



अभ्यासेन दक्षः

# संविदा कर्मियों हेतु अवकाश नीति

## LEAVE POLICY FOR CONTRACTUAL EMPLOYEES

इंदिरा गांधी राष्ट्रीय उड़ान अकादमी  
INDIRA GANDHI RASHTRIYA URAN AKADEMI (IGRUA)

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## **LEAVE POLICY FOR CONTRACTUAL EMPLOYEES OF INDIRA GANDHI RASHTRIYA URAN AKADEMI**

This policy governs leave entitlements for all contractual employees of Indira Gandhi Rashtriya Uran Akademi. It is based on applicable provisions of the CCS (Leave) Rules, 1972, and adapted to the terms and conditions of contractual appointment. All leave entitlements are strictly limited to the period of the current contract and shall lapse upon its conclusion. No leave of any kind may be carried forward to a subsequent contract.

### **1. General Principles**

- (a) **Leave is a Privilege, Not a Right.** Leave cannot be claimed as a matter of right. The Competent Authority reserves the right to refuse or revoke leave of any kind based on administrative exigencies, subject to administrative requirements of the Akademi.
- (b) **Limitation to Contract Period.** All leave entitlements are limited to the duration of the current contract. Leave balance of any kind shall lapse on the date of expiry or termination of the contract and shall not be carried forward to any subsequent contract. No encashment of unutilised leave is admissible on termination or expiry of the contract.
- (c) **Absence without Leave.** Any absence without prior intimation or duly approved leave will be treated as unauthorized absence and will attract loss of pay for the period of such absence. Continued unauthorized absence may lead to disciplinary action including termination of contract.
- (d) **Sandwich Rule.** All leave types (except Casual Leave) under this policy are subject to the "sandwich rule." If a Gazetted Holiday, 2<sup>nd</sup> Saturday (declared as closed holiday), or Sunday falls within or is sandwiched between periods of leave, such holidays shall be counted as part of the leave and will not be granted separately.
- (e) **Conversion of Leave.** Leave of one kind may be converted into leave of a different kind at a later date, at the request of the employee and at the sole discretion of the authority that granted the leave. Such conversion cannot be claimed as a matter of right and must be applied for within thirty days of completion of the relevant spell of leave.

### **2. Leave Entitlements**

	<b><u>Leave Type</u></b>	<b><u>Entitlement</u></b>
(a)	Earned Leave (EL)	2.5 days/month
(b)	Sick Leave (SL)	1 day/month
(c)	Casual Leave (CL)	1 day/month (applicable within that month)
(d)	Extraordinary Leave (EOL)	As sanctioned

### 3. EARNED LEAVE (EL)

- (a) **Accrual**. Earned Leave accrues at the rate of 2.5 (two and a half) days for each completed calendar month of service during the contract period.
- (b) **Discretionary Early Grant**. While EL is credited on completion of a full calendar month, the Director may, at his discretion, grant leave after 15 days of service within a month, giving due consideration to operational requirements and notice period implications.
- (c) **Accumulation Limit**. EL shall not be accumulated beyond the leave earned during the contract period. No leave earned in a prior contract shall carry over.
- (d) **Maximum Availed at One Time**. EL may be availed up to a maximum of 30 days at one time, subject to administrative approval. Leave beyond this limit in a single spell shall require specific approval of the Director.
- (e) **Lapse and No Encashment**. Any unutilised EL balance at the end of the contract period shall lapse automatically. No encashment is admissible on expiry or termination of the contract.
- (f) **Leave Salary**. During EL, the employee shall be entitled to full pay (as drawn immediately before proceeding on leave), inclusive of applicable allowances as per contract terms.

### 4. Sick Leave / Medical Leave (SL)

- (a) **Entitlement**. One (1) day of Sick Leave in one calendar month of service.
- (b) **Medical Certificate**. All sick leave must be supported by a Medical Certificate (MC) from an Authorized Medical Attendant (AMA). Where an AMA is unavailable within 8 km of the employee's residence, a certificate from a Registered Medical Practitioner (RMP) is acceptable.
- (c) **Fitness Certificate on Return**. An employee returning from sick leave is required to produce a Fitness Certificate from the AMA/RMP before resuming duty.
- (d) **Leave Salary**. Full pay is admissible during the entitled sick leave period. Any period of medically necessitated absence beyond the entitled sick leave balance may, at the discretion of the Director, be treated as Extraordinary Leave (EOL) without pay.
- (e) **Lapse**. Unutilised Sick Leave balance shall lapse at the end of the contract period. It cannot be carried forward or encashed.

