

১৫ নভেম্বর ২০০৮ অনুষ্ঠিত রিজেন্ট বোর্ডের ৬ষ্ঠ সভায় অনুমোদিত 'নোয়াখালী বিজ্ঞান ও প্রযুক্তি বিশ্ববিদ্যালয়ের ছুটির নীতিমালা' : (Leave Rules of Noakhali Science and Technology University as Approved in the Meeting of Regent Board on 15 November 2008)

## **1. General Conditions**

- 1.1 These rules shall be called the Noakhali Science & Technology University Leave Rules.
- 1.2 Leave is earned by duty only. Leave cannot be claimed as a matter of right. When exigencies of the University service so require, discretion to refuse or revoke leave is reserved to the authorities empowered to grant it.
- 1.3 Vacation counts as duty unless leave not due on half-pay or extraordinary leave without pay or both precede it. Vacation will be allowed to University employees on the following principles:
  - 1.3.1 Teachers of the University except Deans of faculties, Chairman of Department, Provosts of Halls, Director Student's Affairs, Proctor, Assistant Provosts, Assistant Director Student's Affairs and Assistant Proctors as far as the duties of their respective offices are concerned shall be entitled to avail themselves of regular vacations of the University, unless detained by competent authority.
  - 1.3.2 The Vice-Chancellor is empowered to make such arrangements in consultation with the Provosts, Proctors, Student affairs adviser as he deems fit with regard to allowing Assistant Provosts, Assistant Proctors and Assistant Student affairs adviser to enjoy vacations.
  - 1.3.3 Registrar, Deputy Registrars, Assistant Registrars; Director, Deputy and Assistant Director of Planning, Development and Works; Controller, Deputy and Assistant Controller of Examinations; Librarian, Deputy and Assistant Librarian; Director of Accounts, Deputy and Assistant Director of Accounts; Chief Engineer, Superintendent, Executive and Assistant Engineer; Estate Officer may be allowed to enjoy a vacation of maximum 7 (seven) days during long vacation (14 days or more). But in case of detention on duty by competent authority during the vacation, the employees concerned shall not be entitled to claim any compensation or any additional leave.
  - 1.3.4 The clerical staff and subordinate establishment of each Department or Office of the University may be allowed to enjoy a vacation of maximum 7 (seven) days during long vacation with their office Heads.

- 1.3.5 The Director of Physical Education and the Physical Instructors shall be entitled to be absent from duty for a maximum period of 7 (seven) days during long vacation. The conditions of clause 1.3.3 are also applicable for them.
- 1.3.6 The Chief Medical Officer, the Deputy Chief Medical Officer, the Senior Medical Officers, the Medical Officers and the Commoners shall each be entitled to not more than six week's absence in respect of all vacations and holidays of the University during a session, the actual period is to be determined by the Vice-Chancellor; provided that in all cases the Vice-Chancellor may curtail the above mentioned periods, if he thinks it necessary in the interest of the University.
- 1.3.7 If a University employee is recalled to duty before expiry of his leave, he is entitled to draw traveling allowances for the journey from the station from which he is recalled to join the University.
- 1.4 Leave under these rules will not ordinarily be granted to University employee, unless he has served the University for two years but the leave shall be allowed to accumulate. In exceptional circumstances or on medical certificate, the Vice-Chancellor may grant leave on such terms as he may decide during the period of probation of an employee (the period of such leave on full pay shall not exceed the amount actually earned by the employee). This may be reported to the Regent Board in the case of members of the teaching and administrative staff.
- 1.5 Leave Salary Full Pay or Average Pay during leave period will refer to the pay which is of more advantage between the average of 12 month's pay drawn immediately before going to leave or the pay drawn by the concerned teacher or staff on the day just before going to leave.

## **2. Casual Leave**

- 2.1 Service rules do not recognize casual leave and an employee absent on casual leave are not treated as being absent from duty. All employees of the university shall be entitled 15 (fifteen) days casual leave in a calendar year in case weekly holiday remain 2 days in a week and 20 days in case of one day weekly holiday.
- 2.2 Casual leave shall not be combined with any other kind of leave except duty leave and may not be extended for more than 7 (seven) consecutive days at any one time in case of employees covered by Section 2.1 above.

