



Office of the Registrar Ras Bihari Bose Subharti University

(Approved by Uttarakhand Government by Act No. 35 of 2016)

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29 -04-2025

Notice

The following is a clarification regarding calculation of Earned Leaves as mentioned in the letter no 1022 dated 31-12-2022 (Teaching Leave Rules) and letter no 1280 dated 13-6-2023 (Non-Teaching Leave Rules):

1. For Teaching Staff Members: The earned leave account of the eligible staff member shall be credited with 12 days earned leave (6 EL for each 6 months or 180 days) after completion of one year of regular service from the date of joining. The calculation will be done as follows:

Earned leave (for 6 months) = ([Total number of working days in the six-month period inclusive of prescribed leaves and vacation] minus [absents and LWP]) /30.

Thereafter, earned leave will be credited accordingly on 1st January and 1st July of every year at **the rate of one earned leave for each 30 working days inclusive of prescribed leaves and vacation** but excluding absents and LWP.

The resultant earned leave will be added to the earned leave to be credited for the next six months accordingly and so on.

2. For Non-Teaching Staff Members: The earned leave account of the eligible staff member shall be credited with 6 days earned leave (3 EL for each 6 months or 180 days) after completion of one year of regular service from the date of joining.

The calculation of earned leave will be similar as for teaching staff except that non-teaching staff will earn half day EL for every 30 working days and shall be credited every year on 1st of April and 1st of October.

Earned leave (for 6 months) = [Total number of working days in the six-month period inclusive of prescribed leaves and vacation] minus [absents and LWP]/60.

The resultant earned leave will be added to the earned leave to be credited for the next six months accordingly and so on.

3. Earned Leave can be either suffixed or prefixed with other holidays or Sundays.
4. These leaves will be carried forward to the next year.
5. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days.
6. Earned leave can be availed only after one year of regular service or regularization of service whichever is later.
7. For encashment of the EL the calculation will be made as per the average salary of the whole duration in which the earned leaves were earned.
8. Half earned leave is not permissible.

It bears approval of the competent authority.

Copy to:

Hon'ble Director, MTVBR&CT
Hon'ble Vice Chancellor
Pro Vice Chancellor
Principals/HoDs/Course Coordinators
APD/MS/Head-Marketing & Publicity
HR Department
Accounts In-charge



Registrar



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