

APPROVED MINUTES

MINUTES OF THE 96<sup>th</sup> 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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