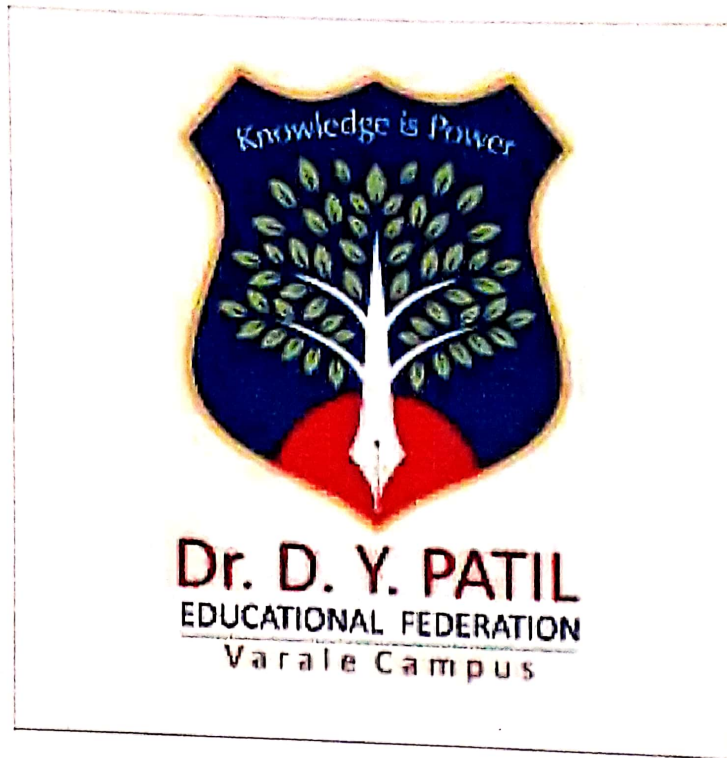


# **DYPCOEI LEAVE POLICY**



*Dr. D. Y. Patil Educational Federation's*

**Dr. D. Y. PATIL COLLEGE OF ENGINEERING & INNOVATION**

Survey No. 27/A/1/2C, Village Varale, Near Talegaon Railway Station,

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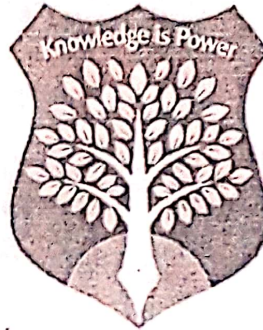
DR. D. Y. PATIL EDUCATIONAL FEDERATION

REV-I

LEAVE POLICY/Amendment/2021/July

# LEAVE POLICY

Amendment 2021 April



DR. D. Y. PATIL EDUCATIONAL FEDERATION



R/President....

R/secretary....

.... For necessary  
directives.

Goshant v. Patel







# DR. D. Y. PATIL EDUCATIONAL FEDERATION

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## LEAVE POLICY/Amendment/2021/July

### 1. Introduction:

Leave is a provision to stay away from the work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Sundays or holidays may be prefixed or suffixed to leave with prior sanction of the authority. Leave of staff working in Schools / Institutes / Colleges / shall be sanctioned by the Head of the School / Institute / College on recommendations of the Head of Section / Department. The leave of Heads of Schools / Institutes / Colleges shall be sanctioned by the President / Secretary and in his absence by the Authorized Person. The Heads of Schools / Institutes / Colleges shall submit a copy of their leave application to the Chairman/President's Secretariat.

The following leave rules and norms give details about the different types of leave and how they can be availed of. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature. These leave rules shall be applicable to all the employees (teaching, non-teaching, administrative and any other) of the various Schools / Institutes / Colleges in existence as on this date and as may be established in future.

### 2. Definitions:

**Public Holiday:** Public Holiday means a day declared by a notification by Government of Maharashtra / College / Institute / School / Competent Local Authority to be non-working day for all employees except those otherwise specifically asked to attend the duties.

**Campus Holiday:** Campus Holiday means a day declared to be Campus Holiday by the Management of the Organization.

**Salary:** Salary means the gross monthly remunerations drawn by an employee.

**Average Pay:** Average pay means the average of salary of last 12 calendar months.

**Retirement:** The term refers to superannuation after attaining the age as per norms of College / Institute / School / Government of Maharashtra.

**Release:** The term refers to resignation / retirement / termination of employment in accordance with terms of employment.

