

CHAPTER – V

I) LEAVE RULES FOR REGULAR EMPLOYEES OF THE INSTITUTE

1. Special Leave:

- (a) An employee attending the meeting/conference/seminar/any other non-remunerative official business of the institute shall be treated to be on duty.
- (b) An employee attending the examination work of the University shall be treated to be on duty leave/on duty.
- (c) An employee, who is deputed / sponsored by the institute for any special training/teaching/academic visit to other places, shall be treated on special leave for the period of his absence from duty.

2. Casual Leave:

- (a) The employee shall be entitled to 8 days casual leave in an academic year.
- (b) The application for casual leave shall ordinarily be given before the date from which casual leave is required. An ex-post-facto sanction for the casual leave shall be ordinarily obtained by the employee in exceptional circumstances, where application of casual leave could not be given before leave is enjoyed. In such cases, leave should be sanctioned within 2 days of resuming duties. A Record of casual leave shall be maintained by the Admin department.



- (c) The teacher/employee shall not be entitled for more than seven days casual leave at a time together with prefix and suffix Sundays/holidays. It could be extended to 10 days at a time only in exceptional circumstances. Holidays or weekly off days falling between the periods of sanctioned casual leave shall not be counted as casual leave. The casual leave shall not be prefixed or suffixed to vacation or other type of leave except to special leave.
- (d) Casual Leaves should be finished before the year end. If any Employees do not finish his CL during the calendar year his balance leaves will be lapsed & will not be carried forward for the next Academic year.
- (e) Four late marks will be considered as one day leave taken by the employee, unless he/she has obtained permission from Director. Similarly, if an employee leaves the premises of institute before his/her working hours are without taking sanction from authority concerned, it shall be considered as one day leave taken by the employee

3. **Half-Day Leave :**

- a) An employee seeking half day leave shall give a written application, at least two days before seeking such leave, to the authority concerned. In exceptional circumstances, if employee is unable to give application for half day leave in advance and authority concerned is satisfied with the reasons, the employee would get sanction for ex-facto leave.



- b) The teacher/employee shall not be entitled for more than seven days half day leave at a time.
- c) Two half days leaves will be considered as one whole casual leave and so on.

Employee can avail the regular benefits as per AICTE/University after successful completion of 1 year of probation.

4. **Medical Leave:**

The employee shall be entitled for medical leave on medical ground for 10 days on commutation basis or 20 days on half of pay for each year of completed service. The medical leave shall be granted on the production of medical certificate from the Registered Medical Practitioner. The employee shall produce another certificate at the time of rejoining the duty he is medically fit.

5. **Maternity Leave:**

- (a) The confirmed lady employee with the minimum two years continuous service, having not more than two living children, shall be entitled to maternity leave on full pay and allowances, for a maximum period of 90 days, subject to production of Medical Certificate.
- (b) The lady teacher with minimum one year continuous service, and having not more than two living children, shall be entitled to maternity leave on half pay and allowance for a maximum period of 90 days, subject to production of medical certificate.





Director
Pimpri Chinchwad Education Trust's
S. B. Patil Institute of Management
Sector No. 29, Nigdi,
Pradhikaran, Pune - 411 044.

Pimpri Chinchwad Education Trust's
S. B. Patil Institute of Management

- (c) In case of miscarriage, abortion, including medical termination of pregnancy, the employee shall be entitled to maternity leave for maximum period of six weeks.
- (d) An employee may prefix or suffix this leave to other leave to her credit.

19 | Page




Director
Pimpri Chinchwad Education Trust's
S. B. Patil Institute of Management
Sector No. 26, Nigdi,
Pradhikaran, Pune - 411 044.

॥ सुप्रबन्धे राष्ट्र समृद्धि ॥