'येथे बहुतांचे हित ।'

MARATHWADA MITRA MANDAL, PUNE

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Policy/Rules regarding vacation and other types of Leaves for teachers / vocational staff

A) Vacation :

1. The Teachers / Vacational Staff is entitled for 60 days vacation during the period of 12 months commencing from the beginning of the academic year as per the break up given below:

Total days of vacation	Eligibility
A) Winter: 10 Days Summer: 20 Days	All Teaching and Technical Staff (Technical Asst., Lab Asst., Library Assistant) Completed One Year Service
B) Winter: 20 Days Summer: 40 Days	All Teaching and Technical Staff (Technical Asst., Lab Asst., Library Assistant) Completed One Year Service

2. The Teacher / Vacational Staff shall be expected to undertake such work in the University/College during the vacation, relevant to his duties as a Teacher / Vacational Staff, as may be assigned to him by the Competent Authority .Provided however, that the teacher / vacational staff shall not be assigned such work by the competent authority for more than 30 days of vacation, and for the period for which he is required, to undertake this work he shall **earn leave at the rate of 3:1 of the days** spent, provided further that such work does not yield extra remuneration to him.

3. All the duties like supervisory duties, exam duties, central assessment duties, any other duties of Savitribai Phule Pune University etc, are mandatory even if they fall in between the vacation period. If remunerative duties are assigned, no vacation or CL.

4. As far as possible the eligible staff is to be given full vacation.

5. The vacation can be split maximum in to two spells. No spell shall be less than a week, unless and otherwise permitted by the HOD/Principal / Management in special cases.

6. Vacation can be allotted by the Head of the Department considering the Department work, University work, Other duties etc. All the record, document etc should be kept available in the department before proceeding on vacation i.e. the necessary keys of cupboard, PC pass ward tables etc should be handed over to the H.O.D.

7. Any Teacher / Vacational Staff is required to report on duty during vacation for any important department / college work if called by the authorities. In this case earned leave at the rate of 3:1 of the days spent will be credited in his/her leave record.

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8. The Teacher / Vacational Staff must remain present on the first and the last day of each term unless otherwise permitted by the Management /Principal.

B) Various types of Leaves:

1) *Special Leave / Duty Leave:*

a. The teacher is allowed to attend the meeting/conference/seminar/any other non-remunerative official business of the University/College/Institution, provided prior sanction is obtained thereof shall be treated on duty leave.

b. The teacher attending such business of other University/Central or State Government Bodies/Other Statutory Bodies in India/College/Institution shall be entitled to special leave not exceeding 8 days in a year.

c. The teacher attending the examination work of the University shall be treated to be on special duty leave.

d. The teacher who is deputed/sponsored by the College/Institution for any special training/teaching/academic visit to other places of country /countries, or is to be away from his place of duty for work similar schemes of the University Grants Commission or of Government of India or of the State Government or of similar other bodies, or has to attend national or inter-national conference, symposium or seminar on invitations from organizers of conference etc. shall be treated on special leave for the period of his absence from duty.

e. For any type of special leave, prior sanction from head of the institute / management is required.

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(2) *Casual Leave:*

a. The teacher shall be entitled to **12 days** casual leave in a calendar year. Unused casual leaves do not get carried over to the subsequent calendar year under any circumstances.

b. The application for casual leave shall ordinarily be sent before the date from which casual leave is required; an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed.

c. Record of casual leave of the teacher shall be maintained by the department. Establishment / Administrative office will update on muster after due sanction for the leave from the Principal.

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d. The teacher shall not be entitled for more than **6 days casual leave** at a time together with prefix and suffix Sundays/holidays.

e. Holidays or Sundays falling between the period of casual leave **shall not be** counted as casual leave.

f. The casual leave shall not be prefixed or suffixed to vacation or other type of leave except to special leave.

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(3) *Earned Leave:*

a. The confirmed non-vacation teacher shall be entitled to earned leave at the rate of one eleventh of the period spent on duty subject to his accumulating maximum of 240 days of leave.

b. Earned leave will not be en-cashed at any time during the service or at the time of leaving the college.

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(4) *Study Leave:*

a. The permanent approved full time teacher with more than five years continuous service if sponsored, may be granted study leave on full pay and allowances, together with leave due and. admissible up to 28 months to pursue study in special line of research in India or abroad directly related to his work in the University/College/Institution. If the teacher with the permission of the competent authority extends the study leave it shall be debited to his leave account or shall be treated as an extra-ordinary leave. He/she will have to execute bond for serving the institution after completion of higher studies for double the period of study leave (Minimum 3 years) in the prescribed form.

b. The teacher shall not be entitled for another study leave unless he has spent more than five years of duty since his return from study leave granted to him.

c. Approved teacher of service more than two years may be permitted without pay & allowances for study leave. He / she will have to execute bond for the duration equal to the period of the study leave in the prescribed form. However, continuation of his services will be governed by the policies of the management.

d. Any teacher or other staff on duty, if granted permission for attending the any course to other institute during college hours after completing college academic duties, for achieving higher qualification will have to execute bond for 2 years of service after achieving such higher qualification in the prescribed form.

