

**Career Point University  
Hamirpur**

**Notification**

No. CPUH/Leave rules/2021-

Dated: 24.05.2020

On the approval of Competent Authority, the Leave Rules are hereby notified in supersession of earlier orders issued in this behalf.

These rules shall be enforced with immediate effect and shall be applicable both for teaching and non teaching staff except for casual laborers/outsource employees deployed in the University

**LEAVE RULES OF CAREER POINT UNIVERSITY HAMIRPUR H.P.**

**Summary:**

Sr No	Nature of Leave	No. of Days
1	Casual Leave	18
2	Semester Break	7
3	Academic/Duty Leave	5
4	Medical Leave	7.5 (Awarded only on hospitalization)
5	Maternity Leave	45 (05 yrs of service at CPUH)
6	Special Leave	Native place is located  Between 1000-1500Kms - 2 days  Beyond 1500 Kms - 4 days

## 1. **Gazetted Holidays**

The Gazetted Holidays as notified by the University/State Government.

## 2. **Casual leave**

Employees of all categories can avail 18 days casual leave in a calendar year. This leave cannot be combined with any other leave. The total absence during casual leave shall not be more than 10 days inclusive of holidays falling in this period. Except of emergency, prior permission of the competent authority is required to avail casual leave.

## 3. **Vacations**

The vacations are allowed to all regular and contractual employees as under:

- a) Winter Vacation/Semester Break: 7 days
- b) Summer Vacation/Semester Break: 7 days

The employees can be assigned duty during vacation also for which they will be entitled for compensatory leave. (Not applicable for Deans/ Professors/ Associate Professors or other Officers)

## 4. **Academic/Duty Leave**

The teachers can avail duty leave 05 in a year as under for attending Workshop/Seminars/Conference and other academic work in other institutions provided the nature of job coincides with the objective of University within India. Documentary proof will be required for availing duty leave

For attending Workshop / Seminars / Conference / Research Travel / Consultancy / Functions of university Interest / other academic work outside India, the employee can avail duty leave as decided and approved by Hon'ble Vice-Chancellor.

## 5. **Medical Leave / Commuted Leave**

All the employees are entitled for medical leave up to 15 days only which will include the period of advised rest in surgical cases on production of medical certificate. The period of Medical Leave exceeding 15 days shall be treated as without pay. This will be awarded only on hospitalization.

**Note: The Medical Leave / Commuted Leave is basically a half pay leave hence 15 days means 7.5 days in all.**

## 6. **Maternity leave**

The female employees who have completed 5 years of their service in this University are allowed to avail Maternity Leave for a period of 45 days with pay and for others it will be without pay. The leave shall be availed again after three years. The maximum period of Maternity leave will be 90 days during entire period of life.

7 All other types of leaves will be considered as leave without pay.

8. The leave cannot be availed as a matter of right.

9. All teachers when proceeding on leave/duty leave/tour, including the Hostel Wardens shall have to make alternate arrangement for the teaching work and other duties assigned to them. The substitute provided should give in writing that he/she agrees to undertake this responsibility on the application made for such purpose by the employee.

10 The Hostel Wardens shall not leave the Head quarters without getting written permission from Dean Students' Welfare and also inform the leave sanctioning Authority also. He /She should ensure that the Deputy Warden is present in the Hostel in his/her absence.

11. Special leave in a year will be granted in favor of those employees whose native place is located beyond 1000 Kms form Tikker, Hamirpur. Detail of the special leave is as under:-

1000-1500Kms - 2 days

Beyond 1500 Kms - 4 days

12 All the employees can avail the leave with the prior permission of concerned authority.

Sd/

Registrar

Endst. No.

Dated: 24.05.2020

**Copy of the above is forwarded to following for information and necessary action:**

1. All Deans/ Associate Deans/ Controller of Examination/ Deputy Controller of Examination/ Chief Finance and Accounts Officer CPUH
2. Assistant Dean/ADSW CPUH
3. All HoD's/ Office Incharge Library CPUH
4. All Faculty/ Non teaching staff
5. Exam Cell CPUH
6. Hostel Wardens CPUH
7. Section Officer office of Registrar CPUH
8. PA to VC
9. Guard File

Registrar



AR CPUH &lt;ar@cpuh.edu.in&gt;

## Application for maternity leave

1 message

**shailja kumari** <shailja.zoology@cpuh.edu.in>

Mon, Feb 6, 2023 at 7:22 AM

To: Sanjeev Sharma &lt;registrar@cpuh.in&gt;

Cc: Yogesh Walia &lt;yogesh.che@cpuh.in&gt;, AR CPUH &lt;ar@cpuh.edu.in&gt;, richa.admin@cpuh.in

Respected sir

I am writing this to inform you of my pregnancy and intent to take the maternity grant of 25 weeks and 1 day. I had planned to take maternity leave form month of march 2023 but on my last hospital visit which was on 4th Feb 2023, Dr said that there are chances of preterm birth. So, I am planning to start my maternity leave on 6th Feb 2023 and my revisit back to work is likely to be on 1st Aug 2023.

I request you to kindly consider my request and grant me the maternity leave.

I shall be highly thankful to you for this act of kindness.

Thanks and Regards

Shailja kumari

AP Zoology

CPUH

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The HOD  
Division of Microbiology  
Career Point University  
Hamirpur (HP)

Dated: 19.07.2022

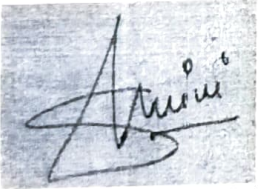
Subject: Regarding Maternity Leave

Respected Sir

I, Kumari Shalini, working as Teaching Associate in the Division of Microbiology, School of Pharmaceutical & Health Sciences. Sir, as I am 9 months pregnant so I request you to provide 45 days of Maternity leave. My due date is on 25<sup>th</sup> August, 2022. My doctor has advised me to take a complete rest for a month i.e. from 19.07.2022 prior to delivery.

Kindly accept my request for the maternity leave. I shall be very thankful to you for this act of kindness. Further, I am available to provide any information required.

Yours faithfully,



Kumari Shalini  
Teaching Associate  
Division of Microbiology

*Recommended & forwarded to associate dean  
School of Pharmaceutical and Health Sciences  
for h.a.p*

*(Signature)  
23/7/22.*

*Recommended & forwarded to V.C. ~~for~~*

*(Signature)  
23/07/22*

*Sir Vith... put up*