- 2.3 Any employee may, with previous permission of the Chairman/Head of the Department/Office prefix or suffix casual leave to a general (weekly holiday and other government holiday) or optional holiday. He may also be permitted to sandwich casual leave in between two general or optional holidays. If however, a general or an optional holiday falls between two days of casual leave, it shall also be counted as casual leave.
- 2.4 Casual leave is meant for meeting unforeseen contingencies. This should not be granted in the case of serious illness particularly infectious or contagious diseases (i.e. chicken pox). However, casual leave may be granted for minor ailments such as ordinary fever, common colds, or exigencies etc.
- 2.5 No employee may go outside Bangladesh on casual leave but may leave the station with permission of the leave granting authorities.
- 2.6 Application for casual leave of the Deans of Faculties, Chairman of Department, Head of Offices, should be submitted to the Registrar's office for approval by the Vice-Chancellor and maintenance of office records in the Registrar's office. Usually all other applications for casual leave shall be approved by the concerned Chairman/Head of Departments/Offices and shall be maintained there but if requires these also shall be approved by the Vice-Chancellor and maintenance of office records in the Registrar office.

**2.7 Authority for granting casual leave will be as follows :**

- 2.7.1 Chancellor to the Vice-Chancellor and Vice-Chancellor to the pro Vice-Chancellor and the Treasurer.
- 2.7.2 The Vice-Chancellor to the Deans of Faculty and the Chairman of Departments/Chairman of offices and also teachers and officers if requires.
- 2.7.3 The Chairman of Departments to teachers, officers and staff of the Department concerned.
- 2.7.4 The Head of Office to their subordinate administrative and Lower Subordinate staff.

### **3. Duty Leave**

3. 1 Conducting examinations and attending meeting in connection therewith of another University or a Board or an Institution or a Body set up by the Government or other recognized institute (i. e. NGO of repute). The maximum period for which duty leave may be granted on this account shall be 14 days in a calendar year.
3. 2 Attending as jurors or appearing as State witnesses in a Law Court where the summons are served through the University; provided any honorarium taken by a university employee for the day or days of his absence shall be refunded to the University.
3. 3 Attending as members of Committees appointed by the Government organization or any academic body where the appointment does not carry any emolument; provided this period does not exceed one calendar month in any academic year.
3. 4 Representing the University or the Government in any Organization, Association, Conference, etc. or when an employee of the University is absent on University work.
3. 5 Delivering lectures at the invitation of any Department of an Education at Institute or any University or any learned Association of established reputation where the University employee concerned is not entitled to any remuneration for the work; the maximum period for which the duty leave may be granted for 10 days in a calendar year.
3. 6 If any employee of the University is unable to attend to his duties in the University owing to his attendance in the B. N. C. C. Training camp, he may at his own preference (a) be given ordinary leave due to him and permitted to receive pay and allowances from the Military authorities for the period of camp or (b) he may credit to the University the pay which he may receive for the period in camp and take duty leave for the period.
3. 7 No duty leave shall be granted, if it involves the appointment of a substitute and duty leave cannot be claimed as a matter of right, but such leave may be granted by the Vice-Chancellor at his discretion on the principles indicated above and the total period of duty leave granted to a teacher within a calendar year shall not exceed 6 weeks.

3. 8 If the continuous period of absence on duty leave on Government work exceeds one month, the teacher concerned will be considered to be on deputation to Government and the Government will pay his salary and allowances. In appropriate cases Vice-Chancellor may extend the leave beyond one month.
3. 9 The duty leave will be approved by the Vice-Chancellor and be permitted with University vacation and other kind of leave.
3. 10 Any case not covered by the above rules will be decided on its own merits by the Vice-Chancellor and reported to the Regent Board.

#### **4. Medical Leave**

- 4.1 Leave on medical grounds for a period exceeding 7 (seven) days at a time shall ordinarily be granted only on a certificate from the Civil Surgeon or the University Medical Officer. The certificate shall distinctly state the period of the illness, its diseases symptoms and duration and the period of absence from duty considered to be absolutely necessary for the restoration of the applicant's health.
- 4.2 No employee of the University who has been granted leave on medical grounds for a period exceeding one month may return to duty without first producing a medical certificate of fitness from the Civil Surgeon or the University Medical Officer recognized by University authority sanctioning the leave. The Vice-Chancellor may at his discretion, requires any employee of the University on leave to produce a medical certificate of fitness before permitting him to return to duty even if the period of leave granted to him for reasons of health does not exceed one month.
- 4.3 An employee of the University returning from medical leave must at once report his return from leave to the Registrar through the Chairman of the Department or Head of the Office. No employee of the University shall be entitled to join duties before the termination of his leave without the permission of the Vice-Chancellor
- 4.4 No medical leave shall be granted to an employee of the University except in emergent cases, until a report as to the period of leave due has been obtained from the Registrar Office.

