



SHREE CHANAKYA EDUCATION SOCIETY'S
INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT, PUNE
Approved by AICTE New Delhi, DTE(MS) and Autonomous Institute
Affiliated to Savitribai Phule Pune University

Leave Policy

LEAVE RULES & REGULATIONS FOR IGI EMPLOYEES

Information given herein regarding leaves is applicable to the Colleges/Institutes under Shree Chanakya Education Society which are Affiliated to Savitribai Phule Pune University (SPPU) and autonomous Institutes such as Indira School of Communication.

General Leave Rules and Regulation:

The following general leave rule shall govern all types of leaves available to employees of IGI.

1. Leave cannot be claimed as a matter of right.
2. Except in an emergency, leave must be applied for in advance through proper channel; leave can be availed only after it has been sanctioned by a competent authority.
3. In case of exigencies of work or for administrative reasons the sanctioning authority may refuse postpone revoke or reduce the period of leave.
4. The entitlement of leave will be calculated for calendar year as per English calendar.
5. Vacation Staff includes: All Teaching Staff of Savitribai Phule Pune University (SPPU) affiliated colleges and AICTE approved institutes.
6. Non-Vacational Staff includes: All Institutes Director/Principal, Executive Director, Associate Director, Deputy Directors, Vice Principal, HOD and all Non-Teaching staff.
7. An employee shall not take up or accept any employment with or without remuneration during the period of leave.
8. Except in case of casual leave, it is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.
9. If an employee, who is on leave, seeks extension thereof, he/she shall make an application in writing to the competent authority giving reasons for seeking the extension. Such an application shall be made sufficiently in advance, so as to enable the office to process the application and communicate the decision to the employee before the expiry of the leave sanctioned earlier.
10. No leave or extension of leave shall be deemed to have been granted unless an order to that effect is sanctioned and communicated to the employee.
11. Absence in the excess of the sanctioned leave without permission shall be treated as leave without pay.

12. Employees are admissible for leave after end of their probation period (except casual leave). Besides, if the employee avails any leave during the period of probation, though the leave on approval by the concerned authority will be considered as leave without Pay, however the same will be counted as reckonable period of service. This period will be counted for their service, depending on the numbers of days the employee is availed.
13. When an employee avails leave without proper approval from the competent authority, the absence period shall be treated as breach of service and shall be liable for termination of service.
14. If the employee is dismissed or removed from service, his entitlement to apply /claim for leaves ceases from the date of such dismissal or removal.
15. No Leave is admissible to the employee during the notice period of resignation.
16. Probation period norms:
 - A. 0 to 5 years' experience: 2 years' probation
 - B. 5 to 10 years' experience: 1 year probation
 - C. 10 and above: 6 months' probation
17. During the period of leave, the employee shall not take up or accept any employment or work either with or without remuneration.
18. Weekly off or holidays as declared by the management, may be prefixed and/ or suffixed to any kind of leave. However intervening weekly off or Holidays will be counted as a part of leave.
19. Over-stay beyond the sanctioned leave or any extension thereof shall be treated as leave without pay. However, before treating such unauthorized absence as leave without pay, the competent authority shall satisfy itself that there were no extenuating circumstances, which prevented the employee from obtaining prior sanction for over-stay.
20. Leave records shall be maintained for all employees by staff responsible for maintenance of Service Book. Record will be updated every time the employee avails leave. Therefore all leave applications, after sanction shall be forwarded to Registrar/OS to update leave records.
21. **SANCTIONING AUTHORITIES:**

Sr. No	Name of the Post	Verifying Authority	Recommending Authority	Sanctioning Authority
1	Executive Directors/ Directors / Dean of all Colleges/Institutes/Departments	Registrar/ O.S.	Director Administration	Chairperson / Group Director

2	All Teaching Staff	Registrar/ O.S.	Head of Department	Director of respective institute
3	Executive Asst. to Chairperson/Group Director	Registrar/ O.S.	Director Administration	Chairperson / Group Director
4	All Non- teaching staff	Registrar/ O.S.	Dy Director / HOD	Director of respective institute

2)Types of Leaves for Employees

The confirmed teaching/non-teaching employees shall be entitled for following types of leave:

1. Casual Leave
2. Earned Leave
3. On Duty Leave [OD]
4. Compensatory Off
5. Medical Leave
6. Maternity Leave
7. Study Leave
8. Extra Ordinary leave

3) Casual Leave

General Rules: -

1. Causal Leave is provided for covering short periods of absence due to personal reasons including minor illnesses. In addition causal leave will be governed by following provisions.
2. An Employee is entitled to one Casual Leave per 40 days of continuous service up to 8 casual leaves in a calendar year.
3. Casual Leave can be taken for minimum of half a day and shall not exceed three days at time.
4. Un-availed Casual Leave will lapse at the end of the every calendar year.
5. One day casual leave may be availed without prior sanction in case of unforeseen circumstances provided the 'Competent Authority' is promptly informed of the circumstances under which prior sanction could not be obtained in such cases, ex post facto sanction will be granted.
6. An ex-post-facto sanction for the casual leave shall be obtained by the employee in exceptional circumstances where application of causal leave could not be sent before leave commences. Similarly when one day's casual leave is availed without prior permission, the employee will take ex-post-facto sanction at the earliest.
7. Casual Leave cannot be availed in conjunction with any other kind of leave; however, casual leave may be prefixed/ suffixed with holidays or weekly off. Holidays/ weekly off falling within the period of casual leave shall be counted as casual leave.