**Organization:** The term organization means Trusts / Companies in Dr. D. Y. Patil Educational Federation (DYPEF); existing as on this date and as may be established / incorporated in future.







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**3. General:**

**3.1 - Leave is not a right.** It may be refused or revoked by the authority empowered to grant it. It would however, generally be granted unless the exigencies of service demand otherwise.

**3.2 - Leave Application:** The Application shall be submitted in writing preferably in the form prescribed by the organization well in advance and shall be got sanctioned before availing of the leave. However in exceptional circumstances, the sanctioning authority shall have discretionary power to sanction leave admissible post facto. The employee shall make alternative arrangements/internal adjustments among the employees of his/her or any other department to take care of his/her duties.

**3.3 - No leave can commence unless it has been sanctioned.** Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action besides penal deductions by treating the period of absence as Leave Without Pay. (LWP).

**3.4 - Employee on leave shall not engage himself in any other employment, trade or business, either full-time or part-time without obtaining prior sanction of the competent authority. It is an offence and the employee shall refrain from the same.**

**3.5 - Unauthorized absence without leave** will constitute an interruption in service. Continuous unauthorized absence of more than 15 days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

**3.6 - Employee appointed on contract /ad hoc basis** in a scale of pay or on consolidated salary shall be entitled to leave in accordance with the terms of the contract entered into by him with the organization or as per terms mentioned in ad hoc appointment order.

**3.7 - The staff under suspension** is not entitled to any kind of leave during suspension period.

**3.8 - The staff members in notice period of Resignation** is not entitled to any kind of Leave during the Notice Period.

**4. Kinds of Leave:**

The following kinds of leave shall be admissible to the employee (as applicable) of the College/Institute:

- (A) Casual Leave - (CL)
- (B) Medical Leave - (ML)
- (C) Earned Leave - (EL)
- (D) Leave without Pay - (LWP)



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- (E) Compensatory Off - (C-Off)
- (F) Duty Leave / Outdoor Duty Leave - (OD)
- (G) Maternity Leave - (MTL)
- (H) Paternity Leave - (PL)
- (I) Study Leave - (STL)
- (J) Sabbatical Leave - (SBL)
- (K) Vacation (Only for Teaching Staff) - (V)

The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or exceptional circumstances may be considered by the Management in its sole discretion. The decision of the Management in this regard shall be final and binding.

### (A) Casual Leave (CL) :

**A-1** : Every employee held on the muster of the School / Institute / College is entitled to (one) 01 day casual leave for each thirty (30) days block of duty performed by him/her subject to a maximum of twelve (12) days of casual leave in one calendar year.

**A-2** : A minimum of half ( ½ ) day or a maximum of three (03) days of CL can be availed of at one time

**A-3** : CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

**A-4** : CL shall not be admissible during first one month of service.

**A-5** : CL cannot be taken in conjunction with any other kind of leave except compensatory off(CO).

### (B) Medical Leave (ML):

**B-1** : Employee shall be entitled to leave on medical ground for 10 days on commutation basis or 20 ( Twenty ) days on half of pay (Half pay Leave-HPL) for each year of completed service.

**B-2** : Medical leave may be granted in case of sickness of the employee and not his / her dependents. Medical certificate from a registered Doctor would be required in case of absence of three days or more.

**B-3** : For every 6 months of service, 5 days of medical leave shall be credited to the leave account of the employee (on 1<sup>st</sup> of January and 1<sup>st</sup> of July in the calendar year). Exceptional circumstances Medical leave not due may be sanctioned and such leave shall be deducted from his leave account subsequently.

**B-4** : Medical leave may be combined with other leaves.

**B-5** : Medical leave can be carried forward and accumulated up to a maximum of 300 days.







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**B-6 :** An employee who has been granted medical leave is required to produce a medical certificate of fitness before resuming duty. Leave sanctioning authority may secure second opinion, if considered necessary.

**(C) Earned Leave (EL):**

**C-1 :** EL is admissible to a non-vacational employee at the rate of 1/12 of the period spent on duty subject to a maximum of 30 (thirty) days in a year.

**C-2 :** EL is admissible to teaching staff if he/she does not avail full vacation. In case he/she is detained during vacation period for carrying out official duties, then EL proportionate to period of detention shall be admissible. In this case if the fraction is more than 0.5 then it should be rounded to next figure.