4.5 A separate leave account shall be kept for each employee of the University. All leave with pay shall be debited against his leave account in terms of full pay. In case an employee of the University serving in more than one capacity takes leave either in the principal or in the subsidiary capacity or in both capacities, the period of leave shall in all cases be debited against his leave account and there shall be only one leave account for such an employee.

**4.6 Medical Leave may be granted :**

4.6.1 By the Chancellor, to the Vice-Chancellor, the Pro-Vice-Chancellor and the Treasurer after having report from the Regent Board.

4.6.2 By the Regent Board.

4.6.2.1 To the Deans, Registrar, Chief Medical Officer, Chief Engineer, Director of Accounts, Director of Planning, Development and Works, Controller of the Examinations after having report from the Vice-Chancellor,

4.6.2.2 To the Teachers after having report from the Vice-Chancellor,

4.6.2.3 To the members of the subordinate administrative and clerical establishment after having report from Chairman of Departments, Head of the offices to which the Vice-Chancellor attaches them.

4.6.3 Provided that leave for not more than three days at a time and not more than 7 (seven) days in any session may be granted as follows :-

4.6.3.1 by the Deans of the Faculty, to members of the teaching staff other than Chairman of within the purview of the Faculty after having report from the Chairman of the Department concerned,

4.6.3.2 by the Head of each Office/Chairman of each Departments, to his subordinates (excluding teachers),

4.6.3.3 by the Vice-Chancellor, to Chairman of Departments on the recommendation of the Deans and all other employees of the University not covered by the above rules.

4.6.4 Provided that leave for not more than 7 (seven) days at a time may be granted by the Vice-Chancellor to members of the teaching staff other than Chairman after having report from the Chairman of the Department and the Dean of the Faculty concerned. An employee of the University holding more than one office shall obtain leave from each Chairman/Head of the Office concerned. Any leave granted under these rules shall be notified at once to the Registrar.

4.7. All medical certificates should be endorsed by the Chief Medical Officer of the University.

## **5. Maternity Leave**

Women employees of the University may be granted maternity leave as follows:

- 5.1 Leave on full pay at the rate drawn on the date previous to the date of commencement of the leave, for a period not exceeding 4 (four) months from the date of its commencement or from the date of confinement whichever is earlier, and that maternity leave can either be prefixed or suffixed to earned leave. Maternity leave can not be granted on more than 2 (two) occasions during ones service period.
- 5.2 Leave of any other kind including leave on average pay to the extent admissible, may be granted in continuation of maternity leave, if the application for such leave is supported by a medical certificate enclosed by the Chief Medical Officer of the University.
- 5.3 The authority for granting maternity leave shall be the same as for granting medical leave.

## **6. Quarantine Leave**

- 6.1 Quarantine leave on full average pay up to a limit of thirty days in any calendar year on production of a medical certificate endorsed by the Chief Medical Officer may be granted to a University employee by the Vice-Chancellor prohibiting him from attending his/her duties on account of infectious disease in his family and such leave shall not be debited against the leave account to his credit and further absence on quarantine leave during that session shall be debited against his leave.

## **7. Earned Leave**

- 7.1 Except as otherwise provided, each teacher and member of the administrative and subordinate staff, shall earn leave on full pay for a period equal to one eleventh (33 days in a year) and on half pay for a period equal to one twelvth (30 days in a year) of his period of duty for every 12 months. Period of absence during vacation will be regarded as period on duty.

7.2 Leave shall not ordinarily be granted for a period of more than 4 months at a time.

(a) Leave not due may be granted to an employee as enumerated in Section 2.7 above on production of medical certificate on half average pay for a period not exceeding six months in all, in each case, during his service.

(b) Leave not due granted to an employee shall be debited to the leave account, and no employee shall be permitted to tender resignation of his service in the University, unless either his debit balance in the account be completely wiped off by service or he refunds the amount paid to him as salary for the period not so wiped off. The sanctioning authority should be satisfied that the officer shall return to duty.

7.3 An employee of the University other than an M. L. S. S. detained on duty by competent authority during a vacation to which he/she is otherwise entitled shall earn additional leave on full average pay for up-to 15 days.

7.4 **Counting of leave of past service:** Un-enjoyed earn leave of the period which is counted for an employee from his past service shall be counted in the leave account of the employee along with the earned leave accrued from his service in Noakhali Science & Technology University.

## **8. Leave Preparatory To Retirement and Grant of Lump Amount In Lieu of Earned Leave Left Over**

8. 1 All employees of the University shall retire at the end of the session in which they attain the age of 60 years. Example: If an employee attains the age of 60 years on 27.9.2008 (session 2008-2009) he shall start L.P.R. on 30.6.2009. Similarly LPR in all cases shall be determined.

