



# SINHGAD TECHNICAL EDUCATION SOCIETY

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

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**PROF. M. N. NAVALE**

M.E. (ELECT.) MIE., MBA.

FOUNDER PRESIDENT

STES/Personnel/2011-12/341

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B.A., MPM, Ph.D.

FOUNDER SECRETARY

Date: 17.10.2011

## CIRCULAR

**Subject : Various kinds of Leave admissible to the Teaching and Non-Teaching Employees working under Sinhgad Technical Education Society – Leave Rules.**

Guidelines and instructions in respect of admissibility of various kinds of leave, terms and conditions for sanctioning leave have been issued from time to time in the past. However it has been observed that Heads of Departments / Heads of Institutes, Colleges, Schools are not aware of all provisions in the leave rules.

Many queries and doubts in respect of admissibility of leave, terms and conditions for sanctioning various kinds of leave are raised from almost all Campuses. It has therefore been decided to prepare up to date compilation of Rules of all kinds of Leave and circulate to all for compliance of the same uniformly (**Annexure 1**).

Leave application formats, and Bond to be submitted by the employee proceeding on study leave are also enclosed as per **Annexure 2, 3 and 4** of this Circular respectively.

These Leave Rules shall also be applicable to the all Teaching and Non Teaching employees working in the Institutes/ Colleges/ Schools etc run by the Savitribai Phule Shikshan Prasarak Mandal, Kamalapur; Shrinath Shikshan Prasarak Mandal, Kondhapuri and Shri Yashwantrao Chavan Shikshan Prasarak Mandal, Mumbai.

These Rules shall come in to force from the date of this Circular, in supersession of all previous orders issued in this respect.

All Heads of the Institutes/ Colleges/ Schools, the Chief Executive Officers of the Campuses and all other Officers are therefore instructed to follow provisions in the Leave Rules scrupulously. They should ensure strict implementation of these rules.

(Prof. M.N.Navale)

PRESIDENT

To,

1. Directors of all Institutes/ Colleges of STES, SPSPM, SSPM and SYCSPM,
2. Principals of all Colleges/ Schools of STES, SPSPM, SSPM and SYCSPM,
3. Dean, SKN Medical College and General Hospital, Narhe,

P.T.O./-



4. Chief Executive Officers of all Campuses of STES, SPSPM and SYCSPM,
5. Resident Officer, SSPM, Kondhapuri,
6. Transport Officer, STES, Narhe.
7. Estate Officer, STES, Vadgaon.
8. Select file.

Copy forwarded for information to:

1. Founder Secretary, STES,
2. Director (Administration), STES
3. Director (Finance), STES,
4. Director (Education), STES,
5. Director, (Placement), STES,
6. Secretary, SPSPM, Kamalapur,
7. Director, SPSPM, Pandharpur.
8. Senior Assistant to President, STES

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## Annexure 1

Various kinds of Leave Admissible to the Teaching and Non-Teaching employees in the Institutes/ Colleges / Schools and Offices under Sinhgad Technical Education Society.

**(A) CASUAL LEAVE.**

| (i) Teaching Employees in Vacation Dept. |   | (ii) Non-Teaching Employees |  |
|--|---|-----------------------------|--|
| 1  | Maximum 15 days casual leave will be admissible during one academic year.   | 1                           | Maximum 8 days casual leave will be admissible during one calendar year.   |
| 2  | Proportionate casual leave will be admissible if period of service is less than one academic year.  | 2                           | Proportionate casual leave will be admissible if period of service is less than one calendar year.   |
| 3  | Casual Leave account shall be closed at the end of each academic year. Balance leave if any, at the end shall not be allowed to carry forward in next academic year and shall stand lapsed. | 3                           | Casual Leave account shall be closed at the end of each calendar year. Balance leave if any, shall not be allowed to carry forward in next calendar year and shall stand lapsed. |

