

CIR. No.21/Jan-Dec. 2024
2024

10th April

CIRCULAR

Subject: Implementation of Leave Policy.

- 1) The leave policy shall be implemented with immediate effect.
- 2) It is imperative that all staff members adhere strictly to this policy henceforth.
- 3) The HoD will forward the leave application of staff to HR department.
- 4) HR department will submit the application/s to Principal for sanction.

Sohit
Principal



Attached: Leave Policy

- Copy to: 1. All HoDs for circulation among staff
2. Registrar
3. HR department
4. Accounts

- ① HoD (Chemical) *[Signature]* 10/04/24
- ② HoD (Mechanical) *[Signature]* 10/04/24
- ③ HoD (Civil) *[Signature]* 10/4/24
- ④ HoD (Computer) *[Signature]* 10/04/24 (12.33 PM)
- ⑤ HoD (AIML) *[Signature]*
- ⑥ HoD (ExTC) *[Signature]*
- ⑧ Registrar *[Signature]* 10/04/2024
- ⑨ HR Dept *[Signature]* 10/4/2024
- ⑩ Accounts *[Signature]*

Leave Policy

1. Leaves

- (1) Leave cannot be claimed as a matter of right.
- (2) When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.
- (3) The leave shall be availed only after prior sanction.
- (4) During teaching days (90 teaching days each in even and odd semesters), any type of leave should be prior approved. The leaves will be approved by Principal on recommendation of HOD.
- (5) Faculty and academic staff will refrain to avail leave during teaching days.
- (6) During teaching days Casual leave up to 1 CL per month will be approved by Principal under intimation to HOD(s)
- (6) The teacher may be granted leave only on his request.
- (7) Teacher shall make alternate arrangement of conduction of class on the day of leave to avoid academic loss of student.
- (8) The Principal may sanction the leave applied for, and shall not alter the nature of leave, except with the request/consent of the teacher.
- (9) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner holding , graduate degree; Bachelor of Medicine and Bachelor of Surgery (MBBS) or its equivalent) indicating the nature and probable duration of illness. The teacher returning from leave on medical ground shall produce a CERTIFICATE OF FITNESS.
- (10) If the teacher frequently applies for medical leave with short intervals, he may be referred to the Medical Authority to examine the state of his health, the period of recovery and whether he would be fit for duty after rest and treatment.
- (11) The teacher on leave shall not engage himself/herself in any other employment, trade or business, political activity either full-time or part-time except public service of casual nature or such other work.
- (12) Ordinarily the teacher shall resume his duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct.

1.1 Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed **twelve days** in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except duty leave, on duty leave, special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

1.2 Special Casual Leave

- (i) Special casual leave, not exceeding fifteen days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of other university/Public Service Commission/board of examination or other similar bodies/institutions; and
 - (b) To undertake the task assigned by competent/ statutory authority/apex bodies such as accreditation, academic audit, inspection of an autonomous institutions, approval to new colleges/ programs/ institutions not affiliated with the parent University a statutory board, organizations.
- (ii) In computing the ten-days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by sanctioning authority on each occasion.

1.3 Duty Leave

- (i) Duty leave not exceeding fifteen days, excluding days of travel, week-ends and public holidays, in an academic year may be granted for delivering invited talks in colleges/institutions/organizations and universities, for attending conferences, congresses, symposia, workshops and seminars organized in India and abroad with the permission of the competent authority;
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay.
- (iv) Duty leave may be combined with earned leave, half pay leave.
- (v) Duty leave may be granted for assigned College work and any work assigned by parent trust GF.

1.4 On Duty

If a teacher performs any other duty assigned/approved by Principal for the University, he shall be treated as on duty. In such case the period of his absence shall not be counted with the period of duty leaves.

The teacher shall be entitled to be 'on duty' for the following:

- (a) To attend meetings in the UGC, DST, AICTE, such other similar Apex bodies, MPSC, UPSC, Government agencies and professional societies,
- (b) To undertake task in another Indian or foreign university, any other agency, institution or organization when so deputed by the university;
- (c) To participate a delegation or working on a committee appointed by the Government of India, State/Local Self Government, the University Grants

Commission/other Apex bodies or any other academic body.

- (d) To attend refresher courses, orientation programs, short term courses, faculty development programs organised by recognised colleges/institutions/University.
- (e) To attend meetings/visits of various committees constituted by the parent University and other University within the State
- (f) To attend all examination related duties of the parent University.
- (g) To undertake field work related to academic development and research collaboration, consultancy work approved by University, sanctioned research project, survey work, study tours, industrial and educational excursions/visits.
- (h) To attend election duties, if any, related to statutory bodies of University.
- (i) To attend and participate in student related University/ regional/ state/zonal/national/international level sports/cultural /research/NSS/NCC activities/events approved by the competent authority.
- (j) To attend activities like viva voce as a referee or external examiner at parent and other Universities.

1.5 Earned Leave

- (i) Following earned leaves shall be admissible to teachers without encashment -
 - a) $\frac{1}{3}^{\text{rd}}$ of the period, if any, during which he is required to perform duty during vacation.
- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 30 days. Earned leave exceeding 30 days may, however, be sanctioned in the case leave with medical certificate.
- (iii) The leave shall be availed only after prior sanction.

Note 1: When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

1.6 Leave on Half -Pay

- (1) The teacher shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without limit during the entire service. The teacher shall not be entitled to leave on half pay during the first year of his service. The leave on half pay due may be granted to the teacher either on medical ground or for private reason.
- (2) The leave requested on medical ground shall be supported by the certificate from the Registered Medical Practitioner.
- (3) The leave requested more than two days for private reason shall be availed with prior sanction.
- (4) Minimum full day is to be availed in half pay leave category.
- (5) Half pay leave to the extent of 10 days is availed on Medical ground for

every completed year of service. The leave so earned can be accumulated without limit during the entire service.

1.7 Maternity Leave

- (A) (i) Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire service. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- (iii) Female teachers may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child as per Government Resolution made from time to time rearing activities.

1.8 All other leaves shall be granted at the discretion of Governing Body.



PRINCIPAL
GHARDA INSTITUTE OF TECHNOLOGY
A.P. Lavel, Tal. Khed, Dist. Ratnagiri.
Pin 415 708, Maharashtra State