8. 2 Actual retirement shall be effective from the date of expiry of the leave preparatory to retirement or at the end of the session in which the employee attains the age of 60 years, as the case may be.

8. 3 Leave salary during the period of leave preparatory to retirement on average pay, or half average pay, as the case may be, shall be paid monthly on the first working day of the following month.

- 8.4 The University employee in addition to Leave Preparatory to Retirement (LPR) as admissible under the existing rules/orders, shall be entitled to a lump sum amount in cash in lieu of earned leave left over not exceeding 12 (twelve) months basic pay to be calculated on the basis of the basic pay drawn immediately before commencement of LPR. For this purpose, conversion will be allowed, where necessary, at the rate of one day of leave on average pay for two days of leave on half average pay. The lump sum amount is payable immediately after commencement of LPR.
- 8.5 Those who retire without availing of LPR but complete at least 25 years of qualifying service for the purpose of pension or attain the age of sixty years shall also be entitled to the above benefit. In their case, the lump amount in cash in lieu of earned leave, left over at the time of retirement, not exceeding 12 (twelve) months basic pay to be calculated on the basis pay drawn immediately before retirement, shall be payable after commencement of retirement.
- 8.6 Provided that those who have already received all financial benefits after settlement thereof and have been enjoying the pension on retirement shall not come under the purview of this benefit.
- 8.7 If any employee of the university dies while in service and if he qualifies for getting pension, then for his earned leave payment will be made according to rules in one installment.
- 8.9 Any teacher/Officer while enjoying Leave Preparatory to Retirement shall be member to any committee of the university.

## **9. Deputation**

- 9.1 An employee of the University may be regarded as being on deputation when he is so placed at the request either of this University or some other University or Government or similar body and if this University thinks that it is a fit case for deputing an employee; provided, however, that an employee of the University when appointed to a post under Government but working at this University will also be treated as on deputation. An employee who is granted leave without pay under these rules with permission to accept an appointment elsewhere shall not be treated as on deputation in continuation of his leave.

- 9.2 The maximum period of deputation will be three years and the employee concerned will be permitted to retain a lien on his post in the University for the period of deputation.
- 9.3 He will either contribute to the University every month one-tenth of his salary which he would have drawn in Noakhali Science & Technology University (i.e. including yearly increment or other facilities) as leave salary contribution and 10% as pension contribution when the period of his deputation will be counted towards increment of his salary in the University and earning of leave or he will contribute nothing and the period of deputation will not be counted towards increment of his salary in the University and earning of leave the option being left to the employee concerned, who must exercise it before joining his new post .
- 10 He shall contribute to the University Provident Fund at the usual rate from his University salary. The University will not make any corresponding contribution towards his Provident Fund.

#### **10. Leave without Pay and Lien**

- 10.1.1 Teachers/employees who are permanent and have served the university for at least 5 (five) years shall be eligible for getting leave without pay on lien.
- 10.1.2 Subject to approval of competent authority of Noakhali Science & Technology University, the period of such leave without pay on lien shall be in total for a maximum of 4 (four) years during the entire service life of an employee in Noakhali Science & Technology University.
- 10.1.3 The teachers/staff shall be able to enjoy this leave in two or more installments. Four years leave without pay on lien is not allowable at a time.
- 10.1.4 If the concerned teacher/staff does not return to his post in Noakhali Science & Technology University, then it will be deemed that the tenure of his job has been finished.
- 10.1.5 Under no circumstances this leave can be granted for a period more than half of the active service in the university.

- 10.2 If any teacher/staff has enjoyed study leave, in that case before he completely fulfills the condition of the bond, the granting of leave without pay can not be considered for him.
- 10.3 It is allowed to enjoy Sabbatical leave without pay on lien. In that case leave without pay on lien shall be up to a maximum of two years. The remaining two years may be taken in one or two installments subsequently.
- 10.4 If the Government of the People's Republic of Bangladesh wants to employ any teacher, officer or staff then the conditions of leave without pay on lien as described above may be relaxed. If the Government employ any teacher, officer or staff of the university for the greater interest of the country elsewhere in any other organization provided that person possesses 10 years service in the university in a permanent post, if he become unable to come back from lien after 4 (four) years i.e. if the Government keeps him engaged elsewhere beyond 4 years, in that case whenever he can come back, he will be able to join in his previous post.

