) CASUAL LEAVE (CL):

- a) **Eligibility:** All employees of the University (except Casual Employees), and no reason has to be given for proceeding on casual leave.
- b) **Number of Leave:** Every Employee (Except Casual Employee) can avail eight (**8**) days in a calendar year subject to the following conditions:
 - i. Casual Leave will be credited @ 2 days per quarter.
 - ii. Casual leave cannot be combined with any other kind of leave except duty leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within casual leave shall not be counted as casual leave.
 - iii. Casual leave can even be taken for half a day, i.e. morning session or afternoon session.
 - iv. Any employee joining duty during the middle of a calendar year can avail casual leave on a pro-rata basis.
- c) **How to Avail CL:** The employee must submit an online leave application through Employee Portal (GreyTHR) 3 (three) days in advance for approval. In case of a medical emergency, the employee will submit the online application within 24 hours after availing leave, otherwise, it shall be treated as absent from duty.
- d) **Good Practice:** Employees are expected to inform the Reporting Officer, over phone in case they are unable to come to work due to any emergency.
- e) **Important Note:** All Casual Leave to which an employee may be entitled during any calendar year shall cease to be due to him at the end of the said calendar year and shall not accumulate or will not carry forward to the next year.
- f) No Casual leave will be granted in the first month of service for new joiners.

3) COMPENSATORY CASUAL LEAVE (CCL):

- a) Compensatory Casual Leave will be granted to all categories of employees.
- b) In case of exigencies of work, APU Staff members may be asked to serve on weekdays, holidays,



vacation or closedown period by the Registrar of the University.

c) Compensatory Casual Leave will be calculated and availed as follows:

Sr. No.	Particulars	Details of Compensation
1	4 (Four) Hours Overtime	Half a day's Leave or Half Day Salary
2	7 (Seven) Hours Overtime	A day's Leave or Full Day Salary

d) Compensatory Casual Leave shall not be granted in case of working on strategic important days like 15th August and 26th January and for Institutional Events like Convocation, UniFest.

e) Such Compensatory Casual Leave shall be approved by the Registrar only.

f) CCL may be availed on or before 31st December and shall not accumulate or will not carry forward to the following calendar year. This will be granted with approval of the competent authority.

g) Compensatory Casual Leave can be taken for a maximum of two (2) consecutive days only.

h) Compensatory Casual leave cannot be combined with any other kind of leave except duty leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within compensatory casual leave shall not be counted as compensatory casual leave.

i) Compensatory Casual Leave Encashment shall be payable to an employee at the end of calendar year with the Salary of January of every year if leave is not availed.

4) **EARNED LEAVE:** Employees are entitled to avail twelve (12) days Earned Leave during Winter Vacation and close-down period of the University after completing one year of continuous service. If there is a break in service, the Winter Vacation and close-down period shall be treated as extra ordinary leave without pay.

5) **EXTRAORDINARY LEAVE (EOL):**

a) Every employee shall apply for Extraordinary Leave (EoL) without pay only on the prescribed PDF form (To be downloaded from GreyTHR), 15 (fifteen) days in advance on the following grounds, when the employee has no other kind of leave to his/her credit;

- i. To pursue higher studies or to appear in the competitive examination for government jobs with prior approval of the Vice Chancellor;
- ii. To attend workshops or training or present papers in Seminars / Conference etc or participate in State & National level cultural or sports events;
- iii. To attend the marriage of the employee or immediate family member (i.e. Child, Brother & Sister only);
- iv. To attend unavoidable religious ceremonial and cultural purposes for fulfilling fulfil the Employee's customs, traditional law and participation in ceremonial activities;
- v. On the basis of medical certificates;
- vi. Inability to join or rejoin duty due to accident or civil commotion or a natural calamity or curfew or local bandh etc;
- vii. Accident (threat to life) or Death of immediate family members i.e. spouse, child, brother, sister or father or mother only.

b) The prescribed Leave Application Form for EoL shall be downloaded as a PDF application from the APU Employee Portal (GreyTHR).

c) Every employee will furnish the complete information in the application form including the consent of their substitute in writing on the prescribed EoL Application Form.

d) The employee will get a recommendation from the reporting officer on the prescribed EoL

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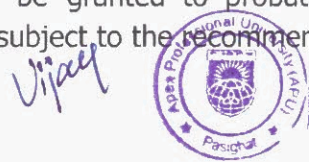


Application Form.

