

Section III. Benefits

For persons appointed on the basis of fixed term contracts by a specific agreement, the benefits stated in this section would be applicable only to the extent mentioned in the letter of appointment / contract.

Chapter 8. Leave and Vacation

- 8.1 Leave cannot be claimed as a matter of right and when the exigencies of the Institute so require, discretion to refuse or revoke leave of any description is reserved with the sanctioning authority.
- 8.2 Vacation Staff: Faculty members are categorized as vacation staff. Director and all other staff are categorized as Non-vacation staff.
- 8.3 The leave sanctioning authority for various categories of staff is as under:

<u>Category</u>	<u>Sanctioning Authority</u>
Director	Self-sanctioning authority for casual leave, restricted holidays, half-pay leave, commuted leave & earned leave. Chairman for maternity / paternity leave and leave without pay
Group A	Director
Group B & C	Chief Administrative Officer / Officer authorized by Director

- 8.4 For all staff members in the cadre of “academic staff”, “non-faculty (Administrative staff)” and “non-faculty (Technical staff)” the following types of leave are admissible:
- Casual leave
 - Restricted holidays
 - Earned leave
 - Maternity leave
 - Paternity leave
 - Half-pay leave
 - Commuted leave
 - Study leave
 - Leave without pay

Such types of leave would be governed by the relevant leave rules of Government of India.

8.5 For “faculty members” the following types of leave are admissible:

- Casual leave
- Restricted holidays
- Academic vacation
- Earned leave
- Maternity leave
- Paternity leave
- Leave without pay
- Study leave
- Sabbatical leave

8.6 For “faculty members”, casual leave, restricted holidays, maternity leave, paternity leave and leave without pay would be governed by the relevant leave rules of Government of India.

8.7 Academic vacation for “faculty members”

- (i) Faculty members are entitled to vacation during the academic year.
- (ii) The academic year for consideration of vacation would be from 1st June to 31st May every year.
- (iii) For every academic year, a faculty member is entitled to 60 days of vacation.
- (iv) For a Faculty member who is in the employment of the Institute for part of the academic year, the vacation would be calculated on pro rata basis. To illustrate: An academic staff member joined duty on September 1st, 2011. During the academic year 2011-2012 (defined as the period from June 1st 2011 to May 31st 2012), he would be entitled to $(60 \times 273 / 365 = 44.876$ rounded to) 45 days.
- (v) The total 60 days is available during two windows: (1) 45 days anytime during the *Summer Window* from April 1st to May 31st; (2) 15 days anytime during the *Second Window* from June 1st to 31st March.
- (vi) A Faculty member can avail vacation during these two windows.

- (vii) During a window, it is not necessary for a staff member to avail the vacation in one single stretch; vacation may be availed in parts, however, the dates of which the academic staff member plans to avail of his vacation should be intimated to the Office of the Director before the vacation. After joining the duties, the exact period (from ----- to -----) for which the vacation was actually availed should be confirmed.
- (viii) Holidays, Saturdays and Sundays which are either prefixed or suffixed to the vacation period would not be counted in calculating the period of vacation.
- (ix) The unavailed vacation during the academic year would result in earned leave credit of (vacation entitled – vacation availed)/2.
- (x) Prior approval of Director is required to avail the vacation.
- (xi) A Faculty member may avail vacation only when it does not affect his or her commitments to the Institute.

8.8 Earned leave for faculty members

- (i) For faculty members, earned leave of 10 days in a calendar year (credited in advance at five days on the 1st of January and 1st of July in a year) is admissible.
- (ii) In addition, as stated in 8.7 (ix), any unavailed vacation during the academic year would result in earned leave credit of (vacation entitled – vacation availed)/2.

8.9 Sabbatical leave for faculty members

- (i) The following norms will be followed for the grant of sabbatical leave to the faculty.
 - A minimum of six years of continuous service as faculty is essential.
 - Sabbatical leave can be availed only twice during the entire service with the Institute.
 - On each occasion of availing the sabbatical leave, the maximum period of sabbatical leave will be one year inclusive of vacation.
- (ii) The sabbatical leave may be granted for any one of the following purposes:
 - to conduct research
 - to write text books or other related works
 - any other purposes as approved by the Institute

- (iii) The grant of sabbatical leave would not be automatic but the Institute will consider various other aspects before approval of the grant of sabbatical leave.
- (iv) A faculty member on sabbatical leave would be entitled to draw pay and allowances from the Institute as if he is on duty.
- (v) A faculty member while on sabbatical leave should not accept any other employment outside.
- (vi) A faculty member on sabbatical leave at Tiruchirappalli / Chennai will be allowed to use the office and be given reasonable secretarial help.
- (vii) If a faculty member on sabbatical leave desires to participate on a limited basis in teaching programmes he may be allowed to do so without giving him any additional honorarium. Such teaching involvement would, however, be minimal.
- (viii) A faculty member while on sabbatical leave may accept invitations to serve as members of committees and to serve as members of board of directors & governing bodies as mentioned in Regulations 7.17 & 7.18.
- (ix) A faculty member is not allowed to undertake consultancy assignments while on sabbatical leave.

8.10 Study leave for faculty members

- (i) When a faculty member applies for study leave to pursue further study / fellowship / exchange / programme / training, and it is considered that the study or training will serve the interest of the Institute, the faculty member may be granted study leave.
- (ii) The Institute will not ordinarily pay for the travel in connection with the study.
- (iii) Study leave will not be debited to the leave account of the staff.
- (iv) The leave salary during study leave will be as decided by the Director.



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- (v) The total period of the leave so sanctioned should not normally exceed twelve months.
 - (vi) Study leave may be granted only if the staff has rendered more than three year's continuous service. This condition may be relaxed in special circumstances and a shorter period, in no case less than two years, may be accepted as minimum qualifying service.
 - (vii) Study Leave may be taken in combination with earned leave.
- 8.11 A faculty member who avails study leave, sabbatical or any other long leave other than casual leave and earned leave is required to produce documents / certificates related to his/her relieving from the host organizations.
- 8.12 Ordinarily, leave (except casual leave) will not be granted to faculty members and academic staff during teaching terms except on medical grounds or other unavoidable exigencies.