

## **BANGLADESH UNIVERSITY OF BUSINESS & TECHNOLOGY (BUBT)**

### **LEAVE RULES**

#### **16. Leave:**

- 16.1 A regular Faculty / Officer or any other Employee of the University shall earn leave on the basis of his service in the University. However, one cannot claim any leave as a matter of right.
- 16.2 The University Authority reserves the right of granting or not granting leave of a regular Faculty / an Officer / any other Employee of the University or can withdraw / cancel the order of leave earlier granted to any of them.
- 16.3 Leave should be granted before it is enjoyed. If any one goes on leave before it is granted it may be treated as unauthorized absence. Disciplinary action for unauthorized leave including salary cut down may be taken against him.
- 16.4 A regular Faculty / Officer or any other Employee of the University shall not be entitled to any leave other than casual leave before confirmation of his service in the University.
- However, in special cases, the Syndicate may grant leave to a Faculty / Officer or any other Employee for any number of days on health ground with or without salary and allowances.
- 16.5 Accounts of leave of individual regular Faculty or Officer or any other Employee must be maintained separately by the office of the University.
- 16.6 No leave will be granted to a Faculty or an Officer or any Employee if he accepts and engages himself in any job outside the University during the leave period.

#### **17. Casual Leave:**

All regular Faculty, Officers and other Employees of the University are eligible to enjoy casual leave up to 20 (twenty) days in a year on medical or personal grounds. However, none can claim casual leave as a matter of right. One can enjoy casual leave up to 05 (five) days at a stretch. In special case, the University Administration may grant casual leave for more than

5 (five) days at a time. Faculty members must arrange make up **Class Schedule** for the leave period.

The Faculty, Officers and Employees appointed on contract/ad-hoc basis will be eligible to enjoy casual leave proportionately for the period of his service during a year. However, contractual employees may be allowed leave on health / personal ground for a specific period with or without salary as decided by the Syndicate.

#### **18. Earned Leave:**

- a) This leave shall be earned on the basis of 1 / 21 of the period spent on duty during the tenure of normal period of service of the Faculty or Officer or any other Employee.
- b) A Faculty / Officer/Staff appointed on contract basis shall not get the benefit of earned leave.

#### **19. Leave on Medical Ground:**

- 19.1 Subject to the condition of para 16.1, 16.2 and 18 a regular Faculty / an Officer or any other Employee shall be entitled to enjoy leave on medical grounds.

The Syndicate may, on the recommendation of a registered doctor, grant a regular Faculty / Officer or any other Employee up to one month leave on medical ground with full pay and up to three months leave on medical ground with half pay. This period will be adjusted against his earned leave. The Syndicate may grant leave on medical ground for more than three months without pay. But accumulated earned leave will not be adjusted against medical leave without pay. This period of leave shall not be counted as effective service.

- 19.2 Contractual employees may enjoy leave on medical ground up to 10 (ten) days in a year with full pay, beyond that without pay or as decided by the Syndicate.

- 19.3 Leave on medical ground will be allowed only after confirmation of service in the case of regular employee and a minimum of one year of service in the case of contractual employees.

Otherwise, the leave, if granted by the Syndicate, will be treated as leave without pay.

## **20. Maternity Leave:**

A female Faculty / Officer / Employee of the University will be entitled to enjoy Maternity Leave up to 4 (four) months at a stretch or with break, as she likes, with full pay. This leave may be enjoyed twice in her service life. Maternity leave will be allowed only after confirmation of service.

However, if a female Faculty / Officer / Employee whose service has not yet been confirmed avails Maternity Leave, such leave shall be without pay.

## **21. Study Leave:**

A regular Faculty / Officer of the University may be allowed study leave by the Syndicate under the following conditions:

- i) A regular Teacher or an Officer of BUBT is entitled to Study Leave for a period of 2 years for Masters Degree and 3 years for Ph.D. Degree with 50% of the basic pay on condition that he/she joins BUBT after obtaining degree. Otherwise this leave would be treated as study leave without pay.
- ii) The study leave may initially be granted for one year. The study leave may be extended on submission of satisfactory report from the supervisor of the university/institute at the end of each year.
- iii) **Salary for Study Leave:** Any faculty member enjoying Study Leave may be entitled to 50% basic salary for the period of such Study Leave, if he/she joins in the previous position in BUBT after completion of study leave and obtaining the degree and these basic salary for each month will be paid on monthly basis with his/her regular monthly salary. In this case, he/she must serve the BUBT at least the time period he/she spent for Study Leave from the date of rejoining in BUBT and the teacher/officer must give an undertaking in non-judicial stamp to this effect as decided by the authority.
- iv) The Study Leave with 50% basic salary of an incumbent shall be counted as 50% effective service of the total period of Study Leave of the incumbent if he/she continues job at BUBT.

21.1 Application for higher education must be submitted to the Registrar through proper channel.

If a good number of Faculty / Officer / Employee submit applications for study leave the Syndicate shall decide as to how many of them may be allowed such leave.

21.2 If anybody desires to get any higher study without creating any hindrance to his normal job / duties of the University he shall also have to take the permission from the University Authority.

## **22. Extra-ordinary / Special Leave:**

A regular Faculty / Officer or any other Employee of the University may be granted Extra-ordinary or Special leave by the Syndicate for a maximum period of one year at a time during his service life. During this period he will not be entitled to any pay or allowance. The period of Extra Ordinary Leave shall not be counted to determine seniority of his service and length of service. A Faculty / an Officer appointed on contract for a minimum of two or more years may be granted Extra Ordinary Leave by the Syndicate without pay.

## **23. Duty Leave:**

The University Authority may grant duty leave (with pay) to any Faculty or Officer for the following purpose:

- 23.1 To attend any academic conference or meeting.
- 23.2 To attend any professional training course/ program organized by the Government or any Non-Government Organization or Institution or University at home or abroad.
- 23.3 To appear before any court for giving evidence in any case.
- 23.4 To deliver speech organized by any Public or Private University or any other Institution.