

**KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION**  
**(Deemed to be University)**  
Anand Nagar: Krishnankoil 626 126.

No. KARE/VC/Circular/095/2023/025

Date: 10.03.2023

**Notification**

**Faculty Leave and Professional Development Policy**

**Preamble**

The Faculty Leave and Professional Development Policy (policy) details the types of leaves faculty can avail, professional development incentives, resignation, and reliving. This policy is applicable for all the regular faculty members of the institute. For the purpose of this policy, completed service (no round off) as on 1st July of the every academic year is considered and prior service will be considered for fulfilling the minimum service requirements of the leave type. This policy comes into effect from the academic year 2023-24.

**Leave**

- Leave is the time that you are permitted to spend away from your work during otherwise normal working hours against your application
- Any type of Leave cannot be claimed as a matter of right and, when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave.
- All the leaves are to be availed with prior sanction and by altering the academic and other duties with his/ her colleagues
- No leave is encashable

**1. Types of Leave**

- 1.1 Casual Leave (10)
- 1.2 Special Casual Leave (05)
- 1.3 Earned Leave (05)
- 1.4 Medical Leave (03)
- 1.5 Vacation Leave (07)
- 1.6 Leave On Duty
- 1.7 Maternity Leave
- 1.8 Sabbatical and Study Leave
- 1.9 Leave on Loss of Pay
- 1.10 Absence without Leave

**1.1 Casual Leave (10)**

Casual Leave (CL) can be availed if faculty member cannot report to work due to any personal reason. Maximum three days can be availed at a stretch and not more than five days before end



of December. Leaves shall expire at the end of academic year. The HoD will be the leave sanctioning authority.

### **1.2 Special Casual Leave (5)**

After one year of service, Special Casual Leave can be availed to pursue/discharge professional interests such as attending and/or delivering in FDP/doctoral committee meeting/examination/guest lecture etc. Ordinarily a faculty shall utilise them during the non-academic period until otherwise compelling. Application for the leave shall be submitted minimum seven days prior and leaves will expire at the end of the *academic year*. The Dean of the School will be the leave sanctioning authority.

*Documents of attending such events/programs to be submitted to the FALT office by the school before approving the leave.*

### **1.3 Earned Leave (5)**

After one year of service, for every year of service faculty shall get 5 earned leaves. The earned leaves can be accumulated to a maximum of 30. Maximum of 10 earned leaves can be availed in an academic year. The Vice Chancellor is the leave sanctioning authority and faculty shall apply minimum 10 days before to avail the earned leave through proper channel. Only upon formal approval, leave shall be availed, otherwise it will be treated as leave on loss of pay or break in service. Any public holiday within the leave period is considered as leave.

### **1.4 Medical Leave (3)**

After three years of service, for every year of service faculty shall get 3 medical leaves. The medical leaves can be accumulated to a maximum of 30. Medical emergency shall be intimated to institute immediately. The institute decision on the genuineness of medical requirement is final.

*Prior sanction may not be obtained if the sickness is sudden and unforeseen but intimation or communication to be given to the Vice Chancellor through proper channel. The Vice chancellor is the leave sanctioning authority.*

### **1.5 Vacation Leave (07)**

After one year of service, faculty may avail the vacation for seven days (including public holidays if any) at the end of even semester. The HoDs in consultation with the Deans will recommend to the Vice Chancellor for vacation leave after ensuring minimum functioning of the department at any given point of time during the vacation period as required. However, institute may cancel the vacation leave based on academic and administrative priorities for all the faculty members or selected faculty. If vacation is cancelled either totally or partially, for every 3 days of vacation cancelled, one earned leave shall be added. In addition to this vacation leave, the festival leave granted to students as per academic calendar is applicable to faculty.



*Vacation Leave cannot be clubbed with any other leave and faculty must be present before start of the vacation and after the end, salary of vacation leave will be paid once the faculty reported back after vacation*

### **1.6 On Duty**

If the institute deposes the faculty for any work by order on behalf of the institute, it shall only be treated as ON DUTY. The Vice Chancellor is the deputing authority.

### **1.7 Maternity Leave**

After two years of service, woman faculty can avail the maternity leave for a maximum period of 90 days. Faculty needs to intimate the desired leave period to the Vice Chancellor through proper channel as early as possible to facilitate the academic schedules. Faculty who rejoin after 90 days of sanctioned leave will be given one month salary for the leave period.

### **1.8 Study and Sabbatical Leaves**

Faculty can avail Study Leave upto a maximum of three years for pursuing higher studies (PhD) at institutes of repute. After five years of service, faculty can avail a maximum of one year Sabbatical with institutions of repute either in India or abroad. Faculty needs to apply for the sabbatical leave and study leave to the Vice Chancellor through proper channel three months prior to leave period and intimate three months before rejoining. Faculty cannot accumulate the earned leave and medical leave for the sabbatical or study leave period.

### **1.9 Leave on Loss of Pay**

When faculty member doesn't have enough leave balance, but the leave request is approved by the competent authority prior to the leave based on duration of the leave, such leave is treated as leave on loss of pay. Based on the duration of the leave on loss of pay, the earned leave and medical leave for that academic year may vary.

### **1.10 Absence Without Leave**

Faculty members absent from work without prior approval of the reporting authority, is treated as negligence towards work, and it will be treated as double loss of pay or break of service depending on the duration of absence. Faculty needs to apply to Vice Chancellor through proper channel to rejoin the work.

## **2. Professional Development**

The faculty are continually encouraged to enhance their professional competencies by means of attending professional events, pursuing courses/programs and improving their academic qualifications.

### **2.1 Participation at National/International Level Events with In India**

For the events/programs, of minimum three days duration as a participant or as author/presenter conducted, by institutes of national importance and NIRF top 100 ranked institutions, provided there is no compensation from the organizing institution, *the following costs will be reimbursed by institute after submission of the documents:*



Support	National	International Event @ India
Registration Fee	INR 5000	INR 7000
Travel	3 <sup>rd</sup> Class AC or INR 1500 (Whichever is Minimum)	
Accommodation	INR 1500/ day	

All such participation need to be planned without affecting the academic and/or administrative work and on recommendation of the HoD/Dean.

## 2.2 Pursuing Courses, and Certifications

Faculty can pursue courses offered by MOOC platforms, institutions of repute, and organizations of repute either offline or online in the emerging areas with the prior approval of the Vice-chancellor. Based on the prior approval and sanctions, the course fee either in full or partial will be reimbursed upon successfully completing the course/certification to the maximum of INR 10,000/-

Deans and HoDs shall utilise the expertise of these trained faculty by means of offering new courses, certification and training to students and faculty.

## 3. Resignation and Relieving

- (a) In case a faculty member wishes to discontinue his services at the university, he/she has to give a minimum of three months notice. However, the faculty will be relieved at the end of the academic session. The Vice Chancellors decision will be final on the actual date of relieving.
- (b) After submitting resignation and approval sanctioned by Vice Chancellor, the faculty member can be relieved only after clearance from Dept/School/Central Offices with which the faculty member is associated with before issuing of experience certificates and other documents.
- (c) The faculty is also expected to attend an exit interview with the VC or any other university official authorized by them to explain the reason for discontinuation.
- (d) In case of termination order on account of violation of university SOP or any disciplinary action recommendation, the relieving will be immediate.

 10.3.23

**VICE CHANCELLOR**

Copy submitted to the Chancellor and Vice-presidents – for kind information  
Copy to Registrar and Controller of Examinations  
Cc: to all Directors, Deans and HoDs