


POLICY DOCUMENTS

Leave Policy




PRINCIPAL
Shri Jain Vidhya Prasarak Mandal
College of Education (B.Ed.)
Chinchwadgaon, Pune-33.



॥ पढमं नाणं तओ दया ॥

श्री जैन विद्या प्रसारक मंडळ

श्री फत्तेचंद मार्ग, चिंचवडगांव, पुणे - ४११ ०३३. फोन : ०२०-२७३५४६३३

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स्थापना : १९२७

नावक क्र. :

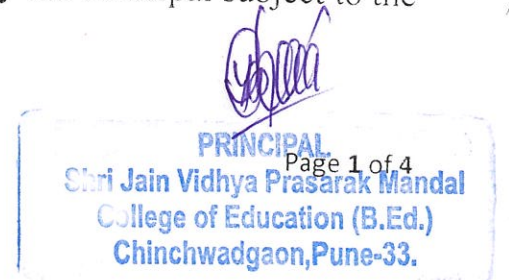
दिनांक : ०१/०६/२०१६

Leave Policy for Teaching and Non-Teaching Staff of the Institute

Under the guidelines of State Government and Savitribai Phule Pune University about the appraisal for teaching and non-teaching staff, Institute has designed their own leave policies for teaching and non-teaching staff working in the institutes.

Rules of Leaves

- No leave can be claimed as entitlement to the employee.
- Teaching and non-teaching staff should make written application to the Principal for taking
Any type of leaves with specific reason.
- Any leave without the approval of the Principal of institute will be treated as unauthorized absence of the concerned staff and such absence will be treating as leave.
- All types of leave shall be for the respective academic year only and same shall expire at the end of the said academic year.
- All leaves and rules are applicable for each academic year i.e. from 1st June to 31 May of the concerning academic year.
- The Principal will responsible for keeping up to date records of all types of leave
Of teaching and non-teaching staff time to time.
- Teaching and non-teaching staff will get benefit of this leave policy after the completion of their minimum 6 month of his/her service period in this institute
- The Principal has right to sanction half day leave of the employee
- Emergency leave will be admissible only after approval by the Principal subject to the emergency reason.



1. Casual Leave

Teaching and non-teaching staffs are eligible for take 10 casual leaves within the period academic year. Out of these 5 leaves are applicable for first term and remaining 5 leaves are applicable for second term of concern academic year. If more than 05 casual leave utilize by the employee in an academic term will be sanctioned as a special matter subject to sanction of Principal of Institute.

2. Medical Leave

Teaching and non-teaching staff can take 05 medical leaves in one academic year. These leaves will be granted only for sickness of the concerned teaching or non-teaching staff. If the said teaching or non-teaching staff is seriously ill or admitted in the hospital for medical treatment, in addition to the above medical leave, additional 5 days leave will given as a special matter, for this it will be mandatory to submit the doctor's medical certificate and for that purpose fitness certificate of the doctor will have to submit to the college after recovery. Medical leave will be granted subject to the certificate of the competent medical officer/ doctor.

3. Duty Leave

Teaching or non-teaching staff desire to take duty leave for going outside of college or out of the territory of PCMC and PMC for the academic or administrative work of the institute. Duty leave will be sanction by Principal and Executive Officer. Unauthorized leave will not be considered and may treat as LWP (Leave without Pay).

4. Extra Ordinary Leaves

In addition to all the above leaves, the teaching and non-teaching staff will be allowed a maximum of 05 days special leave in an academic year for special / emergency occasion such as own marriage of the employee and death of blood relatives. Application for this reason leave application should be submitted through Principal





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and will be granted only after the recommendation of the Executive Officer with prior approval from the Honorary General Secretary.

5. Vacation

The duration of Diwali holiday will be fixed by the management of the organization. However, when planning a summer vacation, the principal of the college should consider the teaching, examinations and other activities in the college. Similarly, in this regard, the circulars of the Department of Higher and Technical Education of the Government of Maharashtra and the circulars of Savitribai Phule Pune University etc. should be taken into consideration. The pre-planned proposal for summer vacation should be approved by Hon. General Secretary. During the summer vacation, the Principal and concerned staff will be fully responsible for completing the administrative and other essential tasks of the college at that time.

6. Late Mark

A casual leave will be deducted in case of maximum three late marks (with the grace period of 10 min. of incoming time and 10 min. of early departure of outgoing time) incoming and outgoing 3 times of each month of teaching and non-teaching staff. If there is no casual leave remaining, late mark will be treated as LWP.

7. Maternity Leave

The female teaching and non-teaching staff with the minimum two years continuous service, having not more than two living children, shall be entitled to maternity leave



Page 3 of 4

on full pay and allowances, for maximum period of 180 days, subject to the submission of necessary documents and medical certificate.

The female teaching and non-teaching staff with the minimum one year continuous service, and having not more than two living children shall be entitled for the maternity leave on half pay and allowances, for maximum period of 180 days, subject to the submission of necessary documents and medical certificate.

In case of miscarriage abortion, including medical termination of pregnancy, the female teaching and non-teaching staff shall be entitled to maternity leave maximum period of six weeks.

In addition to the above leave, if the principal, teachers and non-teaching staff need more leave for extraordinary reasons, the application should be accompanied by all the required documents along with the recommendation of the executive officer. It should be submitted to the Honorary General Secretary for approval. Hon. General Secretary has right to accept or reject such type of leaves.

It is note, that the Management/Principal has right to change/ alteration the policy From time to time and same is final and binding.



Principal
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College of Education (B.Ed.)
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Hon. General Secretary
Hon. Gen. Secretary
Shri Jain Vidya Prasarak Mandal
Chinchwad, Pune-411 033.