



Policy for Leave



VIVA COLLEGE

**Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science
Yashvant Keshav Patil College of Commerce
Vidhya Dayanand Patil College of Arts
(VIVA College)**



Purpose

The purpose of this policy is to regulate all forms of leave that are accrued and due to employees as a benefit, and to outline procedures to be followed for the granting and taking of such leave. Policy provisions apply to all employees

Policy

1. Casual Leave

- Employees (Principal, Teaching & Non-Teaching) who are on continuous service shall avail Casual Leave on joining.
- There shall be Eight (08) days casual leave for Non-Teaching staff and Twelve (12) days casual leave for Teaching staff and Principal in an academic year.
- No Casual Leave can be carried forward.
- Kindly note Casual Leave cannot be combined with any leave.
- Casual Leave cannot be granted for more than 5 days at a time.
- For Casual Leave a member /staff shall apply to the Principal through HOD with his/her recommendation.

2. Earned Leave

- Employees who have completed more than three years continuous service without any break are eligible for Earned Leave.
- There shall be fifteen (15) days earned leave admissible for Non-Teaching staff and Principal.
- No earned leave for Teaching staff.
- Earned Leave will be carried forward and can be accumulated.

3. Medical Leave

- Employees (Principal, Teaching & Non-Teaching) who have completed more than two years continuous service are eligible for Medical Leave.
- The Medical Leave application shall be submitted along with a Medical Certificate. She/he shall submit a fitness certificate as and when they resume duty.
- Medical Leave will be carried forward and can be accumulated.

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- Medical Leave will be as follows: 10 days with full pay and 20 days with half pay per year

4. Duty Leave

- Employees (Teaching and Non-Teaching) are eligible for Duty Leave application for the period of maximum fifteen (15) days which will be sanctioned by the Principal/Director on the merit of the case.
- Duty Leave for attending Conference/Seminar shall be considered only if arranged by the University of Mumbai or which comes under Central Govt. or State Govt.
- No Duty Leave will be carried forward or accumulated.
- Duty Leave will be applicable from the date of joining.

5. Maternity Leave

- A female employee shall be entitled to maternity leave with full pay for a period of three (03) months provided that she has completed not less than three years of continuous service.
- Further a female employee shall be entitled to maternity leave with full pay for a period of six (06) months provided that she has completed not less than five years of continuous service.
- Maternity Leave can be availed twice as prevailing rules in existence.
- Maternity Leave will not be admissible after two kids.
- Application for maternity leave must be made as soon as the expected date of confinement is known but not later than 12 weeks prior to the expected date of confinement.
- A copy of the birth certificate/discharge card/fitness certificate must be submitted to the Accounts Department upon resumption of duty for enrolment of the maternity leave pay / arrears if any.
- Maternity Leave shall be availed only as sanctioned by the Management.
- Any extension on Maternity leave will be permissible only on medical grounds and on approval of the Management.
- Maternity Leave cannot be extended beyond one year.

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6. Compensatory Off

- Employees (Principal, Teaching & Non-Teaching) are eligible for Compensatory Off.
- Compensatory Off shall be availed only if worked on a weekend (applies for those who are eligible for weekend off), Sunday or public holiday with prior approval from the HOD.
- Compensatory Off will be availed only if worked for a minimum of five (05) hours to earn one Comp Off.
- All Comp Off should be utilized during the year.
- No Compensatory Off will be carried forward or accumulated.

7. Saturday Off:

- Employees (Non-Teaching) who have completed one year continuous service are eligible for alternate Saturday off which should be adjusted within their department while considering that the department work does not remain unattended.
- Kindly note this is a privilege leave and cannot be compensated if falls on any Public Holiday.

VIII. Employees shall submit the approved Leave forms within the same month of availed leave.

IX. Employees not submitting the approved leave applications within the same month shall be considered as absence resulting in salary deduction.

X. Employee who wishes to extend his/her leave for any reason shall inform his/her immediate supervisor or Department Head. Employees are encouraged to communicate their extension well in advance in writing before the completion of leave.

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XI. Employees shall send an extension letter to their immediate supervisor or Department Head, take the necessary approval and inform the Accounts Department accordingly.

XII. An Employee shall be considered as absconding if He/She does not show up for work beyond 2 weeks without any intimation. In such a case, the concerned department head to contact the employee telephonically send an official email. If no reply is received, send a warning letter clearly indicating that a termination action will be taken if the employee does not report back to work.

If still no reply is received from the employee within 15 days of the warning letter, then an employer can issue a legal notice and terminate the absconder's employment.

XIII. No holidays shall be declared by Principals/ Directors other than public holidays without prior permission of the Management.

All are requested to strictly adhere to these rules and regulations for better management and work culture.

