



Academic Year 2024-28

## Leave and Vacation Policy

### **1.0 Objective:**

To allow the employees to take time off from work and avail leave on personal grounds.

### **1.1 Right of Leave and Modalities:**

- All employees must apply for leave through the Online Portal.
- Employees are advised to inform their leave plan with the concerned leave sanctioning authority before they apply through the Online Portal, to ensure mutual understanding of the leave plan.
  - Leave should always be applied in advance, and the employees should proceed on leave after obtaining approval from the sanctioning authority, except in cases of emergency and for valid reasons.
- Unauthorized leave shall be treated as leave without pay or absenteeism.
- Leave is not a matter of right, and when the Institute exigencies demand leave of any description may be refused or revoked by the authority empowered to sanction the leave.

### **1.2 Process:**

- Application for leave by the employees shall be routed as prescribed in the leave mapping.
  - It shall be clearly understood by the employees that the leave shall be granted to the extent eligible only where, in the opinion of the authority competent to grant the leave, the absence of the employee on leave does not prejudicially affect the work of the Institution and the reasons are satisfactory.
- All leave applications should, except in cases where such a course is impossible, be submitted to the Heads of the Department / Office of the Principal / Director sufficiently in advance for them to take necessary action for making stop-gap arrangements so that work does not suffer.
- Any person going out of station during the period of leave shall intimate the same to the Head of the Department / Office concerned and also furnish their address during the period of such absence.

### **1.3 Overstay of leave:**

- Any overstay of leave without prior information to the competent authority shall amount to misconduct and be considered as unauthorized leave on 'Loss of Pay'.
- Any overstay of leave with prior information to the competent authority and leave balance is NIL shall be considered as the leave on authorized 'Loss of Pay'.
- Wilful/Repeated absence from duty after the expiry of leave may be treated as misconduct by the competent authority, which attracts disciplinary action.

### **2.0 Casual Leave:**

Applicability: All members of the teaching staff who are regular or on probation

Number of Days: 15 days in a calendar year with pay.

Approving Authority: Director, IIMS

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## 2.1 Modalities:

- Casual Leave may be granted as and when the occasion arises at the discretion of the Approving Authority.
- Casual Leave cannot be combined with any other kind of leave.
- Intervening holidays/weekly offs shall not form part of casual leave.
- 03 days CL at a stretch is allowed subject to a maximum of 05 days by suffixing/prefixing/both of weekly off/holidays
- Casual Leaves shall be credited to the account of an employee once every
- Year on 1st January.
- For all employees, unutilized Casual Leave expires on 31st December every year and is not carried over.

## 3.0 On Duty (OD)

All regular faculty/staff members shall take OD with prior approval from the Director. The On Duty is categorized into three types as follows:

- On Duty for participation and./or presentation of paper in National / International seminars / Conferences / Symposium / Workshops.
- Exam On Duty for University examination supervision work.
- Other On Duty for any other institution related work.

## 4.0 Calendar Holidays

Applicability: Regular Teaching staff and Non-Teaching Staff

Number of Days: As per the Savitribai Phule Pune University

Approving Authority: Director, IIMS

### 4.1 Modalities:

- The Institute has own list of calendar holidays as prepared in accordance with SPPU Calendar.
- The list of holidays from 1st September to 31st December 20214 is mentioned in Annex-1

## 5.0 Vacation:

Applicability: Regular Teaching staff

Number of Days: 25 days; usually 15 days during summer and 10 days during winter

Approving Authority: Director, IIMS

### 5.1 Modalities:

- Vacation is applicable to those teaching staff who have completed a minimum of 1 Year of service in the Institution.
- The conventional vacation period comprises the month of June (after term end exam) for summer and December (after term end exam) for winter
- The 15 days' vacation during summer could be availed at a stretch in June-July.
- The 10 days' vacation during winter could be availed at a stretch in December.
- However, the Institute shall announce the exact dates every year depending on the academic schedule. The Summer and Winter Vacation will be given after the end term examination without

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- disturbing the routine work. The Director in consultation with the HOD shall plan the summer and winter vacation well in advance based on the academic and other relevant considerations.
- The Summer and winter vacation will be given on rotation, so the regular work will not be hampered.
- If the vacation immediately precedes or succeeds or both with a combination of absence, such duration will be considered as leave/leave on loss of pay against available leave at the credit. However, in cases
- with valid reasons, it shall be decided case to a case basis upon the approval of the competent authority.
- Institute may cancel/reschedule the vacation under extraordinary circumstances, scheduled audits about accreditations like NAAC/NBA etc.
- The Summer and Winter Vacation is not applicable to the non-teaching staff. However additional earned leave will be applicable to non-teaching staff.

## 6.0 Academic Leave:

Applicability: All members of the teaching staff who are regular or on probation

Number of Days: 15 days in a calendar year with pay.

