

**SHREEYASH PRATHISHTAN**  
**BY THE ORDER OF ER. BASAWARAJ MANGARULE**  
**SPECIAL OFFICE ORDER**

**LEAVE POLICY**

1. This order supersedes all previous letters on the subject issued in the past.
2. Aim of this order is to lay down explicit policy regarding leave for all staff, including teaching and non-teaching, of Shreeyash Campus. Leave does not take precedence over important professional commitments. Hence it is not a right and sanctioning of leave depends on work contingencies.
3. **Casual Leave (CL)**
  - (a) Every employee is authorised 12 days CL in a calendar year i.e one CL per month.
  - (b) CL, if not availed, will end at the end of the calendar year.
  - (c) Prefixing or suffixing of holidays with CL should be avoided.
  - (d) CL may be combined with other leave.
  - (e) HoDs should recommend CL based on availability of faculties in the department and important commitments of the department.

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4. **Sick Leave (SL)**
  - (a) Every employee is authorised only 07 days SL in a calendar year.
  - (b) An employee may avail half day sick leave.
  - (c) SL may be combined with other leave.
  - (d) Unused SL at the end of the year could be accumulated.
  - (e) Adhoc/temporary appointees/casual hirers are not eligible for sick leave.
  - (f) Person availing sick leave must produce medical treatment certificate from the treating medical practitioner.

5. **Earned Leave For Teaching & Teaching Support Staff(EL)**

- (a) Earned leave is authorised to the employees only after completion of 02 years of service in SYP. Authorisation of leave is as under:-
  - (i) Employee with over two years of service - 07 days per calendar year
  - (ii) Employee with over four years of service - 10 days per calendar year
  - (iii) Sundays/holidays will be included in EL.
  - (iv) May be combined with other leave.
  - (v) Accumulation up to 14 days is allowed for those with over 02 years' service.



- (vi) Accumulation up to 20 days is allowed for those with over 04 years' of service.
- (vii) Sanctioning of EL depends on work contingencies.
- (viii) In case the accumulation exceeds more than that mentioned at Para 5 (a)(v & vi) above and leave cannot be granted due to exigencies of work, the management at their discretion might allow encashment of leave in proportion to the monthly salary on case to case basis).

#### 6. Earned Leave For Non-academic Staff

(a) Authorisation of EL to non-academic staff will be only after completion of one year service in SYP. Authorisation is as under:-

- (i) Employee with over one year service - 07 days per calendar year
- (ii) Employee with over 3 years' service -15 days per calendar year
- (iii) Sundays/holidays will be included in EL.
- (iv) May be combined with other leave.
- (v) Accumulation up to 14 days is allowed for those with over 01 years' service.
- (vi) Accumulation up to 30 days is allowed for those with over 03 years of service.
- (vii) Sanctioning of EL depends on work contingencies.
- (viii) In case the accumulation exceeds more than that mentioned at Para 6 (a)(v & vi) above and leave cannot be granted due to exigencies of work, the management at their discretion might allow encashment of leave in proportion to the monthly salary on case to case basis).

7. Minimum three days EL needs to be taken at any one time.

8. EL is not applicable to ad hoc/temporary/casual hirers.

9. If an employee resigns before 3 years of service, his/her unutilised EL will lapse. Employee with more than 3 years of service when resigns, his/her unutilised EL can be adjusted against the notice period.

#### General Instructions for All

10. Some instructions common to all are as follows:-

- (i) Principals will be the leave sanctioning authority for all teaching and teaching support staff. For all head of departments of all non-teaching staff, leave sanctioning authority would be Director Campus/CEO. Registrar will sanction leave of students' section and academic section staff. Accounts Manager will sanction leave of staff of Accounts Section.



- (ii) Before recommending leave exceeding one day, the HoDs will ensure that handing/taking over of the duties to suitable reliever is carried out and handing/taking over certificate will be attached with the leave application to be forwarded to the principal.
- (iii) Before recommending leave, HoDs will ensure that adequate staff are available in the department to meet all academic commitments.
- (iv) Staff reporting late for duty beyond 30 minutes it will automatically be converted into CL. If there is no leave in credit of the employee, it will lead to loss of pay.
- (v) Once the attendance is registered, no employee shall go out of the campus without a valid OD gate pass signed either by the respective principals or CEO as the case may be.
- (vi) It should be the endeavour of all employees to get their leave sanctioned well in advance, except in case of emergency.
- (vii) Employee availing sick leave will produce medical certificate from the treating doctor on the day of reporting back for duty, failing which the sick leave period will be converted into leave without pay.
- (viii) All staff will register their attendance on biometric devices. Should the device does not work, attendance will be entered in the register kept for this purpose.
- (ix) Holidays shall be governed by academic calendar issued by DBATU/DBAMU as applicable. Any other changes due academic commitments or locally declared holidays will be considered as and when the situation so warrants.

### Vacation

11. Vacation is authorised only to the academic staff. Vacation cannot be and should not be claimed as a right over the academic and other commitments of the Institute. Staff's commitment towards their profession takes priority over vacation.

#### (a) Eligibility & Authorisation of Vacation

(i) Vacation is granted only to those with minimum one full year teaching experience in Shreeyash Institutes and total experience of 02 years to 06 years either in other institutes or industries.

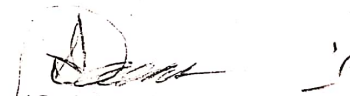
(ii) Those with 02 years of total experience – and one year teaching experience in SYP      07 days summer vacation and 04 days mid semester



- (iii) Those with 04 years of total experience - one year teaching experience in SYP vacation 15 days summer vacation and 07 days mid semester vacation
- (iv) Those with 06 years or more experience - including one year teaching experience in SYP vacation 21 days summer vacation and 8 days mid semester vacation

- (b) Intermediate holidays will be counted as part of vacation.
- (c) No holidays can be prefixed or suffixed with vacation.
- (d) Ad hoc/temporary staff/casual hirers are not authorised vacation.
12. It is once again iterated that leave/vacation does not take precedence over professional commitments of the staff in their respective departments. Hence everyone should avail these facilities judiciously.

13. This order will come into effect from 08 September 2022.

  
(Col Joy Daniel)(Retd)  
CEO  
For Chairman

SYP/Policy/2022/03  
Aurangabad  
07 Sep 2022

Distr :-

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|---------------------------|--|
| 1. Principal SYCET -      | For information and passing it down to all concerned.                                |
| 2. Principal SYIPER -     | For information and passing it down to all concerned the orders as applicable.       |
| 3. Principal SY Poly -    | -do-   |
| 4. Principal SY D Pharm - | -do-   |
| 5. Registrar -            | -do-   |
| 6. Accounts Manager -     | For strict implementation of these orders while disbursing the salary of defaulters. |
| ✓ 7. Attendance Clerk -   | For strict implementation of these orders while compiling attendance for salary.     |
| 8. Notice Board           |  |