

### Shri Vile Parle Kelavani Mandal's Institute of Technology, Dhule

Survey No. 499, Plot No. 02, Behind Gurudwara, Mumbai - Agra Highway, Dhule. (02562) 297801, 660633 iotdhule@svkm.ac.in, www www.svkm-iot.ac.in

Hon. Shri. Amrish R. Patel (President)

> Dr. Nilesh P. Salunke (Principal) Ph.D.,M.E.,LMISTE

Date: 03/05/2020

### **Leave Policy**

#### 1. **Objective**

To communicate the leave entitlements and provide guidelines for availing

#### Eligibility & Applicability 2.

All employees on regular rolls of the Institute. 2.1

#### 3. **Policy & Procedure**

- Categories of leave available to the employees are Casual Leave, Maternity Leave, Academic Leave, Compensatory Off, Summer Vacation, and Leave without Pay.
- For the purpose of leave, "Year" shall mean the Calendar Year commencing 1st 3.2 July and ending 30th June. 3.3
- All leaves shall accrue effective 1st July of every Year, except the Casual Leave.
- Employees shall apply for leave on prescribed formats. The leave application shall be made prior to actual days of leave.
- Holidays and weekly-offs between the leaves will be treated as a part of leave only. 3.5 Weekends and holidays are exempted in case of Casual Leave.

## Entitlement & Procedure for availing Leaves:

#### 4. Casual Leave (CL)

- All Employees are eligible for 08 days of CL in a calendar year, which shall be credited to them upon joining, on pro-rata basis.
- Employee on CL cannot be absent from duty continuously for more than 5 days 4.2 including intervening holidays. 4.3
- Employees may avail CL for half-day also.
- CL may be prefixed or suffixed to intervening holidays or weekends.
- CL cannot be prefixed or suffixed to any other category of Leave.
- Un-availed CL will automatically lapse at the end of the year.

### Earned Leave (EL)

All Non-Vocational teaching staff & Non-Teaching Administrative staff who are on Confirmed and Probation are eligible for 30 days of Earned Leave.



- 5.2 Employees joining the organization shall have their Earned Leave entitlements for the rest of that calendar year calculated on pro-rata basis, and credited to their accounts on the following July 1<sup>st</sup>, January 1<sup>st</sup> which they can avail only after the confirmation of their services.
- 5.3 Earned Leave may be availed for one day also.
- 5.4 Except under emergency, employees shall apply for leave well in advance, especially if the leave period is more than a couple of days, and proceed on leave only after their leave is approved.
- 5.5 When it has not been possible to obtain advance approval, respective HODs should be kept informed, with information copy (CC) to the approval authority; and request for approval must be obtained at the earliest opportunity.
- 5.6 Earned Leave with may not be prefixed or suffixed with any other type of leave.

### 6. Sick leave (SL) / Half Pay leaves (HPL)

- 6.1 All Employees are eligible Sick Leaves for 10 days (Full Pay)/ 20 days (Half pay leave).
- 6.2 The employee needs to submit Medical certificate from registered medical practitioner in case of accruing Sick leave or half pay leave more than 3 days.

### 7. Maternity Leave (ML)

- 7.1 The Institute permits Maternity Leave of 180 days, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.
- 7.2 All confirmed female employees, are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration.
- 7.3 Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 4 to 6 weeks may be availed.
- 7.4 The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.
- 7.5 ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

### 8. Duty Leave (DL)

- 8.1 All teaching and non-teaching faculty is eligible for 15 days Duty leave.
- 8.2 DL shall be applicable for attending Academic, Institute and University related work for all days of the work.
- 8.3 DL may also be considered for the following reasons:
  - 8.3.1 Delivering invited talks, attending Workshop, STTP, QIP, Conference, etc.
  - 8.3.2 Attending Spot Valuation assignments at a university other than the affiliated university.



- 8.4 Teaching faculty wishing to avail duty Leave should get their leave approved by the HOD at least 2 days in advance and send the approved leave application along with the invitation letter sent by the concerned university or Conference/Workshop to Office.
- 8.5 Academic leave may neither be accumulated nor combined with any other type of leave.

