

KCES's College of Engineering and IT, Jalgaon

Date: - 01/04/2017

COEIT/HRD/2017-5/05

LEAVE RULES

Casual Leave: (CL)

- He/She is eligible to avail himself/herself of 12 days of Casual Leave in a Calendar year.
- **Casual Leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service.**
- A single period of absence on Casual leave combined with holidays, prefixed sandwiched or suffixed shall not exceed 3 days.
- Casual leave cannot be combined with any other kind of leave. However, only one day casual leave will be sanctioned in a month and up to a maximum of 3 days in case of emergency on production of proof.

Vacation Leave: (VL)

- Vacation leave can be availed only during vacation period as declared by the Principal.
- Vacation leave may be curtailed or refused if the services of the faculty members are required during the vacation period.
- Vacation leave shall be declared by the Principal, the faculty member shall inform and get permission from the Principal based on the recommendation of the HOD. Vacation leave cannot be coupled with any other leave.

Compensatory Leave: (C-OFF)

- Staff members, who work on college holidays, will be given compensatory leave. This compensatory leave cannot be clubbed with casual leave or vacation leave.
- Compensation leave should be registered in the Front office with proper prior permission when attending duty on holidays and should be availed within 2 months after the actual date of working with **prior sanction**.
- The unutilized CPL within 2 months after the actual date of working will automatically lapse. The unutilized CPL cannot be encashed like CL.

On Duty Permission: (OD)

- On duty permission to the teaching staff and non-teaching will be granted only with the prior permission in writing from the HOD and on approval by the Principal.
- The teaching staff members will be allowed a maximum of 20 working days in an academic year as "ON DUTY" for the purpose of attending Central Valuation / External Examiner for practical examinations connected with University. **(should be sanction prior)**

Medical Leave: (ML)



- The staff members who are hospitalized for serious illness or major surgery/disability are eligible for this leave and **should be supported by authentic approval through medical practitioner's certificate acceptable to the Management.**

Medical leave will be granted subject to the following conditions:

- Should have completed one year of service in this college.
- Those who have served one year will be eligible for 12 days medical leave per academic year.
- Medical Leave is not carry forward every year.
- Xerox copy of Bill and Report must submit.

Late Attendance:

- Two late comings of 15 Mins duration are permitted per month.
- If any staff member comes late on more than two occasions in a month, each such late attendance will be treated as half-a-day leave.

Short Leave:

- 1 Hour Leave Permission is allowed after 2 Hrs. of college timings or at the end of the afternoon session only when there is no class work.
- **Thumb Impression is required for short leave (in /out).**
- During the short Leave will be 1Hrs.
- Generally permission is given for one hour. Permission for more than one hour will be treated as half a day casual leave or LWP as the case may be.

Lunch Time:

- The official Lunch Break is of 45 Mins. Lunch break is taken during the specified time. In are circumstances when you need to break for lunch at a different time, you may do so in a considerate manner such that visitors to the office and/or your colleagues are not inconvenienced in any way.
- Lunch should be taken with their department's staff members.
- No faculty members are allowed to go outside for lunch, if required take permission from Authority.(HOD/HRD/Principal)
- Lunch Time will same for all Department except Admin Department.

Note:

- This is Mandatory to mention all leave on your Leave Card. (CL, ML, DL, C-off, Short Leave).

- Process of Leave sanction will be



- HOD will sent the leave card by Peon/Lab Attendants, (Faculty does not require to present physically).



- Leave card must be sign before or after joining duty within 2 days and submitted in office.

Principal



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