

- 8) Sanction of casual leave cannot be taken for granted as the same has to be applied for and duly sanctioned before the employee in question actually avails or proceeds on casual leave.
- 9) Except in emergent circumstances, such as sudden illness or personal difficulty, application for casual leave should be sent in advance and leave is availed only after the required sanction has been accorded and communicated.
- 10) The Competent authority shall have the discretion to grant special casual leave if it considers that in the interest of the Institution, who are chosen or appointed examiners/supervisors in any of the Universities in the State for attending examinations, and who are appointed as examiners in Engineering & Technology examinations, conducted by the DTE / VTU etc., and who attend meeting of the academic councils and faculties by the University in the State without T.A. and D.A. not exceeding 30 days in each calendar year.

8.5 Leave On Medical Grounds: Sickness/Maternity/Paternity (half pay leave)

1. A female employee is credited with a total of 135 days of maternity leave. During such period, she shall be paid leave salary equal to the pay drawn before proceeding on leave.
2. Maternity leave may covers miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy act 1971 (but not threatened abortion) subject to condition that :
 - a. The leave does not exceed 6 weeks and
 - b. The application for leave is supported by a medical certificate from a Registered Medical Practitioner.
3. The maternity leave under sub rule (1) or (2) above shall not be admissible to a female employee who already has two or more living children.
4. a. Maternity leave may be combined with vacation or any other kind of leave, such leave not exceeding 60 days, and may be granted without production of the medical certificate.
 - b. Leave in further continuation of leave granted under clause (a) sub rule 4 may be granted in cases of illness of the female employee subject to the production of a medical certificate from the authorized medical doctor. Such leave may also be granted in case of illness of a newly born baby, subject to production of a medical certificate from the authorized medical doctor to the effect that the condition of the ailing baby warrants personal attention and that her presence by the baby's side is absolutely necessary.
5. Paternity leave shall be admissible to a male employee upon production of a relevant medical certificate. The maximum period will be for a period of ten days and in respect of only two pregnancies of his spouse.