### 9. Leave without Pay (LWP)

If an employee has exhausted all types of leave, exceptionally, he/she may be allowed to take leave without pay up to a maximum of 30 days in a year, subject to the recommendation of the HOD and approval of Principal.

9.1 LWP shall not be treated as break in-service.

### 10. Compensatory Off (CO)

- 10.1 If an employee is called upon to work during the weekend or a public holiday or during vacation for more than half a day, equivalent compensatory off may be permitted in units of half a day or full day.
- 10.2 Compensatory off shall be availed within Six month. Else, it shall lapse.

#### 11. Summer and Winter Vacation

- 11.1 All Probation & Confirmed teaching faculty except those who hold administrative responsibilities, will be eligible for Summer Vacation.
- 11.2 The annual dates for the summer vacation shall be announced which shall ordinarily be availed by all, unless asked by the management to be available for some special assignments during the vacation.
- 11.3 Principal, in consultation with the HODs shall plan the summer vacation well in advance based on the academic and other relevant considerations.
- 11.4 The Institute reserves the right to requisition the services of a teaching faculty, during the summer vacation for special assignments. In such cases, the teaching faculty requisitioned for special assignments during the summer vacation will be eligible for equal number of days of EL (or pro-rated number of days) in lieu of the summer vacation foregone.
- 11.5 The Principal shall inform all such faculty whose services may be required during the summer vacation, well in advance, along with their HOD.
- 11.6 Summer vacation cannot be prefixed or suffixed with any other leave.
- 11.7 Faculty availing the summer vacation shall keep the Institute informed of their address of stay and contact details during vacation period for emergency needs.
- 11.8 Faculty on summer vacation may at their discretion and on approval from the Principal, attend external examination related works/ SDPs/ Seminars/ Conferences. However, such activities shall not count for any set-off against the

summer vacation.

11.9 The summer and winter vacations will be in adherence with the University Almanac.

### 12. Special leave for pursuing research

- 12.1 This leave shall be given, on a case-to-case basis, to those who have registered for Ph.D. and cleared their pre-Ph.D. course work, for a maximum period of a fortnight.
- 12.2 The leave needs to be approved by the Principal.
- 12.3 The Principal shall call for supporting recommendation letter from a faculty's Ph.D. guide for granting the approval.
- 12.4 The unutilized Special Leaves can be carried neither forward nor uncashed.

The above-mentioned leave policies are subject to revision and change time to time as per recommendations of statutory bodies.



Principal
SVKM's Institute of Technology, Dhule



#### Shri Vile Parle Kelavani Mandal's

Institute of Technology, Dhule.
Survey.No. 499, Plot No. 02, Behind Gurudwara, Mumbai - Agra Road, Dist. Dhule, Maharashtra, 424001

Phone No.: (02562) 297801, 297601

Web: svkm-iot.ac.in

Mail: IOTDhule@svkm.ac.in

## Duty and Casual Leave





### LEAVE APPLICATION

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27/6/2000

## Shri Vile Parle Kelavani Mandal's INSTITUTE OF TECHNOLOGY, DHULE

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Leave application form should be submitted to office in prior with signaturers of authorities before aging on leave, otherwise leave will be treated as i	. W. P1

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## "God Exists Where Women are Worshipped" West Khandesh Bhagini Seva Mandal's



## Arts and Commerce College For Women

Vidya Nagari, Near Datta Mandir Chowk, DEOPUR, DHULE - 5 MAHARASHTRA

(Affilicated to S.N.D.T. Women's University, Mumbai-20)

College u/s 2 (f) and 12 (B) of UGC Act 1956

Websited - www.wkbsmwomencollegedhule.org

Phone No. . 02562-272948

Email ID: prin\_wkbs@rediffmail.com

Estd. 1983

NAAC Re-Accredeted Grade B+

ISO Certified

Dr. R. K. Shinde Act. Principal

Dr. S. G. Gupta - Administrator

Outward No.: WKBSM / MM //29 / 20 10 - 2011

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कळावे

SVKM'S INSTITUTE OF TECHNOLOGY, DHULE

Inward No.- 93

Date. 24/09/202

आपला विश्वासु

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बशवंतराव चय्हाण महाराष्ट्र मुक्त विद्यापीठ,नाशिक गृंथालय आणि माहितीशास्त्र पदवी शिक्षणक्रम प.खा.म.संचितित नहिला महाविद्यालय देवपुर,धूळे