## **11. Sabbatical Leave**

- 11.1 A teacher holding a substantive post in the University shall be eligible for sabbatical leave for special study or research at home or abroad up to a maximum period of one year on full pay and other benefits for at least six years of active service in the University excluding the period (s) of study leave, medical leave or extraordinary leave enjoyed, if any . The Regent Board on the recommendation of the Academic Council shall grant sabbatical leave. It shall not be granted for study or research leading to a Degree.
- 11.2 Except earned leave, no other leave shall be prefixed or suffixed to Sabbatical leave.
- 11.3 A teacher who goes on leave with lien shall not be eligible for sabbatical leave unless he completes six years of active service as mentioned in clause (11.1) above after joining his post on his return. This, however, shall not be applicable in cases of teachers who have been on lien or deputation elsewhere in national interest.
- 11.4 Sabbatical leave shall not be granted to a teacher for the second or subsequent terms unless he completes six years of active service as mentioned in clause (11.1).

- 11.5 Teachers going on sabbatical leave shall be entitled to retain the University quarters allotted to them or be entitled to usual house rent subsidy/ceiling during the period of such leave.
- 11.6 The person who has been enjoying sabbatical leave must submit progress report in every six month and a final report after return. Without final report his/her joining may not be accepted.

## **12. Study Leave Rules**

- 12.1 Study leave may be granted to the teachers of Noakhali Science & Technology University (excluding those who are appointed on part-time basis, against leave vacancy or ad-hoc basis) for the purpose of prosecution a particular course of study/research/ research programme in a subject connected with his/her work in the university.
- 12.1.1 Provided that no teacher of the University shall be granted study leave unless he/she can produce satisfactory evidence to the effect that he /she has got himself / herself admitted in a recognized University / Institution to pursue a course of study / training / research programme.
- 12.1.2 An application for study leave must be routed through the Chairman of the Department concerned followed by Dean of the faculty and be placed before Regent Board for approval.
- 12.2 Study leave shall not be granted to a teacher who has not completed at least two years of active service in this University. For the purpose of assistantship/ private sponsorship, two years active service in this University shall be required for seeking study leave.
- 12.3 Study leave will be granted according to the requirement of the course duration but not exceeding four years at a stretch. The leave will be initially granted for two years and will be extended on yearly basis on receipt of an application for extension duly recommended by the supervisor/tutor along with satisfactory half yearly progress report which should be sent to the Registrar, Noakhali Science & Technology University All such progress reports must be enclosed along with a testimony of the Registrar or concerned Officer of the University / Institution stating that the person concerned is duly registered with that University / Institution.

- 12.4 A teacher may be granted one to two years study leave for Master/M. Phil. programme depending on the duration of course and up-to 4 (four) years for Ph. D. programme. The teachers who have enjoyed 4 (four) years study leave with full pay may be granted up-to a maximum of one year (i. e. 5<sup>th</sup> year) extra-ordinary leave without pay for completion of Ph. D. degree, if so needed, only upon clear letter of recommendation from the supervisor/tutor concerned. Under no circumstances shall leave of any kind be granted beyond 5th year.
- 12.5 Teachers of the University holding leave on full pay for a maximum period of one year for postdoctoral research programme.
- 12.6 An application for study leave must be processed through proper channel and must clearly specify the course of study contemplated and supported by documents of acceptance for admission.
- 12.7 The period of a University employee's journey to and from the place of study or training, as decided by the Regent Board, shall be considered as part of his study leave.
- 12.8 Teachers who are granted study leave shall not proceed on study leave without taking release order from the Registrar of this University on production of clearance on a prescribed Proforma from the Librarian, the Chief Engineer, the Controller of Examination, the Director Accounts, the Chief Medical Officer, the Chairman of the Department/Division concerned and the provost of the Hall, if the teacher concerned is a Provost or an Assistant Provost.
- 12.9 Grant loan for travel expenses shall be subject to the following conditions.
- 12.9.1 Teachers who are granted study leave, but whose travel is not financed by any agency, shall be eligible for loan from the University towards travel expenses. The University authority depending upon the availability of fund shall determine number of teachers who will be eligible for loan from the University towards travel expenses. If the number of teachers seeking this loan exceeds the quota fixed by the University authority, length of service of the teachers in this University shall be the determining factor in finally selecting the candidates.