**C-3 :** Earned leave can be pre-fixed /suffixed with other holiday /leaves.

**C-4 :** Earned leave can be accumulated up to a maximum of 300 days, which cannot be en-cashed.

**C-5 :** Earned leave in excess of 30 days at any time cannot be availed except when approved by the

Management.

**C-6 :** 15 (fifteen) days of EL is credited in advance on the first of January and first of July in the calendar year.

**(D) Leave with-out Pay (LWP):**

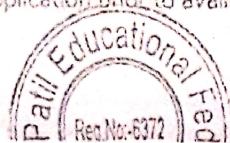
**D-1 :** No provision as such exists for the grant of leave without pay. However, for reasons beyond one's control, if any employee has to avail leave in excess of authorization, he may be granted, "Leave without pay" at the discretion of the Head of School / Institute / College / Management subject to exigencies of service.

**D-2 :** Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.

**D-3 :** Leave without pay shall also be got sanctioned in advance as any other leave.

**(E) Compensatory Off (C-Off)**

**E-1 :** When a staff-member (teaching as well as non-teaching) is directed to perform duty on a public holiday/campus holiday or Sunday by the Head of School / Institute / College by issuing a written order, the Head of School / Institute / College may grant him/her a compensatory off on receipt of written application. The staff member shall be required to submit application prior to availing of C-off and can avail of C-off only after it is sanctioned by concerned authority.





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- E-2 : Compensatory offs cannot be accumulated for more than Fifteen days and must be avail in the same year.
- E-3 : Compensatory off can be either pre-fixed or suffixed to casual leave only and not to any other kind of leave.

### **(F) Duty Leave /Outdoor Duty Leave(OD):**

F-1 : An activity of an employee which can bring recognition to the Management, or which has to be performed for work of the College / Institute / School / Controlling Statutory Bodies may be considered for grant of this leave.

F-2 : OD cannot be availed of unless previously sanctioned/approved. There is no provision for post fact approval of OD.

F-3 : Duty leave may be granted for one or more of the following purposes:

- i) To deliver academic lecture in reputed / ranked organizations.
- ii) Attend meetings of the BOS, examination committees, and conduct of Examination and auxiliary services of the affiliating College / Institute / School.
- iii) To present a research paper in a conference /symposium of National / International Level or to attend a Quality Improvement Programs QIPs, Faculty Development Programme, PhD Progress Presentation when duly authorized by the head of the Institute.
- iv) To attend selection committee, Local Inquiry Committee, or any other committee meeting organized by a statutory body / College / Institute / School /recognized by the Government.
- v) Any other special case on merit as approved by Management on the basis of recommendation of the head of the Institute.
- vi) To attend offices of the College / Institute / School / Government/ Statutory Bodies for submission of Documents/Files etc of the School/Institute/College.
- vii) To present the Institute / Educational Presentation for the process of admission (if required).

### **(G) Maternity Leave (MTL):**

G-1 : The female employees having more than two years or more continuous service at the School / Institute / College of the Organization and having no children or having one surviving child are eligible for grant of maternity leave. A suitable medical certificate from a competent registered medical practitioner must be attached with the maternity leave application.







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**G-2 :** Maternity leave can be granted for a period of 180 days at the maximum. In the event extension maternity leave beyond this period becomes necessary on certain account, further period of leave shall be treated as leave without pay.

**G-3 :** During the leave period, a medical certificate and progress report from a competent registered medical practitioner must be submitted. In the absence of such report, the leave salary shall not be paid.

**G-4 :** In case of miscarriage, leave up to a maximum period of six weeks on each occasion (up to a maximum of two) may be granted, provided that the application for the leave is supported by a certificate from a competent Doctor.

**G-5 :** The employee availing maternity leave shall be required to furnish an undertaking on non-judicial stamp paper of Rs.100/-, duly notarized, stating that she will serve the organization for a period of two years after expiry of her maternity leave. In case the Employee resigns prior to this period, she will have to refund the salary received by her for maternity leave period.

**(H) Paternity Leave (PL):**

Paternity leave of 15 days may be granted to male employees having two or more years of regular continuous service in the School/Institute/College of the organization during the confinement of his wife if childbirth, i.e. up to 15 days before, or within six months from the date of delivery of the child and the employee is up to two surviving children. The paternity leave may be combined with leave of any other kind.

The Paternity Leave application must be supported by documents in support of confinement of his wife if childbirth or delivery of the child from the concerned Doctor/Hospital where his wife is taking advice/treatment or where delivered the child.

