

Official Leave Rules for Patliputra University (PPU)

These rules are based on the **UGC Regulations 2018** for teaching staff and the **Bihar State Universities Act 1976** for non-teaching staff.

1. Teaching Staff (UGC Regulations)

- **Casual Leave (CL):** Admissible up to **8 days** in an academic year.
- **Special Casual Leave:** Up to **10 days** per year for academic duties such as conducting examinations for a university or board, or attending conferences.
- **Duty Leave:** Up to **30 days** in an academic year for attending orientation programs, refresher courses, or seminars as a university nominee.
- **Earned Leave (EL):**
 - Teachers can accumulate up to **300 days**.
 - Maximum sanction at one time is **60 days** (extendable to 180 days for medical reasons or study).
- **Study Leave:** Available after **3 years** of continuous service for pursuing a Ph.D. or research, for a maximum of **3 years** (extendable to 5).
- **Sabbatical Leave:** Available to permanent teachers with **7 years** of service for academic pursuit; max **1 year** at a time and 2 years in a total career.
- **Maternity Leave:** **180 days** for women teachers with fewer than two surviving children.
- **Child Care Leave (CCL):** Up to **2 years (730 days)** during the entire service for female teachers.
- **Paternity Leave:** **15 days** for male teachers.

2. Non-Teaching Staff (Bihar State Universities Act)

- **Casual Leave:** Standard entitlement is **16 days** per calendar year.
- **Earned Leave:**
 - **Superior Service:** Earned at **1/11th** of the period spent on duty.
 - **Inferior Service:** Earned at **1/16th** of the period spent on duty.
 - Accumulation limit is typically **180 days** for superior service (though often extended to 300 days in practice under state amendments).
- **Half-Pay Leave:**
 - **Superior Service:** **20 days** for each completed year of service.
 - **Inferior Service:** **15 days** for each completed year.
- **Maternity Leave:** **180 days** on full pay.
- **Quarantine Leave:** Up to **21 days** (extendable to 30) due to infectious diseases in the household.

3. General Provisions

- **Prefixing/Suffixing:** Casual leave can be prefixed or suffixed to holidays but generally not to vacations for non-teaching staff.
- **Vacation Credit:** If a teacher is required to work during a vacation, they may be credited with **1/3rd** of that period as Earned Leave.