- 12.9.2 Study loan may be granted by the Regent Board under special circumstances on the recommendations of the Finance Committee for the teachers going abroad on study leave. Amount of loan so granted shall not exceed Tk. 50,000.00 (fifty thousand) in each case and it shall be interest free. The loan granted shall be recovered in 48 equal installments from the leave salary commencing from the month following the month in which teacher concerned draws the loan.
- 12.9.3 Teachers who have already been given travel loan once for going abroad to undertake higher studies will not get this loan again. Travel loan will be given for one way journey only at the time of going abroad.
- 12.10 Teachers who are granted study leave shall have to sign a bond in a prescribed form and enter into an agreement with this University in the non-judicial stamp paper in accordance with the approved terms and conditions to be authenticated by a Notary public before they proceed on leave. The person going on study leave shall bear all cost in this regard.
- 12.11 Teachers on study leave shall be entitled to retain University residential quarters, if already allotted, during the period of study leave only if their families (wife/husband/children /dependant parents/ dependant and own unmarried brothers/sisters) are left behind If they do not occupy University residential quarters they shall be entitled to draw the usual house rent allowance as admissible under the rules. Their families will also be entitled to medical facilities as per rules of the University.
- 12.12 A teacher proceeding on study leave shall be entitled to enjoy the leave salary due to him/her along with any scholarship, fellowship or any other financial benefit offered to him/her from any outside source or sources or from the University.
- 12.13 Teachers who are granted study leave shall not hold any other scholarship/stipend/ or secure any other financial assistance (other than the scholarship/stipend/assistantship) granted to them before proceeding on study leave during the period of study leave.
- 12.14 Teachers who are granted study leave shall not materially change the courses field of studies without prior permission of the University. If they do so, the University shall take such measure as it deems fit.

- 12.15 Teachers granted study leave shall not seek domicile in a foreign country and shall return to this University immediately after completion of the studies/training/research in abroad. In case of failure to comply with the above, the person concerned shall have to refund to the University equal of the entire amount spent by the University for his study in abroad in one installment with interest at the prevalent bank rate per annum from the date of payment till realization. If he fails to do so within a year, his guarantor has to pay the money to Noakhali Science & Technology University within next one year.
- 12.16 If teachers on study leave with or without pay, discontinue the course for which they were sent or they are unsuccessful, they shall have to refund the money spent by the University for their studies. The University authority shall determine the manner of refund. In no case refund is to be excused.
- 12.17 Applications for extension of study leave beyond the sanctioned period should be made three months before the expiry of the sanctioned leave to the Registrar, Noakhali Science & Technology University, along with letter of recommendation from the supervisor/tutor clearly mentioning the duration of extension required for the study.
- 12.18 The Regent Board can cancel granted study leave, if the progress report is not considered satisfactory or if there is any other genuine cause.
- 12.19 If teachers who are granted study leave with the University scholarship give up studies or discontinue the courses for which they went on study leave, they shall have to refund double of the entire amount spent by the University for their Studies. The University authority shall determine the manner of refund. In no cases refund is to be excused.
- 12.20 Teachers returning from study leave must report for duty to the Registrar within 7 (seven) days. They shall have to furnish a course-leaving certificate from the chairman of the Department in which the study was undertaken. No teacher shall be entitled to join duties before the termination of his leave without the permission of the Regent Board.
- 12.21 Teachers who are granted study leave on average pay, on return from study leave, shall have to serve the university for a period equal to the period of his study leave, failing which they shall be required to refund equal of the entire amount spent by the University: in this connection in one or more installments as may be decided by the University authority.

- 12.22 If on return from study leave, a teacher serves the University only for a portion of the period for which he is required to serve under the bond and then resigns or seeks exemption from serving for the balance of the bond period, he shall have to refund to the University proportionate amount of the money for the unexpired portion of the bond period with interest at the prevailing bank rate in such manner as the University authority may decide, before the resignation is accepted or exemption is granted, as the case may be.
- 12.23 No teacher shall be allowed study leave on average pay for the purpose of study and/or research for a total period exceeding five years during his service career; that this period of five years shall not include earned leave which may be prefixed or suffixed with vacations and the study leave.
- 12.24 The period of study leave on average pay or half average pay granted to a teacher shall be treated as on deputation and counted as qualifying service for the purpose of pension and calculation of increments of pay in the time-scale with all monetary benefits, i.e. yearly increment, allowance and festival bonus etc, as a teacher serving in the University, provided that regular and satisfactory progress report of his/her study/research/training is received in the University. Leave without pay shall not be countable for annual increment and time scale of pay. **The incumbent shall, however, not earn any kind of leave during the period of study leave. In the above context, all monetary benefits as a result of fresh appointment to a higher post or change in pay scale during the period of study leave shall be admissible to the incumbent with effect from the date of his resumption of duties but without any arrear financial benefit.**
- 12.25 Teachers on study leave in home or abroad if applies for higher post (Assistant Professor and Associate Professor) has to face the interview board. No board is to be held in absence of the candidate.
- 12.26 The above study leave rules prescribed for teachers shall be equally applicable mutatis-mutandis to the officers and staff of the University, if selected for higher study/training.
- 12.27 The Regent Board will ensure that in granting study leave, due consideration is given to the respective needs of the Department.
- 12.28 For the purpose of study leave "Full pay" shall mean the average of on the salary, excluding allowance received during the twelve months preceding the months in which a teacher goes on study leave; and "half pay" shall mean half average monthly salary as calculated above. The rate of house rent is refixed in view of the revision of the pay scale of the University in accordance with the Government rules, i. e. 7.5%.