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Name of	the Employee	:- Rahu	l manot	ar Thakur	· Post:- Lee	b Asst
				Muster Number: _		
				from <u>01/01/202</u>		
Cause of ALTERN	Leave:- OF	fficial e Stad ANGMENT N	// // // // // // // // // // // // //	Contact No. while or aching and non-teach	Leave:- <u>9590 (</u> ling)	2090
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SIGN OF OFFICE CLERK



**Sign Of Date **Lecture/Practical/Duty Adjustment   Lecture/Practical/Duty Adjusted by Sign    **Sign Of Date **Sign	Date: -0 1 / 2 / 2 Post: -AD MILEY  Contact No. while on Leave:	200
Name of the Employee: DEPAK MALE  Department: DEPAK MALE  Nuster Number: 16 Thumb ID: 26 22 22  Type of Leave: - CL/SL/DL/EL/Vacation/DL from 10 11 14 to 21 14 to 22 14 to 24 14 to 25 16 to 24 14 to 26	Post:- AD MITTY  Department:	200
Department: Muster Number: 16 Thumb ID: 2022 Type of Leave: - CL/SL/DL/EL/Vacation/ DL from 10/11/15 to 21/11/15 for 12 Day(s)  Cause of Leave: - CL/SL/DL/EL/Vacation/ DL from 10/11/15 to 21/11/15 for 12 Day(s)  ALTERNETIVE ARRANGMENT MADE (For teaching and non-teaching)  S N Date Lecture/Practical/Duty Adjustment Lecture/Practical/Duty Adjustment Name Sign  Class/Dept. Subject/Type of work Name Sign  Attach separate sheet if require  Kindly consider my application.  Attach separate sheet if require  Kindly consider my application.  FOR OFFICE USE  No. of 12 CL/SL/DL/EL/Vacation/ D from lilicot to 31/17 C-2  SIGN.OF APPLICAN  FOR OFFICE USE  No. of 12 CL/SL/DL/EL/Vacation/ D leave due to your credit after this application days.  DATE: - / 31/17 C-2  SIGN.OF OFFICE CLERK  1. Above requested leave/(s) has been sanctioned. 2. Out above requested leave(s) has not been sanctioned. 3. Above requested leave(s) has not been sanctioned. (Reason for not sanctioning - Leave(s) has not been sanctioned.  (Reason for not sanctioning - Cut here	Muster Number: 16	200
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DATE:

SIGN OF OFFICE CLERK





## Shri Vile Parle Kelavani Mandal's INSTITUTE OF TECHNOLOGY, DHULE LEAVE APPLICATION

application							
						te:-07/	
Name of	the Employe	e: Sushi	Ramao	Delhouly	Po	ost:C	enk
Departm	ent: 0	fice		Muster Number: _	15	_Thumb ID:	282200
Type of L	eave: - CL / S	L/DL/EL/Va	cation/	from 02/03/22	o to 02/03/	202-for	Day(s).
				Contact No. while or			
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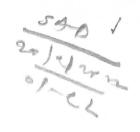
	landam should be sub	mitted to office	LEAV		TION going on leave, otherwise leave will be treated as
аррисат	ion form snould be sub	mitted to office	ni prior with sight	nure(s) of authorities before g	Date: - 23/11/2028
Name	of the Employees	11.	shall D	Bax:	Post:- 28220020
					Thumb ID:
Type of	f Leave: - CL / SL / I	DL / EL / Vac	ation/_EL	from 07/12/200	20 to 2   12   20 2 for   5 Day(s).
Cause	of Leave:- Me	edi cal		Contact No. while o	n Leave:- 9765362943
ALTER	RNETIVE ARRAN	IGMENT N	IADE (For tea	aching and non-teac	hing)
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		Time	Class/Dept.	Subject/Type of work	Name Sign
1					AKShay Jain Feel
2					Samadhan Raipyt Straip
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4	21/12/2020		TOP		Pradip Surwade Des
5					Dinesh Patil Telant
6					Virendra Pisolkar Pisolle
					Attach separate sheet if required
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27	days.				
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e applicat	ion form should be sub	mitted to office	e in prior with sign	ature(s) of authorities before go	oing on leave, otherwise leave w	vill be treated as L.	
					Date: - 11 / 0	17/202	
Name	of the Employee:	Naro	ndra V	ishwas puti	Post:- The	structor	
Depart	ment: much	Work	Shur	Muster Number: _	Post:Thumb ID:	2822000	
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Cause	of Leave:- gens	and		Contact No. while on	Leave:- 827518	273	
ALTER	RNETIVE ARRAN	IGMENT N	//ADE (For te	aching and non-teach	ing)		
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application	form should be	submitted to office	e in prior with sign	ature(s) of authorities before go	sing on leave, otherwise leav	e will be treated as L.	
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Name of	the Employee	:- M.P.	ropas.		Push-yk_	MO MAS	
Departm	ent: \ullin	ork sho	P	Muster Number:	05 Thumb	0:2822000	
Type of L	eave: - CL / SL	/ DL / EL / Vac	ation / e	L from 13/01/20	13 01 2020 for	1/0_Day(s).	
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DATE:				A DHULE	SIGN OF	F OFFICE CLERK	