**Common terms and conditions for sanctioning Casual Leave to Teaching and Non-Teaching employees :-**

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| 4  | Casual leave shall not be admissible during first 3 months of service.   |
| 5  | Casual Leave must be availed with prior sanction. If prior sanction is not possible due to some unavoidable reasons, intimation of the leave on same day shall be given to the respective authority. |
| 6  | Casual Leave can be sanctioned for maximum period of three days at a time.   |
| 7  | Any Holiday or Sunday can be prefixed or suffixed to the casual leave.   |
| 8  | Casual Leave cannot be taken in conjunction with any other kind of leave, except Compensatory off.   |
| 9  | Any Sunday or Holiday during the casual leave period shall be counted as casual leave.   |
| 10 | When casual leave is taken with pre-fixing/ suffixing holidays, the total period of absence from duty shall not exceed one week (seven days).  |
| 11 | Application for Casual leave must be submitted in the prescribed form.   |
| 12 | Half day casual leave can be sanctioned either for first half of the day or second half of the day.  |
| 13 | No half day casual leave shall be allowed for the half working day of the Institute/ College. If at all casual leave is taken on half working day; it shall be counted as one full day casual leave  |
| 14 | Casual leave can be refused if tendency to enjoy casual leave without proper reason is noticed.  |
| 15 | Casual Leave Record Card for each employee is to be maintained by the Administration section of the Institute/ College/ School.  |
| 16 | Casual Leave record of the employee is to be preserved for one calendar year.  |



(B) COMPENSATORY OFF

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| 1  | Compensatory Off would be admissible only when Head of Dept./Institute has asked the concerned employee in writing to attend the official work on Sunday / Holidays.               |
| 2  | Compensatory off shall not be admissible to the employees who work on holidays / Sundays to clear pending work.  |
| 3  | Compensatory off shall not be admissible to the employees who work on holidays/ Sundays for examination or other work for which they are compensated by the concerned authorities. |
| 4  | Compensatory off shall be admissible to the employees in Group 'C' and Group 'D' only.   |
| 5  | Number of Compensatory off should be equal to the number of Sundays/ Public Holidays on which employee has been called upon to work and actually so worked.                        |
| 6  | Compensatory Off must be availed with prior sanction from the respective leave sanctioning authority.  |
| 7  | Application for Compensatory Off/ Leave must be submitted in the prescribed form.  |
| 8  | Details of the dates against which Compensatory off is availed should be mentioned on the reverse side of the form and signed by the Head of the Institutes.                       |
| 9  | Compensatory off shall not be allowed to be accumulate for more than three days.   |
| 10 | Compensatory off shall be availed within a period of two months from the date of entitlement.  |
| 11 | Compensatory off, not availed within two months will automatically stand lapsed.   |
| 12 | Balance Compensatory off at the end of calendar year shall not be carried forward in the next year and shall stand lapsed.   |
| 13 | Compensatory off can be availed in conjunction with Sundays/ Public Holidays and casual leave by prefixing and/ or suffixing them.   |
| 14 | Compensatory off can be sanctioned in conjunction with Earned Leave, half pay leave, commuted leave or leave without pay.  |
| 15 | Record of such Compensatory off shall be maintained by the Institute/ College/ School/ Office.   |
| 16 | Record of Compensatory off enjoyed by the employees during the calendar year, shall be preserved by the concerned Institute/ College for one year.                                 |

(C) EARNED LEAVE

| <u>(i) Teaching / Vacation Employees</u> |  | <u>(ii) Non Teaching / Non vacation Employees</u> |   |
|--|--|---|---|
| 1  | Earned leave is not admissible, if employee avails full vacation.  | 1   | Each employee is entitled to 30 days earned leave during the calendar year.   |
| 2  | Proportionate Earned leave admissible for the period of work actually performed during vacation, on the basis of certificate issued by the Head of Institute.<br>(a) Calculation of Earned leave for the duty performed during vacation Period would be at the ratio of one earned leave for the | 2   | Proportionate Earned leave for broken period of the first year @ 1 day for 12 days of the work / completed service will be credited to the leave account. |