4) Earned Leave/ Privilege Leave:

General Rules: -

1. Earned leave is provided for taking care of employee's leave requirement of more than three days.
2. Employee shall be entitled to 30 days of earned leave per year.
3. On completion of one year of continuous service, 30 days shall be credited to the employee's Earned Leave Account.
4. Subsequently for the period from the date of completion of one year till 31st December, proportionate number of days of Earned Leave (i.e. at the rate of 30 days per year) shall be credited.
5. Earned Leave can be availed 4 times in a calendar year.

6. Maximum 12 days of Earned Leave can be availed inclusive of prefix or suffix, holidays/ weekly off, intervening holidays/weekly off will be counted as a part of Earned Leave. However, concurrence of Chairpersons will be obtained if the number of earned leave exceed 12 days.
7. Earned Leave shall be availed for a minimum of four days at a stretch.
8. The total accumulated Earned Leave of any employee is restricted to 180 days.
9. An employee shall not be entitled to avail an Earned Leave during the period of notice given for resignation or voluntary retirement.

5) On Duty Leave [OD]:

General Rules: -

Duty leave may be granted by the sanctioning authority for the following:

1. Attending conference, congresses, synopsis and seminar on behalf of the institute.
2. Participating in a delegation or working on a committee appointed by the University or any other academic body.
3. Duty leave may be combined by with earned leave.
4. Duty leave should be given forthcoming meetings at UGC/DTE/AICTE etc.
5. Duty leave may be given for a teacher who is invited to share expertise with academic bodies etc.
6. Delivering lectures in other institutes or organization with permission of the Director/ Principal/ HOD

6) Compensatory off [CO]

General Rules: -

1. If an employee (other than Director/Principal, Vice Principal, Associate Director, Deputy Director and HoD) is required to work on weekly off or holidays due to urgency/ exigencies of work then he /she shall be eligible for compensatory off for same.
2. Compensatory off should be availed in 45 days.
3. Maximum 2 days of compensatory off can be availed at a time.
4. Compensatory off cannot be availed in conjunction to any other kind of leave/holidays.
5. Compensatory off can be availed only for full day and shall not be counted as hours worked and cumulated.

6. Compensatory off is not a matter of right and can be availed only at the discretion of the Director/Principal of the institute.

7) MEDICAL LEAVE:

General Rules: -

1. Medical leave is a paid leave granted to an employee for a period of time during which the employee is unable to attend work due to illness or incapacity.
2. Each permanent / regular employee who has completed one year of continuous service is entitled for Medical Leave.
3. 10 days of medical leave is credited to employees who completed one year of continuous service.
4. Thereafter 10 days of medical leave will be credited on 31st December of every year.
5. Medical leave is availed for minimum 3 days and above shall be granted by approving authority, if it is supported by medical certificate from Registered Medical Practitioner (RMP).
6. Submission of fake fitness medical certificate shall lead to disciplinary action against the employee.
7. No back dated medical leave will be authenticated on any ground whatsoever.
8. Medical leave may be combined with earned leave if and only if there are no balanced medical leave.
9. Non availed medical leave can be carried forward and accumulated for maximum of 60 days.

8) MATERNITY LEAVE:

General Rules: -

1. Maternity leave is granted to a lady employee in addition to other leaves.
2. All permanent employees are eligible for maternity leave for the period of 90 days, subject to submission of medical certificate.
3. Maternity leave shall be granted on half pay to an employee, who has put in more than one year but less than two years of continuous service before the commencement of such leave in such case probation period may be extended according if applicable.
4. Maternity leave would be granted up to two living children during the employment.
5. In the case of a female employee entitled to vacation, if the date of confinement falls during the vacation, the maternity leave shall commence from the date of confinement and it shall run concurrent with the vacation.
6. In the case of miscarriage, abortion or medical termination of pregnancy, for her health or the health of the offspring, a female employee, on production of prescribed proof, shall be entitled, to fifteen days leave with pay, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee.
7. No female employee shall be entitled to maternity benefit unless she has actually worked at IGI for a period of not less than eighty days in the twelve months immediately preceding the date of her expected delivery.
8. In the case of a female employee entitled to vacation, if the date of confinement falls during the vacation, the maternity leave shall commence from the date of confinement and it shall run concurrent with the vacation.
9. Maternity leave may be combined with prefixed to any kind of leave except casual leave. However the leave applied for in continuation of maternity leave shall be authenticated by head of the institute.

8) VACATION:

General Rules: -

1. All teaching staff of SPPU affiliated colleges and AICTE accreditation institutes and who have completed one year of continuous service on or before 31st March are entitled for vacation.
2. Director/Principal, Dean Associate Director, Vice Principal, Deputy Director are not entitled for vacation.

