

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

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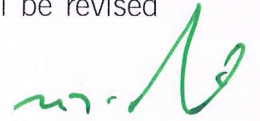
Date: 9 JUN 2015

CIRCULAR

Vacation leave for vacational staff shall be calculated as given below:-

1. During first year of service 30 days of Earned leave in lieu of 60 days of vacation shall be admissible on prorata basis (2.5 days accumulated at the end of every month).
2. Academic Year starting after completion of one year of service shall be admissible for availing 60 days of vacation. Academic year shall starts on the day of Enrollment of Autumn Semester.
3. During the period between completion of one year of service and beginning of new Academic Year, teaching staff shall be entitled to vacation leave in proportion of 5 days per calendar month and 1*day for every 6 days of balance days. Fractional leave of 0.5 days and above shall be rounded off to 1.0 and fractional leave below 0.5 shall be rounded off to zero.

Calculation of vacation and earned leave granted on the basis of detention shall be revised accordingly.



Director

Copy to:

1. All concerned faculty members
2. All Section Heads
3. All Wardens/Associate Wardens
4. Assistant Registrar (Administration)
5. PA to Director
6. Guard File – for record only