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PUNE VIDYARTHI GRIHA'S

COLLEGE OF SCIENCE & TECHNOLOGY

Affiliated to University of Mumbai (College Code : 866)

NAAC ACCREDITED

CTS No : 218, Br. Nath Pai Nagar, Ghatkopar (East), Mumbai - 400 077 • Tel. : 022-2506 9118

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RULES AND REGULATIONS RELATING TO LEAVE FOR TEACHING AND ADMINISTRATIVE STAFF WORKING IN THE COLLEGE

Applicability:

1. This leave Policy will be applicable for A.Y. 2022-23
2. This policy shall apply to all Teaching and Administrative staff members of the College.
3. It shall not be applicable to employees appointed Clock hour basis (CHB)

Right of Leave:

1. Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.
2. Leave should always be applied for and got sanctioned before it is taken except, in case of emergency and for satisfactory reasons.
3. The leave account shall be maintained by accountant.

Casual Leave (CL):

1. A whole time regular staff of the University shall be eligible for 12 days casual leave.
2. An employee on casual leave is not treated as absent from duty and his pay is not intermitted.
3. Public Holidays and Sundays falling in between the Casual Leave shall be counted as Part of Casual Leave.
4. CL availed for half the duty hours shall be treated as half day Casual Leave except in the case of faculty who are not entitled to half day leave.

Special Leave (SL):

Special casual leave, may be granted to a staff for the following purposes.

1. To attending conferences, symposia and seminars.
2. To delivering lectures as part of faculty exchange programme.
3. To attend various exams for carrier enhancement like NET, SET, PET, etc.
4. To visit ant other college as a moderator.

Medical Leave (ML):

1. A whole time regular staff of the University shall be eligible for 10 days medical leave.
2. An employee on medical leave is not treated as absent from duty and his pay is not intermitted.
3. Public Holidays and Sundays falling in between the Medical Leave shall be counted as Part of Medical Leave.
4. CL availed for half the duty hours shall be treated as half day Casual Leave except in the case of faculty who are not entitled to half day leave.

Compensatory Duty Leave (CDL):

The staff who is performing additional duty on holidays shall be entitled for Compensatory Duty Leave.

A. H. H. H.
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