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|   | twelve days work.<br>(b) Calculation of earned leave in fraction shall not be allowed.                                    |   |  |
| 3 | Earned Leave cannot be availed in continuation with vacation or vacation cannot be taken in continuation of earned leave. | 3 | Leave earned, shall be credited to the employee's leave account in two installments of 15 days each on 1 <sup>st</sup> January and 1 <sup>st</sup> July of every year, after completion of each half yearly period (1 <sup>st</sup> January to 30 <sup>th</sup> June and 1 <sup>st</sup> July to 31 <sup>st</sup> December). |
| 4 | Maximum limit of accumulation of earned leave for vacation employees shall be 80 days.                                    | 4 | Maximum limit of accumulation of Earned leave for non teaching/ Non vacation employees is restricted to 300 days.  |

**Common terms and conditions for sanctioning Earned leave to Teaching and Non-Teaching Employees:-**

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| 5  | Earned Leave earned over and above the maximum limit of accumulation shall stand lapsed automatically.   |
| 6  | Earned Leave shall not be sanctioned during the first year of service. However leave earned during first year shall be credited to the leave account of the Employee in next year.   |
| 7  | Earned Leave can be sanctioned for minimum period of three days.   |
| 8  | Maximum limit of 120 days Earned leave can be sanctioned at a time.  |
| 9  | Earned Leave can be availed for maximum three times in one year.   |
| 10 | Employees on consolidated salary are also entitled to get benefit of Earned Leave on above lines.  |
| 11 | Earned Leave shall always be sanctioned in full days, and cannot be sanctioned in fraction of the day.   |
| 12 | Application for Earned Leave shall be submitted to the respective leave sanctioning authority at least one week in advance.  |
| 13 | Request for grant of Earned Leave on medical grounds can be considered and such leave can be sanctioned to the employee, provided that request is supported by the Medical Certificate from registered Medical Practitioner. |
| 14 | Earned leave can be sanctioned in combination with Commuted leave or Half Pay Leave.   |

**(D) HALF PAY LEAVE**

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| 1 | Each employee shall be entitled to get 20 days Half Pay Leave for each completed year of service.   |
| 2 | Half Pay Leave shall be credited to the employee's leave account in two installments of Ten days each on 1 <sup>st</sup> January and 1 <sup>st</sup> July every year, after completion of each half yearly period (1 <sup>st</sup> January to 30 <sup>th</sup> June and 1 <sup>st</sup> July to 31 <sup>st</sup> December). |
| 3 | Proportionate Half Pay Leave for broken period of the year @5/3 days for completed one month service shall be credited to the leave account of the individual employee.   |
| 4 | Half Pay Leave shall not be sanctioned during the first year of service. However leave earned during first year shall be credited to the leave account of the Employee in next year.  |

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| 5  | Half Pay Leave can be accumulated in the account without any maximum limit.  |
| 6  | Half Pay Leave can be converted into full pay leave (commuted leave) only on production of medical certificate from Registered Medical Practitioner, in respect of the illness of the employee <u>himself</u> . Medical Certificate should indicate nature of illness and probable period required for recovery. |
| 7  | Double the number of Half Pay Leave for each one day of the Commuted leave, shall be debited to employee's account of Half Pay Leave.  |
| 8  | Commuted leave for minimum 3 days shall be sanctioned.   |
| 9  | On return from commuted (medical) leave employee will have to submit joining report along with Fitness Certificate from the Registered Medical Practitioner who has treated the employee for illness.  |
| 10 | Commuted leave (on medical grounds) can be sanctioned in combination with the Earned leave, on valid medical certificate from registered medical practitioner..  |
| 11 | Half Pay Leave can be sanctioned as Half Pay Leave without production of medical certificate on employee's own request, for sanctioning such leave.  |
| 12 | Half of the Pay in Pay-Band and half of the Grade Pay and allowances thereon (on half basic pay) shall be paid as salary for the period of Half Pay Leave.   |