ave applicat	tion form should be s	submitted to office	in prior with sign	ature(s) of authorities before g	joing on leave, otherwise leave will	be treated as L.W.P)		
					Date: -14 / 02	-/2020		
Name (	of the Employee:	- Maken	dra P.	Lohar	Post:- W/S	Instructor		
					Thumb ID:			
Type of	f Leave: - CL / SL	/ DL / EL / Vaca	tion/ <u>e</u> l	- from 22/02/2	22 to 22 02 2020 for 6	Day(s).		
Cause	of Leave:			Contact No. while or	n Leave:- 988126331	1		
ALTER	RNETIVE ARRA	NGMENT M	ADE (For tea	aching and non-teach	ning)			
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) N	Date	Time	CO.	Subject/Type of work	Name	Sign		
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DATE:				DHULE ST	SIGN OF OFF	FICE CLERK		



## Shri Vile Parle Kelavani Mandal's INSTITUTE OF TECHNOLOGY, DHULE LEAVE APPLICATION

- manlingti	an form charled he	euhmitted to office	in prior with sign	ature(s) of authorities before	going on leave, otherwise leave wi	ll be treated as L.
: аррисац	on jorm snould be :	submitted to office	ni prior with sign	uture(a) of uutilolities sojele s	Date: -5 10	1/2021
Name o	of the Employee	My- Pro	deep !	D. Syrwade	Post:- Tec	h. Assist
Departi	ment: Infe	or mation	Tech.	Muster Number:	26 Thumb ID:	28 2207
·	SI /SI	/DI /EI /Vaca	tion / C1	from 12621	to 126 4 for 0	Dav(s).
Type of	reave: - CL / >Ł	./ DE/ EE/ Vaca	tion/	Hom valg o	9764025	1959
Cause o	of Leave:- Ch	rld school	Mark	Contact No. while o	n Leave: 9764025	1 1 - 1
ALTER	NETIVE ARR	ANGMENT M	ADE (For te	aching and non-teac	hing)	
SN	Date	Lectu	re/Practical/D	outy Adjustment	Lecture/Practical/Duty	Adjusted by
		Time	Class/Dept.	Subject/Type of work	Name	Sign
1	12/6/21	10:00 to	Daily	Mark	Mr Nilesh Pawar	1184
2		5:00 PM				
3		*				
4						
5						
6						
					Attach separate she	et if required
No. of_ records	days.	L/DL/EL/Vaca SL/DL/EL/		from 10/6/4	to is available to your credit after this a	T
			7			
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(Re	eason for not sa	nctioning :				)
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AND AND THE RES AND THE ANY ANY		a (2) Mil (2) Mil (3) Mil (4)		Cut here		
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Leave (	due to your Cred	dit after this app	olication is	DHULE days.		
DATE:				Technology *	SIGN OF C	FFICE CLERK