### 5. Casual Leave (CL)

- (a) **Entitlement**. One (1) day of Casual Leave per calendar month (availed as one full day or two half-days).
- (b) **Accumulative**. CL can be accumulated within the contract period in which it is earned. Any CL not availed within the contract period shall lapse and cannot be carried forward to the subsequent contract period.
- (c) **Combination with Other Form of Leave**. CL cannot be combined with any other kind of leave (e.g., EL or Sick Leave).

(d) **Half-Day CL**. Half-day CL may be availed for urgent personal work. 1300 Hr shall be the dividing line. For the forenoon, the employee shall attend office from the commencement of the afternoon session and for the afternoon, the employee shall attend office until 1300 Hr.

(e) **Late Attendance**. Half-day CL shall be debited for each instance of late attendance beyond a one-hour grace period. Late attendance up to one hour on not more than two occasions in a month may be condoned by the Competent Authority for unavoidable reasons. Continued late attendance may attract disciplinary action.

(f) **Leave Salary**. Full pay is admissible during the period of CL.

## 6. **Extraordinary Leave (EOL)**

(a) **Applicability**. EOL may be granted to an employee in the following circumstances:

(i) When no other leave is admissible; or

(ii) When other leave is admissible, but the employee specifically applies in writing for EOL.

(b) **No Leave Salary**. No leave salary or pay of any kind is admissible during the period of EOL.

(c) **Limits**. EOL shall be granted on a case-to-case basis. As a general guideline, EOL shall not ordinarily exceed 1 month during the contract tenure. Any grant beyond this limit requires the specific approval of the Director.

(d) **Regularisation of Absence Without Leave (AWL)**. Unauthorized absence or absence without leave may be regularised retrospectively as EOL at the discretion of the Director, subject to the employee submitting a formal written application on return to duty.

## 7. **Application and Approval Process**

(a) **Advance Application**. Leave applications must be submitted in advance through the proper channel, unless the circumstances make advance application impossible (e.g., sudden illness).

(b) **Recommendation**. Every leave application must be duly recommended by the respective Section/Department Head, who shall ensure that essential operations of the Akademi are not adversely affected.

(c) **Approval Authority**.

(i) **For general staff**: Leave is approved by the Head of Department (HOD).

(ii) **For HODs/Department Heads**: Leave is approved by the Director.

(d) **Retroactive Regularisation**. In exceptional cases where prior intimation was not possible, the employee must submit a formal leave application immediately upon return to duty. The period of absence shall be regularized as the appropriate type of leave or treated as EOL (without pay) at the discretion of the Competent Authority.

(e) **Operational Continuity**. Section/Department Heads shall ensure, while granting leave, that the essential operations of the Akademi continue unhindered and no critical function is left unattended.

**8. Exigency Leave / Unforeseen Circumstances**. Any leave requirement arising out of exigencies not explicitly covered under this policy — including but not limited to medical emergencies, natural calamities, or other unforeseen personal circumstances — shall be dealt with as follows:

- (a) Such cases shall be placed before the Director, whose decision shall be final and binding.
- (b) Each case will be examined individually on its own merits. No precedent shall be created by the grant of leave in one case for any subsequent case.
- (c) Employees have no inherent right or entitlement to any leave under this clause. The Director's discretion is absolute.
- (d) The employee must submit a written request supported by relevant documentary evidence (e.g., medical records, emergency documentation) for consideration.

**Note:** For avoidance of doubt, any leave sanctioned under this clause shall also be subject to the overriding principle that leave entitlements are limited to the contract period and shall not be carried forward.

**9. Overriding Principles**

The following principles apply to all leave types without exception:

- (a) All leave entitlements are limited to the current contract period only.
- (b) No leave of any kind shall be carried forward to a subsequent contract.
- (c) Unutilised leave of any kind shall lapse on the date of expiry or termination of contract.
- (d) No encashment of any leave balance is admissible.
- (e) Any leave not explicitly provided for in this policy requires prior approval of the Director on a case-to-case basis.



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