**(I) Study Leave (ST-L) :**

The faculty /employee members become eligible for study leave as per the following provisions:

**IA : Study Leave for Higher Studies (Full time):**

**IA-1 :** The faculty /employee members having a minimum of two years of unblemished continuous service at the School/Institute/College/ of the organization are eligible for grant of study leave.

**IA-2 :** The faculty member may be granted study leave without pay for the duration of the higher study program subject to the condition that (1) the faculty member gives an undertaking, duly notarized, on non-judicial stamp paper of Rs 100/-, to serve the School/ Institute/ College for two years after completion of higher studies for which he is granted study leave and (2) the faculty/employee submits copies of the







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records of his attendance/examination results from the Institute where he/she is attending the high studies to the Head of School/Institute/College.

**IA-3 :** The decision of the Management regarding sanction of study leave will be final and binding on faculty member.

### **IB) Study Leave for Ph.D.(Full/Part time):**

**IB-1 :** Study leave may be granted to faculty / employee who has rendered at least 3 years of continuous unblemished service to the School / Institute / College of the organization subject to the condition (1) that he/she gives an undertaking on non-judicial stamp paper of Rs.100/-, duly notarized, to serve the School/Institute/College at least for a period of 5 years after return from the study leave. However, the management shall have discretionary powers to reduce the bond period to 3 years under special circumstances. (2) he/she submits periodical reports about progress of his /her work to Head of School/Institute/College.

**IB-2 :** The faculty member may be granted study leave without pay, maximum for a period of three years.

### **(J) Sabbatical Leave: (SB-L)**

**J-1 :** Sabbatical up to period of one year may be granted once in every five years for attachment to research organization or an Institute of good standing with the sole aim of pursuing research activity or industry. To be eligible for grant of sabbatical leave the faculty must have put in Five Years of continuous unblemished service in the School/Institute/College of the Organization.

**J-2 :** Although the faculty/employee shall hold the lien with the parent organization, yet he /she will not be entitled to draw salary during the period of sabbatical leave from this organization.

### **(K) Vacation (Only for Teaching Staff) ( V )**

**K-1 :** Vacation is entitled for only teaching staff that completed one year of continuous service in the School/Institute/College of the organization.

**K-2 :** Teachers can avail of vacation in an academic year for a period as specified by the College / Institute / School / Concerned Directorate /Management of the Organization.

**K-3 :** Vacation period may be split in winter and summer as per the norms of the College / Institute / School / Concerned Directorate / Management of the Organization.

**K-4 :** The Head of the School / Institute / College shall have the authority to detain staff member during the vacation for carrying out some Institutional/College/ School responsibilities for a period as may be necessary. In such cases the staff members shall be entitled to get proportional earned Leave (EL).





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### 6. Special Leave:

a. The teacher attending the Meeting/Conference/Seminar/Faculty Development Programme / any other non-remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.

b. The teacher attending the Examination Work of the University shall be treated to be on Special Leave.

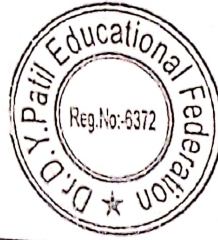
### 7. Holidays:

a. List of Holidays approved by Head of the Institute/College with the permission of Hon. Chairman.

b. Holidays approved as per University of Pune guidelines.

### 8. Right to Amend Leave Rules :

The Management of the Organization reserves the right to amend /modify these rules from time to time, depending upon exigency of the situation.



*Gushant V. Patil*  
Dr. Sushant V. Patil  
President

Date : 01.07.2021  
Place : Pune.

Copy for Information and Implementation:

1	The Secretary, DYPEF. .... for your kind information please	Signature with Date
2	Executive Director, DYPEF. .... for Record please.	Signature with Date
2	Principal, Dr. D. Y. Patil College of Engineering and Innovation (Engg) .....for necessary action and execution please.	Signature with Date
3	Director, Dr. D. Y. Patil Institute of Management and Ent. Dev.(MBA). .....for necessary action and execution please.	Signature with Date
4	Principal, Dr. D. Y. Patil Educational Federation's School of Excellence (School) .....for necessary action and execution please.	Signature with Date
5	Principal, Dr. D. Y. Patil Educational Federation's Jr. College of Science (Jr College) .....for necessary action and execution please.	Signature with Date

