

APPROVED MINUTES

MINUTES OF THE 96th BOARD OF GOVERNORS MEETING OF INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE HELD ON 13 NOV 2021 AT 11:00 HRS VIA ZOOM

BGM 96.6 Proposal for grant of Flexible Leave to Faculty members in lieu of Vacation

As per the present leave rule policy for faculty members approved by the Board in its meeting held on 17 October 2020, a faculty member is entitled for 60 days of Vacation, out of which 20 days can be availed as flexible leave at any time in a financial year subject to prior approval.

Institute is now having different programmes like PGP-BL, MDP, EPGP, eMDP, Ph.D. etc. throughout the year including the vacation period. Therefore, idea of a vacation period for the entire institute is infeasible and most faculty are forced to forego the vacation due to their teaching commitments.

Considering the academic requirements of the Institute over the entire year, it is proposed to convert the 60 days of Vacation Leave to 60 days of Flexible Leave.

The vacation leave rule policy for faculty members may be modified as follows:

1. Each Faculty will be credited with 60 days of Flexible Leave on 1 April every year. This can be availed anytime in the same financial year subject to prior approval, without affecting the academic activities.
2. A minimum period of 5 days' Flexible leave to be applied in one single spell.
3. Maximum flexible leave that can be availed in a single spell should not exceed 40 days.
4. During flexible leave, faculty member will be entitled for leave salary equal to the leave salary during Earned Leave.
5. Flexible leave cannot be combined with Casual Leave.
6. Holidays, Saturday or Sundays can be prefixed or suffixed to Flexible Leave. Holidays, Saturdays and Sundays falling in between the flexible leave period will be counted as Flexible Leave.
7. Earned Leave, Half Pay Leave and Commuted Leave can be combined with flexible leave. Extraordinary leave cannot be combined with flexible leave.
8. Transport allowance in a month will not be admissible, if the period of leave covers the whole calendar month.

9. Faculty may opt to convert the un-availed portion of flexible leave as on 31 March every year to Earned Leave based on activity report and

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Secretary, Board of Governors

भारतीय प्रबंध संस्थान कोषिकोड

Indian Institute of Management Kozhikode

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approval of Director. One Earned Leave will be credited for every two Flexible Leave at credit as on 31 March, subject to a maximum of 20 EL. This conversion is subject to the faculty member meeting the minimum credit requirements for the year.

10. Faculty joining after 1 April of the financial year will be credited with pro-rata flexible leave on the date of joining.

11. If a faculty member is relieving from the Institute or re-joining the Institute in the middle of a financial year due to deputation, Foreign Service or extra ordinary leave, pro-rata flexible leave will be credited to such faculty member for the active period of duty in such financial year.

12. If a faculty member is retiring from the Institute in the middle of a financial year, the balance flexible leave at their credit will be converted into Earned Leave in the ratio 2: 1, subject to a maximum of 20 Earned Leave. This can be encashed as per the prevailing policy of the Institute.

13. If a faculty member is resigning from the Institute in the middle of a financial year, the flexible leave credited for the year will be recalculated and the credit will be adjusted considering the active period of duty in such financial year. Balance Flexible Leave, if any, based on the recalculation will be credited to Earned Leave account in the ratio 2:1. If the recalculation results in shortfall of flexible leave, such leave shall be adjusted from Earned Leave available at the credit of the faculty, failing which equivalent amount shall be recovered for the balance Flexible Leave to be adjusted.

14. This rule shall be effective from current financial year (2021-22) onwards.

The Board may kindly approve the proposal for grant of Flexible Leave to Faculty members in lieu of Vacation.

The Board approved the proposal for grant of Flexible Leave to Faculty members in lieu of Vacation.

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