- e) The reporting officer will ensure that work will not be hampered and the substitute arrangement is accepted before recommending the leave.
- f) After getting a recommendation from the reporting officer, the employee will submit the application form to the Chancellor's Secretariat for final approval.
- g) The Chancellor's Secretariat will process the application form for approval within 3 (three) working days from the date of receipt from the employee. The leave status will be informed to the employee via eMail.
- h) APU does not encourage its employees to take unpaid leaves.
- i) The employee may apply for an EoL maximum of three consecutive days at a time.
- j) If an employee avails EoL for more than 10 (ten) days in a Calendar Year it will be considered as a break in service and employees are not entitled to avail the Earned Leave as winter vacation and other benefits of continuous service like Promotion and Salary Increment etc.
- k) Confirmed employees may at the sole discretion of the Chancellor be granted an extra ordinary leave not more than 30 (thirty) days in a calendar year.
- l) If a confirmed employee avails EoL for more than 30 (thirty) days in a Calendar Year it will be considered as a break in service and employees are not entitled to avail the Earned Leave as winter vacation and other benefits of continuous service like Promotion and Salary Increment etc.
- m) No payment will be made for a University holiday including Sunday which is falling within the period of Extraordinary leave without pay.
- n) There is no entitlement to any other form of leave if the leave sought is prefixed and suffixed with an approved period of Extraordinary leave.
- o) No allowances will be paid during the period of Extraordinary leave.

6) DUTY LEAVE:

- a) Duty leave, not exceeding ten (10) days in a calendar year, may be granted to all teachers:
 - i. Attending conferences/seminars/workshops on behalf of the University with the permission of the Vice Chancellor;
 - ii. Delivering lectures in institutions at the invitation of such institutions received by the University and accepted by the Vice-Chancellor;
 - iii. Participating in a delegation or working in a committee appointed by the Central or State Government, another University or any other academic body, with the prior permission of the Vice Chancellor;
 - iv. Duty leave shall be granted to permanent teachers for Refresher Courses, and Faculty Development Programmes.
 - v. To conduct an examination of a University/ Public Service Commission/ Board of Examination or any other similar body/ institution;
 - vi. To inspect academic institutions on the request of Regulatory Bodies or Government Accreditation Authorities.
 - vii. For performing any other duty as assigned by the University;
- b) The duty leave may be granted with pay to confirmed employees and with a half to 5-year fixed-term employees. Extra Ordinary Leave without pay may be granted to probationary or contractual employees (Agreement less than or equal to 3 years) subject to the recommendation of



the Vice-Chancellor.

- c) The duty leave may be granted in combination with extraordinary leave, Casual leave, holidays and vacations by the Vice-Chancellor.
- d) Every employee will apply for Duty Leave only on the prescribed PDF form (To be downloaded from GreytHR).
- e) After getting a recommendation from the Vice-Chancellor, the employee will submit the application form to the Chancellor's Secretariat for final approval.
- f) The Chancellor's Secretariat will process the application form for approval within 3 (three) working days from the date of receipt of application. The status of the approval will be informed to the employee via eMail.
- 7) OTHER LEAVES:** Permanent employees of the University can avail other leaves (more than 15 days) prescribed by UGC subject to the approval of the Board of Management and permission of the Sponsoring Body.
- 8) ABSENT FROM DUTY:**
- a) If an employee is absent from duty without the prior approval, their salary will be deducted along with a penalty @25% of per day salary. For example: If an employee is absent for one day and per day salary of the employee is ₹400/-, the salary will be deducted as follows:
- | | |
|-----------------|----------|
| Day's Salary | - ₹400/- |
| Penalty @25% | - ₹100/- |
| Total Deduction | - ₹500/- |
- b) If an employee is absent from duty for more than five days continuously without prior approval of the competent authority, the employee will be deemed to be absconding from duty and University may terminate the service of the employee without any notice and the security deposit given by the employee will be forfeited.
- 9) LEAVE NOT TO BE GRANTED IN CERTAIN CIRCUMSTANCES:**
- a) Leave shall not be granted to an Employee for whom a competent disciplinary authority has decided to dismiss, remove or compulsorily retire from University service.
- b) Leave may not be granted to an Employee under suspension or who has submitted his/ her resignation except for Casual Leave.
- c) Leave shall not be granted during Term End Examination, in case of working on strategic important days like 15th August & 26th January, Convocation, UniFest and any other day celebrated by the University.
- 10) APPEAL:**
- a) An employee of the University aggrieved by an order refusing to grant leave or cancelling of leave shall be entitled to place an appeal against the said order to the Chancellor. Such an appeal should be submitted within three (3) working days from the date of communication of the order.
- b) The Chancellor shall consider whether the:
- Facts on which the order was based have been established,
 - Facts established afford sufficient ground for taking action;
 - Exigencies of service so demanded;
- c) After proper consideration, the Chancellor shall pass such an order as he/she deems fit and the decision of the Chancellor is final.

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