**(E) LEAVE WITHOUT PAY**

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| 1  | Leave Without Pay is not a regular kind of leave.   |
| 2  | Leave without Pay can be sanctioned if no leave is at the credit of the employee or when he applies for Leave Without Pay.  |
| 3  | Period of absence from duty can be regularized by sanctioning Leave Without Pay for that period.  |
| 4  | Period of Leave Without Pay whether on medical ground or not, will extend the period of probation, tenure and will affect gratuity.   |
| 5  | No pay and allowances shall be admissible to the employee for the period of Leave Without Pay.  |
| 6  | Leave without Pay for half day or fraction of the day shall not be admissible. If any employee requests for sanction Half-day Leave without Pay, same would be rejected and it shall be treated as Leave without Pay for entire one day.  |
| 7  | If Leave Without Pay is granted on medical ground, supported by the Medical certificate from Registered Medical Practitioner, then it will not affect the date of the increment of the employee.  |
| 8  | Leave without Pay can be availed in combination with Earned/ Commuted / Half Pay Leave.   |
| 9  | Leave without Pay will not be admissible in combination with Casual Leave. If such occasion arises, then entire period of leave (Casual leave plus Leave without Pay) shall be treated as Leave without Pay.  |
| 10 | Date of Increment shall be advanced by the period of Leave Without Pay if it is not sanctioned on medical grounds.  |
| 11 | In case of Employee who completes tenure before the normal date of increment (i.e. on 1 <sup>st</sup> July) and enjoy Leave Without Pay after completion of tenure but before the date of due increment (normally 1 <sup>st</sup> July or otherwise), then his date of immediate increment shall be advanced by the period equal to the Leave Without Pay enjoyed by him. |

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| 12 | Effect of advancement of increment date due to Leave Without Pay shall remain for that particular year only. Next date of increment shall be on 1 <sup>st</sup> July, as per normal rule provided employee does not avail any Leave Without Pay during further period. |
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**(F) MATERNITY LEAVE**

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| 1  | Maternity leave of 180 days shall be sanctioned to female employee having not more than two living children (Limit of Maternity Leave has been enhanced w.e.f. 01-09-2010 onwards).   |
| 2  | Female employee who has put in two years and more continuous service, leave salary shall be paid equal to the pay drawn immediately before proceeding on leave.   |
| 3  | Female employee who has put in continuous service for a period more than one year but less than two years, leave salary shall be paid equal to half the amount of pay drawn immediately before proceeding on leave. No commutation of this leave shall be admissible. |
| 4  | In case of Female employee who has not put in continuous service for a period of one year, Leave Without Pay on medical ground as Maternity leave shall be sanctioned. Question of payment of salary and allowances for such leave period will not arise.             |
| 5  | Maternity Leave sanctioned as Leave Without Pay shall be treated as Leave Without Pay on Medical grounds.   |
| 6  | Maximum 60 days leave with due and admissible without producing medical certificate can be Sanctioned in continuation with maternity leave.   |
| 7  | Maternity leave application must be supported by Medical Certificate from registered Medical Practitioner indicating the probable date of confinement. Certificate indicating date of delivery should also be submitted in due course of time.                        |
| 8  | Benefit of Maternity Leave shall be restricted up to 2 children only.   |
| 9  | Period of service on consolidated salary if any, and regular pay scale shall be counted as continuous service for counting continuous length of service for the purpose of Maternity leave  |
| 10 | Benefit of Maternity leave shall also be admissible to the employees on consolidated salary subject to fulfillment of other conditions mentioned above.   |

**(G) STUDY LEAVE.**

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| 1 | Study Leave can be granted to the Employee who has been continued in the service until further orders.  |
| 2 | Employee has to make request in writing for grant of Study Leave to the President through the Head of the Institute where employee is working.  |
| 3 | Application for study Leave shall be preferred at least one month before proposed date of its commencement.   |
| 4 | Employee proceeding on study leave for more than three months, has to furnish Bond (in the format prescribed under Circular No. STES/ Personnel/ 2011/ 105 dated 01-06-2011.) on stamp paper of Rs.100/- dully filled in all respect along with signatures of two sureties of at least equal level, before proceeding on study leave. |
| 5 | Employee on study leave for less than three months, if wants to extend leave beyond three months, he  |

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|   | will have to submit such bond. Extension of study leave shall not be granted to him unless Bond duly completed in all respect is submitted.  |
| 6 | Employee shall have to serve Sinhgad Technical Education Society at least for three years after return from study leave, as per condition in the Bond.   |
| 7 | If employee fails to rejoin the duty after expiry of Study leave or could not complete successfully the course, then amount spent by the Society, for the substitute arrangement made in his place during period of his leave and other expenses incurred by the Society as decided by the Society along with interest thereon, as per prevailing bank rates, shall be recovered from him or from the sureties as the case may be. |
| 8 | The Bond submitted by the employee in original shall be preserved in the safe custody of the respective Director/Principal till Employee completes the Bond period as per agreement on his return to the duty.   |

