

**INDUSTRIAL RESEARCH & CONSULTANCY CENTRE  
OFFICE OF THE DEAN (R & D)**

**LEAVE RULES FOR TEMPORARY / CONTRACTUAL PROJECT STAFF**

Sr. No	Nature of the leave	89 Days Appointment	One Year Appointment
1.	<b>Casual Leave(CL)</b>	2 Days on Pro-rata Basis	8 Days on Pro-rata Basis
This leave is monitored at the Department by the PI.			

Sr. No	Nature of the leave	89 Days Appointment	One Year Appointment
2.	<b>Earned Leave(EL)</b>	* 5 Days on Pro-rata Basis	30 Days on Pro-rata Basis
<p><b>Carry over of unused EL:</b> If the tenure is extended further, without a break, any unused EL in project staff's account will be carried over and accumulated in the next tenure subject to a maximum of 90 days.</p> <p><b>Encashment of unused EL:</b> Up to 50% of the unused EL may be encashed as per prevailing norms of the institute provided the staff has continued in the same project for at least 1 year without break.</p>			

Sr. No	Nature of the leave	89 Days Appointments	One Year Appointments
3.	<b>Maternity Leave</b>	No Maternity leave	180 Days.
For One Year appointment, 180 days maternity leave may be granted which shall include delivery. This leave has to be taken at a stretch. The leave will be granted only up to the tenure of appointment.			

Sr. No	Nature of the leave	89 Days Appointments	One Year Appointments
4.	<b>Paternity Leave</b>	No Paternity Leave	No Paternity Leave

Sr. No	Nature of the leave	89 Days Appointments	One Year Appointments
5.	<b>Medical Leave</b>	No Medical Leave	No Medical Leave

\*If several 89 days appointment is made, without a break, then the eligible E.L. will be calculated on pro-rata basis as above.

\*\* Pro-rata means 2.5 days leave for one completed month.

**Industrial Research & Consultancy Centre (IRCC)  
Office of Dean R& D, IIT Bombay**

April 21, 2010

**Revised Maternity Leave rules for project employees**

In accordance with the change in the Leave Rules applicable to the Institute Temporary employees, it has been decided that, with immediate effect all female temporary employee(s) shall be eligible for **180 days** Maternity Leave. This will be applicable to employee(s) already on Maternity Leave. All other terms and conditions of entitlements remain unchanged.

  
**Dean R & D**

- Cc:
- 1) Registrar, IIT Bombay
  - 2) Administration Section, IRCC
  - 3) Sr. Admin Officer, Accounts Section
  - 4) All Head of the Depts./Centres/IDP