### **13. Rest and Recreation Leave and Allowances:**

- 13.1 Recreation leave or allowances or both shall be granted to the Teachers, Officers and other employees of the University as per rules adopted by the Government of Bangladesh from time to time subject to approval of the Regent Board.
- 13.2 Ordinarily no substitute should be appointed during the period of such leave but the Vice-Chancellor may appoint substitutes in special circumstances if considered necessary.

### **14. Leave rule for service outside Noakhali Science & Technology University**

- 14.1 Notwithstanding anything contained elsewhere in the University Ordinances and Regulations Teacher/Officer/other employee may be granted extraordinary leave without pay for a period not exceeding four years for employment outside Noakhali Science & Technology University, provided that he has served the University for a continuous period of at least ten years.
- 14.2 Provided further that this extraordinary leave without pay for a maximum period of four years in total may be availed by a teacher/officer/staff during his entire service career at the University. However, this four years extraordinary leave can not be availed more than two years in one occasion.
- 14.3 Provided further that no extraordinary leave without pay shall be granted under these rules before the expiry of the bond period if any of the Teacher/Officer/Other employee concerned.
- 14.4 Provided further that a teacher/officer/ staff if employed except on deputation in the service of the Peoples Republic of Bangladesh or in any Autonomous Body therein may be granted extraordinary leave without pay ordinarily up-to four years and such leave shall not be debited against the leave account and shall not count for increments in the time scale of pay.
- 14.5 Provided further that a Teacher/Officer/Other employee who wants to enjoy extraordinary leave for the maximum period of four years for service outside Bangladesh shall be required to sign an unconditional bond before leave is granted to the effect that in case he fails to resume duties in the University within one month after expiry of the period of four years, his services in the University shall stand terminated with effect from the date following expiry of the sanctioned leave without any further notice.

**15. Leave Rules For Part-Time Teachers, Supernumerary Teachers Or Officers and Also Teachers or Officers Appointed on Contract Basis and Teachers, Officers and other Employees Re-Appointed after Retirement:**

15.1 Part-time teachers, officers, supernumerary teachers or officers and also teachers or officers appointed on contract basis and teachers, officers and other employees of the University re-appointed after retirement for specific period shall be entitled to leave as follows:

15.1.1 Leave on full pay for 10 days in any session, which shall not accumulate.

15.1.2 Leave on full pay for an additional period of 20 days on medical grounds in a session. Such leave shall not accumulate.

15.1.3 Leave without pay for a period not exceeding three months in a year and not exceeding one year throughout the whole period of service.

15.2 Supernumerary teachers and also teachers and officers appointed on contract basis and teachers, officers and other employees of the University re-appointed after retirement for specific period shall be entitled to only 10 days leave on full pay in a session which shall not accumulate, but they shall not be entitled to any leave with pay during the first three months of a session. They shall also be entitled to 20 days medical leave on full pay in a session, which shall not be combined with any vacation or leave, and which shall not accumulate.

15.3 Provided that in exceptional circumstances retired Government or University employees re-appointed by the University may be granted leave not due at the discretion of the Vice-Chancellor on such terms as may be decided by him. All such cases of the grant of leave not due, shall be reported to the Regent Board.

15.4 Period of leave without pay granted to teachers and officers appointed on contract basis shall not be counted towards the period of contract. They shall have to serve the period for which they have been granted leave without pay.

15.5 Part-time teachers shall be entitled to the following leave.

a. Leave on full pay for 10 days in any session, which shall not accumulate.

b. Leave on full pay for an additional period of 20 days on medical grounds during any session but such leave shall not accumulate.

c. Leave without pay for a period not exceeding 3 months in a session and not exceeding one year throughout the whole period of service.

## **16. Special Disability Leave To Technical And Mechanical Staff :**

16. 1 If any technical and mechanical staff in the permanent employment of the University is injured by any accident while engaged in the discharge of his official duties, he may on the recommendation of the Medical Officer of the University be granted by the Vice-Chancellor special disability leave up to a maximum period of six months on full pay and a further period of six months on half pay during the whole course of his service in the University, provided that the staff so injured was not guilty of any contributory negligence in bringing about the accident. Such special disability leave shall be counted as duty and shall not be debited against any leave account.

