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UNIVERSITY OF RUHUNA

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MATARA, SRI LANKA
2016.01.14

Internal Circular No: 01/2016

All Deans of Faculties
The Librarian
All the Heads of Departments

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Guidelines for granting vacation leave

The following guidelines should be applied when granting approval for vacation leave for the teachers of the University of Ruhuna.

1. An official agreement should be made with all the permanent academic staff members (excluding teachers who are on leave) of the Department concerning proper execution of the academic work pertaining to the applicant before recommending the leave by the Head of the Department. In fact, all the Department members are responsible for un-interruptive, smooth functioning of the academic work performed/ expected to perform by the applicant. Such agreement has to be taken at the Department meeting. The decision should forward as a separate letter by the Head of the Department with the leave application. It should state the date of the Department meeting, and also whether the agreement is based on majority/unanimously.
2. Vacation leave should only be granted for academic/research/ or any other work which will benefit/contribute national or institute development. Applications citing personal reasons should not be entertained. A valid invitation letter/document with clear justification and objectives, should be obtained by an authorized officer (Vice Chancellor, Dean, Head of the Department, Chairmen of Board of Study, etc.) of the external organization, and forwarded with the application.
3. At a particular time *only* 20 percent of the staff of a particular Department (excluding the members on study, sabbatical or any other leave) should grant vacation leave. This should be comply with the regulations governed by the Establishment Code.
4. After the vacation leave period, applicant should submit a report within two weeks to the Vice-Chancellor through Head and the Dean describing the work done during the period according to the objectives and fulfillment of contribution explained in the section 2.

5. When granting vacation leave, priority should be given to the members who have *not* taken vacation leave during the past six years (grant of 20 percent members – section 3).
6. No other leave category (study, sabbatical, *etc.*) should be combined with vacation leave.
7. During the vacation leave period, Head of the Department could instruct the grantee to perform examination or any other task pertaining to the Department, the Faculty or the University.
8. In special circumstances, Vice Chancellor could make a decision about grant of vacation leave. Subjected to approval by the Council.
9. Probationary staff members could apply for vacation leave only after one year of uninterrupted service.
10. Vacation leave application should reach the Vice Chancellor's office two months prior to the starting date of the event, through official channel.

The circular is issued with effect from 01.01.2016


12/01/2016
Prof. Gamini Senanayake
Vice-Chancellor

CC: Deputy Vice Chancellor
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