



Policy Title: Faculty Leaves Policy

1.0 Objective

The objective of this policy is to provide opportunities for rest, relaxation, and personal development to eligible faculty members.

2.0 Scope

This policy is applicable to all regular full time faculty members of UMT.

3.0 Policy

A faculty member shall apply leave on the prescribed leave application form (available at UMT website or with OHCM) duly signed by both the departmental chairperson and concerned Dean. The faculty member should clearly mention the name and signatures of the person who would be officiating his/her duties in his/her absence.

A leave application of seven or more days must be presented at least seven days in advance.

It is the responsibility of each CoD to keep the leave record updated and transparent by having his/her own signature along with that of the concerned faculty member and Dean. Leave record will be maintained by the Department concerned and provided to the OHCM on fortnightly basis.

3.1 Leave Types***3.1.1 Leave with Pay***

Fulltime faculty members are entitled to a maximum of 30 days of leave or less depending on the length of service (i.e., on pro rata basis) in an academic year (Fall, Spring and Summer). The leave balance of one year cannot be carried forward to the next academic year.

All fulltime faculty members must report to work the Monday of the week before classes start each semester. It is the responsibility of the faculty member to inform the CoD of his/her intended leave plan during the academic year. Arrangements for such a leave must be recommended by the CoD, with final approval resting with the concerned Dean.

3.1.2 Sick Leave

In case of a sick leave spanning 3 or more days medical certified of a registered medical practitioner must be presented with the leave application. In case medical certificate is not presented the absence may be categorized as unpaid leave and salary may also be deducted.

3.1.3 Uninformed Leaves

Every faculty member is expected to meet every scheduled class and to be punctual. In the event that a faculty member finds it impossible to meet a scheduled class, the department Chairperson must be notified as soon as possible so students can be informed of class cancellations. All uninformed laves



will be considered as unpaid leave of absence and appropriate deductions will be made from the salary of concerned faculty member, unless he/she is able to show that the leave was due to unavoidable circumstances.

3.1.4 Long Leave

In the event of a prolonged illness or any other valid reason other than covered in all kinds of leaves mentioned in this handbook, the faculty member may ask for extended leave without pay for up to a period of three years. However, in order to be entitled for this leave the faculty member must have 5 years of prior service with UMT. Such cases will be forwarded to the OHCM to get the final approval from the Rector. OHCM will inform the concerned faculty member with a copy to his / her departmental Head and concerned Dean about the status of the leave application.

3.1.5 Study Leave

Improvement of qualification from MS or MPhil to PhD is strongly encouraged. Full-time faculty members who have served full-time for at least three years at UMT may apply for study leave. The number of study leave cases are budgeted and planned by the respective department. Each department may allow study leave to one faculty member every two years. During study leave the faculty member will be granted scholarship allowance equal to 50 percent of his/her last drawn basic salary besides legally sanctioned benefits (EOBI etc.) the faculty member would only be entitled to life insurance and indoor medical facility. He/she would not be entitled to any other benefit. Maximum study leave period is three years. The faculty member availing study leave has to fill a bond to serve UMT upon completion of his/her degree for at least one year failing which he/she will have to pay a compensatory amount, specified in the bond, to the university. Those whose degree does not finish within the study leave period may ask for leave without pay on completion of their study leave. Only one study leave is allowed to a faculty member during his/her career at UMT.

A faculty member who qualifies and wishes to avail study leave must provide proof of his/her admission to the Chairperson. The Chairperson will assess the quality of the proposed program, its advantages to the department and the budgetary position. He/she would then send a recommendation to the Dean. The Dean in consultation with the Rector will approve the study leave.

3.1.6 Sabbatical Leave

All fulltime teaching faculty members, after completing seven years with UMT, are eligible for sabbatical leave. Only fulltime employment will be counted toward the seven years' requirement. A faculty member requesting sabbatical leave must submit a proposal describing the detailed use of the sabbatical time. Appropriate use of sabbatical leave is: writing professional materials such as textbooks, obtaining industrial experience, and completing advanced degrees.



Process

All proposals will be reviewed by a university committee. The committee members will submit their recommendations to the Rector or his/her nominee for approval. The committee will make recommendations on the appropriateness of each proposal and on a suggested schedule for the execution of the sabbatical leave. It is the responsibility of the faculty members to provide good documentation for their proposals. The proposal must be submitted at least nine months before the requested sabbatical leave would begin. When more than one sabbatical leave is requested for a given period of time, the value of the proposed work to the institution and the seniority of the applicant will be used to determine which faculty member will be granted sabbatical leave. Sabbatical leave will last one term and up to a maximum of two terms when the value to the institution warrants an extended leave. Normally one sabbatical leave is available every semester. The university is committed to the continuation of benefits and compensation for the faculty member during the sabbatical leave period. The university will ensure this continuation depending on the arrangements the faculty member has made for his/her sabbatical leave. The financial commitment of the outside institution/agency with the faculty member during the period of faculty member's sabbatical leave would form the basis of one of the following arrangements:

- a) If the faculty member takes on a sabbatical leave project for which there is no compensation and benefits, the university will continue to pay compensation and benefits at the rate in effect during the last semester of on campus service.
- b) If the faculty member receives a compensation and benefit package that is less than that currently provided by the university, the university will pay the difference between what is received and what was provided during the faculty member's last term of on campus service.
- c) If the faculty member receives a compensation and benefit package greater than that currently provided by the university, the university will not pay compensation and benefits during the period of sabbatical leave. A letter of understanding detailing the terms for the sabbatical leave will be signed by the Concerned Dean and the faculty member. The letter of understanding will include a clause requiring the faculty member to continue fulltime with the university for one academic year following the sabbatical leave

3.1.7 Duty Leave

Faculty members attending training or workshops etc. in line with their official responsibilities will be deemed on duty for the period of such activities. In such cases the faculty member must fill in the leave application form stating the reason of such leave. After approval from the concerned CoD and Dean the leave application must be submitted to OHCM. The OHCM shall mark the faculty member as present in the attendance record for the period of official leave.

3.1.8 Maternity Leave

Female faculty members may avail maternity leave of 90 days (45 days pre-natal/45 days post-natal) after a minimum service period of one year with UMT. Doctor's certificate is a necessary pre-condition



of availing this leave. The faculty member must at least give a 30 days' prior notice to her supervisor before availing this leave.

This leave can be availed twice during the service with UMT. The concerned employee must at least give a 30-day prior notice to her supervisor before availing of this leave. In cases where the faculty member has to go on early leave due to complications – such period will be considered as maternity leave. The total leave period would remain the same. After availing of paid maternity leave, if a female employee resigns from her further services with UMT upon termination of her paid maternity leave, for any reason whatsoever, will be required to pay 3 months' salary which will be deducted/adjusted in her final settlement against the salary paid to her during the maternity leave.

3.1.9 Hajj Leave

Faculty members desirous of performing Hajj will be facilitated by UMT by giving them a paid leave of 30 days. Hajj leave may be availed only once during the career of faculty member.

3.1.10 Leave during probation period

10 leaves during probation period are permissible to all faculty members.

4.0 Compliance and Enforcement

The office of Human Capital Management (OHCM), is responsible for the implementation and compliance of the policy.