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e. In case the teacher completes his Study/Research Programmes prior to the expiry of the study leave sanctioned, he shall resume duty immediately unless he obtains prior approval of the Competent Authority. In case the teacher does not complete Study/Research Programme within the period of study leave sanctioned, the teacher shall with prior approval of the Competent Authority, avail of earned leave to his account to extra-ordinary leave.

f. The teacher who is granted study leave shall avail the same within six months of its sanction, otherwise it shall be deemed to have been cancelled, and the teacher shall have to apply for the same again.

g. The teacher who has been sanctioned study leave for his Doctorate shall submit to the Registrar/Principal/Head of the Institution, six monthly reports of his progress in his Studies through his supervisor/Head of the Institution. In case of others, teacher shall send the report of the work done by him directly to the Registrar/Principal/Head of Institution. The report shall reach the Registrar/Principal/Head of the Institution within one month of expiry of every six months of the study leave. If the report does not reach the Registrar/ /Principal /Head of the Institution within the time specified, payment of study leave salary may be deferred till receipt of such report.

(i) ***The teacher***:

(a) Who is unable to complete his studies within the period of study leave granted to him,

Or

(*b*) Who fails to rejoin the service of the College/Institution on the expiry of his study leave,

Or

(*c*) Who rejoins the service of the College/Institution but leaves the service without completing the prescribed period of service after rejoining the service,

Or

(*d*) Who within the said period is dismissed or removed from the service by the College/Institution,

shall be liable to refund to the College/Institution the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study;

In case the teacher has been granted study leave without pay and allowances, he shall be liable to pay to the College/Institution as amount of equivalent to his four months' pay and allowances last drawn as well as other expenses incurred by the College/Institution in connection with the courses of study.

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(5) *Sabbatical Leave:*

The Teacher of the College / Institute shall be entitled to Sabbatical Leave, on full pay and allowances, for a period of one semester, at the end of continuous service of six semesters, or two semesters after continuous service of twelve semesters. When no other type of leave is available.

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(6) *Medical Leave*:

(a) The approved teacher or the employee who has completed two years of continuous service in SCLC shall be entitled to leave on medical ground for 10 days on commutation basis or 20 days on half of pay for each year of completed service. The medical leave shall be granted on the production of medical certificate from the Registered Medical Practitioner. The teacher shall produce another certificate at the time of rejoining the duty that he is medically fit.

(b) An oral / telephonic information (in exceptional cases) prior to sending written application followed by written request be required for availing medical leave to illness or injury.

(c) If medical leave is more than two days then request for extension of medical leave will be considered by the H.O.D. / Principal on submitting physician's certificate accordingly.

(d) If medical leave availed is more than two days, then after joining the duties a fitness certificate of the registered physician must be submitted.

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(7) *Maternity Leave:*

a. The lady teacher with the minimum two years continuous service, having not more than two living children, shall be entitled to maternity leave on full pay and allowances, for a maximum period of 90 days, subject to production of Medical Certificate.

b. The lady teacher with minimum one year's continuous service, and having not more than two living children, shall be entitled to maternity leave leave without pay for a maximum period of 90 days, subject to production of Medical Certificate.

c. The teacher may prefix of suffix this leave to other leave to her credit.

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(8) *Extra-Ordinary Leave (Leave without Pay):*

(a) The permanent teacher shall be granted extra-ordinary leave without pay for maximum three months if no other leave by rule is admissible and available to his credit. The Extra-ordinary leave may be granted in combination with any other leave admissible and available except casual leave and shall not be debited to any leave account. This can't be attached with summer or winter vacations.

(9) Leave Sanctioning Authority:

The sanctioning authority for different kinds of leaves to teachers shall be as under:–

Type of leave	*Sanctioning Authority*
1.(*a*) All types of leaves of Principal (*b*) All types of leaves of Vice Principal / HOD'S / Professors / Various coordinators (c) All types of leaves of Asst. Professors / Lecturers / Non-Teaching Staff	MMM Central Office Principal Vice Principal /HOD
2.Study leave, Sabbatical leave, Deputation Leave, Special Medical Leave, Leave Without Pay, Maternity leave, Extra ordinary leave without pay, leave prior to retirement of Principal / Vice Principal / HOD's / Professors / Asst. Professors / Lecturers.	MMM Central Office

IMPORTANT NOTE:

1. Teachers should forward the leave application of any types of leaves through the Heads of Department with the proper alternate arrangement for the period of leave, well in time and he / she should confirm the sanction of the leave from the office before proceeding on leave.
2. These are only the guidelines for all types of leaves, formal sanctioning rests with the sanctioning authority and discretion of the management on any particular case.

Secretary
Marathwada Mitra Mandal, Pune

Executive President
Marathwada Mitra Mandal, Pune

Marathwada Mitra Mandal Pune