## Shri Vile Parle Kelavani Mandal's INSTITUTE OF TECHNOLOGY, DHULE LEAVE APPLICATION

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		submitted to office in			. 4	1
Name o	of the Employe	e:- Mr. Pr	adeep	D. Smwade	Date: - 5 / 7  Post:- TRU  Thumb ID:  to 2 7 / 22   for 0	L. Assj.
	Tif	oren Hinn	Tech.		06 Thurst 10.	287200
Departi	ment:		1000)	Muster Number:	1 Inumo ID:	1
Type of	Leave: - CL / S	L / DL / EL-/ Vacat	ion/CE	from <u>2171233</u>	to 2/7/02/ for 0	Day(s).
Cause o	of Leave:	ex sonal	Nonh	Contact No. while o	n Leave: 9764024	959
41755	NICTIVE ADE	ANCREENT NO	NDE /Ear to:	aching and non-teac	ning)	
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SN	Date			uty Adjustment	Lecture/Practical/Duty A	T
4	1 1	Time		Subject/Type of work	Name	Sign
1	2/7/21	10:00 Am	Dould	WOYE	Mr. Nilegh Pawar	MYD
2		go 2: 33 Pm	The second devices of the second			
3		10 A				
4		August 2010 (1910)(1910 (1910)(1910 (1910)(1910 (1910 (1910)				
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6						
	1	1			Attach separate she	et if required
FOR OF	FFICE USE			101 × 163		APPLICANT
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No. of_records	cL/s. Balance CL days.	107/00	4			as per leave application is
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e applica	ntion form should be s	ubmitted to office			oing on leave, otherwise leav	e will be treated as L.W.
						108 /202)
Name	of the Employee:	- Tusbur	rkuman	Pardit Man	you Post:- Al	c CLEME
Depar	rtment:	croud	4	Muster Number:	Thumb I	D: Erszroc
Туре	of Leave: - CL / SL	/ DL / EL / Vaca	ation/	from 2   8   2	Thumb 1	On Day(s).
				. 1	Leave: 94047	
				aching and non-teach		
SN	Date	Lectu	re/Practical/Du	ıty Adjustment	Lecture/Practical/Du	ty Adjusted by
		Time	Class/Dept.	Subject/Type of work	Name	Sign
1	418121			Dipas	Sangen.	Sanyon
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	Above requests	9201			SIGN OF OFF	ICE CLEKK
2. 3.	Out above requ Above requeste	ested	leave (s) leave(s) h	has been s as not been sanctioned.		
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то ве	RETURNED TO TH	E APPLICANT:				
Day Ca	sual/Sick Leave/E	arned Leave/D	uty Leave from	to	balance CL / SL / DL /	EL / Vacation
	due to your Credit	after this appl	lication is	Ne Parle Kelavan		
DATE:				II * I DHIII \ S	SIGN OF	OFFICE CLERK

SIGN OF OFFICE CLERK



Post:- Department: Meth work Shop Muster Number: The	11/06/202
Name of the Employee:- Narendra Vishwas putil Post:-	
	61 - 67 3 - 0 by
Department: Mech-work Shop. Muster Number: The	
Type of Leave: - CL/SL/DL/EL/Vacation/ Dl from 12.06-21 to 12-6-21  Cause of Leave: - Collection of pata Contact No. while on Leave: - 8279	for one Day(s).
Cause of Leave: - (a) entire of student Contact No. while on Leave: - 827	5018273
ALTERNETIVE ARRANGMENT MADE (For teaching and non-teaching)	
ALTERNETIVE ARRANGMENT MADE (For teaching and non-teaching)	
	al/Duty Adjusted by
Time Class/Dept. Subject/Type of work Name	Sign
2	
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No. of CL/SL/DL/EL/Vacation/ from	available as per leaver this application
	7 OTTICE CLERK
Above requested — leave/(s) has been sanctioned.     Out above requested — leave (s) ———————————————————————————————————	
3. Above requested ————————————————————————————————————	
(Reason for not sanctioning :	)
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TO BE RETURNED TO THE APPLICANT:	
TO BE RETURNED TO THE APPLICANT:  Day Casual/Sick Leave/Earned Leave/Duty Leave fromtobalance CL / SL	. / DL / EL / Vacation
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Day Casual/Sick Leave/Earned Leave/Duty Leave fromtobalance CL / SL	_ / DL / EL / Vacation