

Leave Rules and Regulations for Teaching and Non-Teaching Staff of Jiri College, Manipur w.e.f 12th May 2026

SI	Types of leave	Duration	Eligibility	Documents Required	Sanctioned Authority	Remarks
1	Casual Leave (CL)	12 days in an academic year (Maximum 5 days at a time/in one spell)	All regular staff members	1. Self-Application through HOD	Principal, Jiri College	Not carried forward to the next academic year
2	Earned Leave (EL)	30 days per year, credited in 2 instalments: 1. 15 days from 1 January to 30 June 2. 15 days from 1 July to 31 December	As per the Government / College service rules	1. Self-Application 2. Leave Form – 1 3. Undertaking 4. Supportive documents, if any	Director (University & Higher Education)	The application should ordinarily be submitted at least 15 days in advance
3	Half Pay Leave (HPL)	20 days per completed year of service	As per the Government service rules	1. Self-Application 2. Leave Form – 1 3. Undertaking 4. Supportive documents, if any	Director (University & Higher Education)	The application should ordinarily be submitted at least 15 days in advance
4	Medical Leave	As certified by a medical authority Or Production of a Medical Certificate may be waived by the competent authority for leave not exceeding 3 (three) days at a time. However, such leave shall not be treated as leave on a medical certificate.	As per the Government service rules	1. Self-Application 2. Leave Form – 1 3. Undertaking 4. Form 3 (For Gazetted Officer by AMA) 5. Form 4 (For Non - Gazetted Officer by AMA or RMP) 6. All Supportive medical documents	Director (University & Higher Education) Or Principal, Jiri College (for leave up to 3 days, where applicable)	A Medical Fitness Certificate in the prescribed form (form-5) shall be mandatory before resuming duty in all cases where leave was granted on medical grounds.
5	Maternity leave	1.180 days (6 months) for pregnancy and childbirth. 2. 45 days during the entire service for miscarriage and abortion, subject to rules.	1. Female employees, including married and unmarried women, as admissible under Government rules. 2. Up to 2 surviving children	1. Self-Application 2. Leave Form – 1 3. Delivery / Birth Certificate issued by RMP or AMA 3. Undertaking 5. All Supportive medical documents	Director (University & Higher Education)	If employees need additional leave after the end of Maternity leave, they may continue leave with other kinds of leave. If applicable.
6	Paternity Leave	15 days during the confinement of the wife.	Male employees having fewer than 2 surviving children	1. Self-Application 2. Leave Form – 1 3. Delivery / Birth Certificate issued by RMP or AMA	Director (University & Higher Education)	The application should ordinarily be submitted at least 15 days in advance or within 6 months from the date of delivery.

				4. Undertaking 5. All Supportive medical documents		
7	Child Care Leave (CCL)	1. 730 days (2 years) during the entire service period. 2. Admissible for up to 2 children below 18 years of age. 3. First 365 days – full pay (100%) 4. Next 365 days - 80% of pay.	1. Women employees 2. Single Male employees 3. Employees having children below 18 years of age.	1. Self-Application 2. Leave Form – 1 3. Undertaking 4. Valid justification with supporting proof (child care, education, examination, sickness, disability, etc.). 5. Supporting documents, wherever applicable (Admit Card, Aadhaar Card of child, Medical Records, etc.)	Director (University & Higher Education)	1. Child Care Leave cannot be claimed as a matter of right and may be refused due to administrative exigencies. 2. Applications should ordinarily be submitted at least 15 days in advance. 3. The leave may be availed in a maximum of three spells in a calendar year. 4. There is no fixed limit on the number of days that may be taken in one spell, subject to: <ul style="list-style-type: none"> ▪ Approval by the competent authority. ▪ Administrative convenience. ▪ Remaining balance within 730 days.
8	Study Leave	Up to 2 years during the entire service, subject to a maximum of 1 year at a time (in one spell)	As per the Government service rules	1. Self-Application 2. Leave Form – 1 3. NOC 4. Undertaking 5. All Supportive documents	Director (University & Higher Education)	For self-higher studies
9	Duty Leave	Maximum 30 days in an academic year	As per the UGC rules	1. Self-Application 2. Leave form – 1 3. Undertaking 4. Selection list of the course	1. Director (U) – in case outside the state. 2. Principal – in case of inside the state.	1. The application shall be submitted with the subject line <i>“Request for NOC to join the course”</i> . 2. Courses included (Seminar, workshop, refresher course, orientation, FDP, and other related courses)

Note: AMA refers to Authorised Medical Attendant (government doctor at a district hospital, state-level hospital or national-level hospitals).

RMP refers to Registered Medical Practitioner (a doctor who is officially registered with a medical council and legally allowed to practice medicine).