



UNIVERSITY OF JAFFNA, SRI LANKA

ACADEMIC ESTABLISHMENTS

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YA/02/S

(Internal) Establishments Circular No.04/2018

25.04.2018

Rector
Deans of Faculties
Librarian
Heads of Departments/Units

Granting Leave to Academic Staff

Your attention is drawn to the (Internal) Academic/ Establishments Circular 01/2011 dated 16.08.2011, 01/2013 dated 01.01.2013 and 23/2014 dated 14.10.2014.

Heads of the Departments are authorised to grant the following leave to the academic staff attached to your department/ Section/ Unit. As per the section 1:7:1 of Chapter X of the Establishments code of the UGC/HEI, half day leave cannot be granted to Academic Staff.

Monthly leave statements should be forwarded to the Academic Establishments division on or before the 5th working day of the following month.

1. Casual Leave

Entitlement : 21 days in a calendar year within the Island
Maximum 6 days at a stretch

Granted by : Rector/Dean/Head of the Department/section/unit

2. Medical Leave

Entitlement : 14 days in a calendar year within the Island
Maximum 3 days at a stretch

Granted by : Rector/Dean/Head of the Department/section/unit

3. Vacation Leave

Maximum three months in an academic year
Within the Island for not more than two weeks at a stretch

Granted by : Rector/Dean

Notes

1. Temporary Asst. Lecturer, Demonstrator and Instructor on contract basis are eligible for two days proportionate leave in a month(earned leave only), can be granted by the Rector/Dean/Head of the Department/ section/Unit.
2. Prior approval should be obtained for any type of leave and Leave without prior approval will be treated as No-pay leave and disciplinary action will be taken against a staff taking leave without prior approval. Head of the Department/section/Unit should report to the Vice-Chancellor/ Rector of the Campus about the leave without prior approval.
3. Approval for the leave other than mentioned above should be obtained from the Vice-Chancellor/ relevant Authority.

4. Application/Request for Duty leave should be submitted with the relevant support documents. Duty Leave will not be granted for the Application/Request for Duty leave without relevant support documents.
5. Those who granted Duty Leave for a given purpose, should submit a report with regard to the duties attended during the duty leave along with the reporting of resumption of duties.



Vice Chancellor

VICE CHANCELLOR

University of Jaffna

Jaffna, Sri Lanka