16. 2 The term technical and mechanical staff will mean such manual laborers as Electric Mistries. Helper to Electric Mistries, Khalasies, Sewerage Mistries, Carpenters, Helper to Carpenters, Mechanics, Fitters, Gas Mistries, Glass Grinder, Glass Blowers, Firemen, Laboratory Attendants and Drivers, Bus Conductors etc.

## **17. Study Leave of Officers/Staff**

17.1 In the interest of the university if it become necessary to send any officer/staff for Diploma/Special Training/Certificate Course, in that case providing justification for the study the concerned Department Chairman/Head will place his recommendation for leave for consideration by the Regent Board of Noakhali Science & Technology University, but under no circumstances such special leave shall be of more than 1 (one) year duration. The time spent in study will be considered as on duty. Along with this leave no other leave such as earned leave, medical leave or any other leave can be enjoyed.

## **18. Miscellaneous:**

18. 1 "Active Service" in these rules means actual teaching service or service in this University including vacations and leave availed of but excluding leave without pay.

18. 2 Study leave shall count as service for the purpose of increments in the time-scale of the teacher salary and for his contribution of the provident Fund.

- 18.3 The amount of earned leave standing to a teacher's credit can be combined with vacations and holidays and can be prefixed or suffixed with the study leave.
- 18.4 All days during term time shall be considered as days of duty, and on teacher shall leave the station on days on which ordinarily he has no lectures or sessional work without obtaining regular leave for those days (out of term only).
- 18.5 In special circumstances and when no other leave is admissible under these rules extraordinary leave without pay may be granted for a period not exceeding two years. Such leave will not be debited against the leave account and will not count for increment in the time scale of pay ; Provided that a University employee, not in permanent employment who has not served the University continuously for a period of at least three years shall not be granted extraordinary leave without pay for a period exceeding 3 months on any one occasion.
- 18.6 In circumstances, where owing to the inability of University to provide facilities the Regent Board may, at its discretion, grant him special leave with full pay for a particular day or days and this leave shall not be debited to his leave account.
- 18.7 Except as otherwise provided, when leave is combined with any vacation or holidays and the employees on such leave fails to return to duty on the days the University reopens, the vacation or holiday shall be counted as leave and generally if a vacation falls between two periods of leave, without interval between the vacation and the periods of leave the period of vacation shall be reckoned as leave.
- 18.8 Half pay shall be half of the full pay. In calculating the average pay of an employee, the period of leave without pay is to be disregarded and excluded.
- 18.9 Leave of Government Officer lent to the University will be regulated by the Government rules, for the time being in force in respect of the class of Officer to which he belongs.
- 18.10 An employee of the University who resigns from the university service before the expiry of his term of appointment shall not be granted any leave with pay, other than on medical ground, ending with the date on which his resignation takes effect.

18.11 Leave with salary and advance or leave without salary and advance or leave with salary and without advance be granted by the Regent Board to teacher of this University (excluding part-time teacher) for the purpose of prosecuting a particular course of study or undertaking research, on the recommendation of the Academic Council subject to the conditions as laid down herein.

18.12 No teacher shall ordinarily be allowed to remain absent on study leave for more than two years in the case of Honours or Master Degrees, and more than four years in the case of Ph. D. Degrees or Advanced Research, as the case may be; Provided that in exceptional cases the Regent Board may on the recommendation of the Academic Council and/or recommendation from the University/College authorities where the applicant is prosecuting his studies or research, extend the period of leave on such terms.

The members of the Committee responsible for preparing the Noakhali Science & Technology University Leave Rules:

*Signed*  
**(Prof. Dr. Sanjoy Kumar Adhikary)**  
Vice-Chancellor  
Noakhali Science and Technology University  
Convener

*Signed*  
**(Kazi Fazlul Karim)**  
Registrar (Acting)  
Noakhali Science and Technology University  
Member

*Signed*  
**(Mr. Md. Javed Hossain)**  
Provost (Acting), BSS Hall  
Noakhali Science and Technology University  
Member

*Signed*  
**(Mr. Md. Ashikur Rahman Khan)**  
Chairman (Acting), Basic Engineering Department  
Noakhali Science and Technology University  
Member

*Signed*  
**(Mr. Md. Jahangir Hossain)**  
Deputy Librarian  
Noakhali Science and Technology University  
Member