3. It is expected that employee on vacation should be on duty on the last working day before the vacation start and the first days of vacation is over.
4. Eligible teaching staff can avail 31 days as summer vacation for an academic year, 7 days for Diwali vacation and 8 days for winter.
5. A faculty joining in middle of the academic year is eligible for proportionate vacation for the year.
6. If the vacation staff is called on duty during his/her vacation period the number of days present shall be counted to 1 Earned Leave for every 3 present days of vacation.

9) STUDY LEAVE:

Leave for Ph.D. / Research

1. Study leave will be applicable to full time, regular faculty who has completed 2 years of continuous service.
2. Study leave may be granted with full pay and allowances for Ph. D. in India.
3. Total 15 days leave may be granted for the period between registrations to completion period of Ph.D. with a prior approval of the Director.

8) EXTRAORDINARY LEAVE:

1. The extra ordinary leave (leave without pay) leave shall be granted without pay if no other leave by the rule is admissible and available to his/her credit.
2. The extra ordinary leave may be granted at discretion of Chairperson/Group Director
3. The extraordinary leave shall not ordinarily be granted to an employee for more than a year at a time, that if the employee is suffering from Tuberculosis, Leprosy, Cancer or such other disease, which may be specified by the leave sanctioning authority and undergoing treatment in a recognized clinic or under a specialist.
4. The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of confirmation if

the concerned employee is on probation, and affect such other privileges as may be dependent on the period of such leave.

LEAVE FOR ADJUNCT FACULTY

Adjunct faculty indicates a part time or temporary appointment, also may denote a faculty member from other academic department whose research or teaching interests overlap substantially with those of the appointing department".

In case of Adjunct Faculty leave entitlement per year without accumulation will be as under subject to discretion of the concerned Director: -

	Entitlement
Faculty with Six days a week	Leaves – 08
Faculty with Five day a week	Leaves – 07

LEAVE FOR ADHOC EMPLOYEES

Adhoc employee" means employee who is appointed on contract basis for specific period with consolidated salary and specific conditions as shown in their appointment orders.

Leave entitlement:

1. In the first year of contract an Adhoc employee is entitled to one Casual Leave

Per 40 days of continuous service.

- Diwali Holidays – 7 days
- Winter Holidays – 8 days

1. After completion of first year & if the contract is renewed for second year – an Employee is entitled for

- Casual leaves – 8 days
- Medical leaves – 10 days
- Diwali Holidays – 7 days
- Winter Holidays – 8 days

2. After completion of two years of contract in row & if contract is renewed for third time an Adhoc employee is entitled for following leaves:

- Summer Holidays – 21 days
- Diwali Holidays – 7 days
- Winter Holidays – 8 days
- Casual Holidays – 8 days
- Medical Holidays – 10 days

LEAVE ON ACCOUNT OF 'BANDH'

When a "Bandh" is called /declared by any political party or any other organization, such "Bandh" day will be treated as a normal working day. In far some unforeseen reason, an employee is absent on that day, he / she would be required to apply for Casual leave. If such employee is not having any casual leave balance in his / her account, then the day of absence would be adjusted against earned leave entitlement. If not a single due admissible leave is available in the account of the employee then such leave will be treated as a Leave without Pay.

LEAVE ON ACCOUNT OF NATURAL CALAMITIES

On account of natural calamities, mass dislocation of public transport systems employees may be permitted to avail one day Earned Leave or Casual Leave as a special case.

However, a decision in this should be taken by management and it shall be followed.

LIEN

A) What is Lien?

Means title of a teaching employee who holds substantively, either immediately or on the termination of period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.

Lien will be considered as Special Leave without pay and can be utilized for the purpose of engaging in academic and/or professional pursuit at an institution of academic merits to permanent teaching employees.

B) Eligibility for lien-

All Permanent Teaching staff of University affiliated colleges and AICTE approved institutes who have completed minimum three years of continuous service are entitled for Lien. The lien would be sanctioned to work as research associate in industry to enhance their updated skills for benefit of self as well as the college, medical or personal genuine issues.

Lien of one year will be permissible for permanent faculty in the constituent college/institute and can be extended upto 18 months with prior approval of sanctioning authority. In special cases, a maximum of two years of lien may be granted for a period of in constituent college/institute. Lien would be sanctioned in consideration to the following conditions -

General Rules: -

1. Only permanent faculty members of the level of Professor/Associate Professor/ Assistant Professor are eligible for the leave.
2. The Management shall decide about the pay, during the period of Lien.
3. Not more than one teaching staff at a time shall be permitted to go on Lien in a department.
4. On completion of Lien, the teaching staff shall submit a report incorporating the result of the work done during the period of Lien
5. During the lien period the employee will not be entitled to receive / nor claim any salary or emoluments.
6. During the lien period the employee will not accept any full time or part time employment in any educational Institute.
7. After the completion of Lien period employee shall resume the duties in college on given date.

8. The employee wishes to avail Lien is required to submit the prescribed undertaking to the concern institute.


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