**(H) VACATION (ONLY FOR TEACHING EMPLOYEES)**

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| 1 | Vacation shall normally be admissible to the regularly appointed Teaching employees as per rules and regulations of the University / State Government.  |
| 2 | Teachers who have not completed one year service shall not be eligible for vacation.  |
| 3 | Vacation shall not be admissible to part-time / visiting faculty members  |
| 4 | Library staff is not entitled for vacation.   |
| 5 | Leave of any kind (C.L, E.L, H.P.L., or L.W.P.) except on medical grounds shall not be sanctioned in combination with the vacation; either prefix or suffix.  |
| 6 | If employee on leave, resumes duty a week before vacation or proceeds on Leave immediately after expiry of vacation, (just to avail benefit of vacation) he will not be eligible for pay of the vacation period.  |
| 7 | Teachers enjoying vacation shall have to remain present on duty on last working day before vacation and first working day after vacation.   |
| 8 | Teacher while on vacation if tenders resignation, then he will not be entitled for pay of the vacation period. However he will have to deposit amount equal to basic pay for the notice period as decided by the Society, in lieu of the notice period. |

**Other general instructions about sanctioning of Leave:-**

1. Leave cannot be asked as a matter of right.
2. Leave can be refused in case of exigencies of the Management/ Institute / College / School.
3. Sanctioning of Leave shall depend on the genuineness of the reasons mentioned in the Leave application.
4. Sanctioning of Leave do not permit employee to leave Head quarter automatically.
5. Employee desiring to go out of Head quarter during leave period, should obtain specific permission of leave sanctioning authority, for leaving Head quarter during leave period.
6. Prior approval shall be essential for planned leave.

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7. Leave application for planned leave shall be submitted to the respective leave sanctioning authority at least 15 working days in advance.
8. In case of emergency, intimation shall be given to the concerned authority on telephone immediately and leave application shall be submitted immediately after joining the duties.
9. If leave is enjoyed without prior sanction / intimation or absence from duty without proper reasons, entire period of absence shall be treated as Leave without Pay. Such cases shall be decided by the Director/ Principal or Authority on merits.
10. Calculation of leave shall be done with reference to concerned rules and leave account of every employee shall be updated from time to time and recorded in their Service Books.
11. A copy of Application for Maternity Leave for 180 days, after due sanctioning shall be forwarded to the Personnel Department for records.
12. Copy of the sanctioned Extension of Leave up to 2 months in continuation with the Maternity Leave of 180 days shall be forwarded to the Personnel Department, for records.
13. Cases where period of leave (Earned Leave, Half Pay Leave, Commuted Leave or Leave Without Pay) exceed one month, shall be submitted to the Secretary / President (as the case may be), at least 8 working days in advance.
14. Requests for Study Leave shall not be decided at the Institute's/College level. Such request from Staff members along with comments/ recommendations shall be forwarded to the President at least 15 working days in advance.
15. Entries of sanctioned Earned/ Half Pay/ Commuted and Leave without Pay shall be taken in the service books of the concerned employee and his leave account shall be updated at least after every 1<sup>st</sup> January and 1<sup>st</sup> July of the year.
16. **Entry of Leave without Pay in the service book shall be taken in red ink.**
17. Employee must resume duties on the first working day after expiry of the sanctioned leave. Request for extension to the sanctioned leave if any must reach to the concerned leave sanctioning authorities, before expiry of the sanctioned leave.
18. **Part-time employees shall be entitled to enjoy Casual Leave only. No other kind of Leave shall be admissible to them.**
19. If benefit of prefixing and/or suffixing holidays to leave is sanctioned to the employee, and he remain absent from duty before or beyond actual dates of his sanctioned leave, then he will have to forgo benefit of prefix and/or suffixing holidays. In such cases entire period of absence (including holidays in between) shall be treated and counted as Leave without Pay.

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