Approving Authority: Director, IIMS

### 6.1 Modalities:

Academic leave may be sanctioned for:

- Attending Orientation Program, Refresher Course, Research Methodology
  - Workshop, Faculty Induction Program, Conference, Congresses, Symposia,
  - and Seminar, as a delegate nominated by the University or with the permission
  - of the University.
  - Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the University, and accepted by the Competent Authority.
  - Working in another Indian or Foreign University, any other agency, Institution or Organization, when so deputed by the University.
  - Participating in a delegation or working on a committee appointed by the
  - Central Government, State Government, the UGC, or any other similar
  - academic/governing bodies.
  - Attending legitimate academic/administrative activities such as conferences,
  - scientific gatherings, practical training, and institutional building activities.
  - For performing any other duty assigned by the University.
  - To attend the examination in respect of personal choice of Higher
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- studies/certifications shall form part of academic leave subject to NOC from

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- the competent authority
- In case of Academic leave which includes request for financial support; this
- can be approved by the approving authority subject to the relevant budgetary provision in the academic year.
- Academic Leave shall be credited on the 1st of January every year. The credit of Academic Leave for the new employee is on a pro-rata basis on the day of
- joining.
- Unutilized Academic Leave expires at the end of the respective academic
- year i.e. on the 31st of December every year and is not carried over.
- The duration of leave should be such as may be considered necessary by the
- approving authority on each occasion subject to a maximum of 15 days in a
- year.
- Academic Leave cannot be combined with any other kind of leave.
- In case of Academic leave requested beyond 15 days, it will be sanctioned
- on submission of the proof of attendance against available other leaves on
- case to case approval basis by the competent authority.
- Intervening holidays/weekly offs shall form part of academic leave.

## 7.0 Maternity Leave:

Applicability: All eligible female employees who are not covered under ESIC and subject to modification from time to time as per the statute.

Number of Days: Period not exceeding 182 days.

Approving Authority: Director, IIMS

## 7.1 Modalities:

- Every woman employee (Teaching/Non-Teaching/Contract) shall be entitled to maternity leave unless she has worked for a period of not less than one hundred and sixty days (160 days) in the twelve months immediately preceding the date of her expected delivery. The maximum period for which any woman employee is entitled to maternity leave shall be 26 weeks out of which not more than 8 weeks shall precede the date of her expected delivery. If the women are having 02 or more than 02 surviving children, maternity leave entitlement shall be 12 weeks of which not more than 06 weeks preceding the date of delivery
- 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 employee in her career is not more than 06 weeks, and the application for leave is supported by a medical certificate from the treating doctor who is a registered medical practitioner.
- A woman who legally adopts a child below the age of 3 months or a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.

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- Maternity Leave may be combined with any Earned Leave, Half Pay Leave, but any leave applied for in continuation of the Maternity Leave may be granted if the request is supported by a medical certificate from the treating doctor who is a registered medical practitioner


### **8.0 General Leave Guidelines**

1. All leaves must be pre-approved by the Director. In case if an employee is unable to get the leave pre-approved, then the employee in such rare cases must inform the Director about the leave over phone /via sms/ e-mail within six hours of reporting time. In the event of non- availability of the Director, the HOD must be informed.
2. Leave beyond 3 days without necessary notice will be dealt with seriously and the employee may need to forego pay for the same duration. An employee may be terminated for taking extended leave without permission at the discretion of the Management.
3. Administration/Payroll will be calculated on the basis of leave taken as on the last date of every month.
4. Compensatory Offs are not to be clubbed with other leaves with the exception of weekends or Public Holidays.
5. HOD will inform the team and/or other relevant team members in IIMS when a team member is on leave.
6. No leave will be granted during examination period of SPPU.
7. No leave will be granted during the notice period after the Resignation is submitted.

#### **Prepared by -**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Dr Vandana Mohanty</b> <b>IQAC Co-ordinator</b>		

#### **Approved By-**

 <b>Dr Shivaji Mundhe</b> <b>Director, IIMS</b>	<b>Hon.Vishwesh Kulkarni</b> <b>President, Yashaswi Group.</b>
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Annexure-1



**HOLIDAYS LIST –2024 (Wef-01<sup>st</sup> September 2024- 1<sup>st</sup> December 2024)**

Sr.No (1)	Holiday (2)	Date (3)	Day (5)
1	Id-E-Milad	16th September	Monday
2	Anant Chaturdashi	17 <sup>th</sup> September	Tuesday
3	Mahatma Gandhi Jayanti	2nd October	Wednesday
4	Dasara	12th October	Saturday
5	Diwali Holidays	31 <sup>st</sup> October to 2 <sup>nd</sup> November	Thursday to Saturday
6	Guru Nanak Jayanti	15th November	Friday
7	Christmas	25th December	Wednesday

**Prepared by -**

Name	Signature	Date
<b>Dr Vandana Mohanty</b> IQAC Co-ordinator		05.09.24.

**Approved By-**

 <b>Dr Shivaji Mundhe</b> Director, IIMS	 <b>Hon. Vishwesh Kulkarni</b> President, Yashaswi Group.
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