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## Fwd: Revised Study Leave Policy

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### Revised Study Leave Policy for Leading University

Purpose: In view of some required changes in the policy for enhancing faculty qualifications and increasing number of teachers applying for study leave, Leading University (LU) has formed a committee to formulate the study leave rules for its faculty members. The rules have been made to provide better opportunities for faculty members who wish to pursue higher studies without hampering the regular academic activities of the University. In pursuance of the above decision the following rules are proposed by the committee for approval:

1. Study leave may be granted for a maximum of 5 years; 2 years for Master's and 3 years for PhD programs.
2. Application for study leave must be accompanied by proper documents relating to admission and funding support.
3. Study leave will be granted initially for one year both for Master's and PhD programs. The leave will be extended from year to year upon recommendation of the supervisor/ Chairman/ Head of the Department in which the teacher is pursuing the degree. The concerned teacher also has to submit every year, a letter from his/her supervisor certifying that s/he is making satisfactory progress.
4. Study leave will remain open, and there will be no quota/ ceiling for maximum number of teachers who can be on study leave. However, LU Administration will grant study leave based on availability of teacher for taking classes, and needs of the Department for faculty development (to be decided by the Vice Chancellor in consultation with the concerned Head of the Department).
5. 25% of last drawn basic pay for Master's program and 50% of last drawn basic pay for PhD program may be paid as salary for total duration of leave subject to joining at LU and submission of bond regarding further continuation of active teaching of not less than 2 years for Master's program and 3 years for PhD program. The amount will be paid in equal monthly installments over a period equal to the number of months spent on study leave.
6. Study leave will be admissible to a full-time faculty serving at LU for not less than 2 years. Study leave will imply no break in study during leave period.
7. Period of study leave will be counted as active teaching experience in the Leading University.
8. Faculty members admitted to Master's or Master's leading to Phd will be entitled to enjoy all proposed financial benefits.
9. Those who already have a Master's degree will get leave without pay for 2 years for 2nd Master's.
10. Faculty members admitted to 2nd Master's leading to Phd will be entitled to enjoy the following financial benefit.
  - i) For Master's - 2 years Study leave without pay.

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ii) For Phd - 3 years Study leave with pay.

11. Faculty members who are enjoying study leave for 2nd Master's or 2nd Master's leading to Phd will get the following leave benefit-

- i) Seniority
- iii) Gratuity

12. Period of study leave will be counted for the purpose of annual increment. Arrear on annual increment will not be given during study leave.

13. Extra ordinary leave will be applicable to teachers when prolonged absence is required for higher studies. An extra ordinary leave of maximum 1 (one) year for Master's and a maximum of 1 (one) year for PhD may be granted.

14. If additional time is required by any faculty member for completion of PhD Degree, a maximum of 01 (one) year Study leave will be granted as study leave without pay based on proper reason and Supervisor's recommendation.

15. Period of extra ordinary leave will not be counted as service in the LU for any purpose.

16. Teachers will have to join LU immediately after the completion of the program/course. If any teacher fails to join LU in due time, LU authority will take necessary measures against him/her which may include termination.

  
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