

INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES, PUNE

LEAVE POLICY: (Teaching & Non Teaching Staff)

1. **Introduction**- Every organization provides to their every eligible employee various facilities benefits and privilege to meet statutory and not-statutory requirements. To excel their output this leave policy has been designed.

2. **Objective**: To provide Welfare and Motivation for enhancing employee's productivity & efficiency on job.

3. **Applicability**: To only permanent staff (Teaching & Non Teaching)

4. **Non Applicability**: To Probationary, Trainees (It can be without pay during probation)

5. **Effective From**: With effect from 01st June 2019 onwards

<u>No of Leave Given/Sanctioned:</u>	1. Casual Leave	10CL
	2. Sick Leave	12SL
	3. Annual Leave	24 AL
	4. Restricted Holidays	14 RH
	Total	<u>60 Days</u>

1. **Procedure of taking Casual Leave: TOTAL 07 Days**

1. Leave form to be filled up at least 1 days in advance
2. HOD's signature must be obtained on it
3. The form to be deposited to office of Director finally.
4. Balance of leave information to be collected from HOD
5. Alternative work arrangement to be made before proceeding on leave

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2. Procedure for Taking Sick Leave: TOTAL 12 Days

- (1) Leave form to be filled up at least 1 days later on/ after Mobile written communication.
- (2) HOD's signature must be obtained on it.
- (3) The form to be deposited to office of Director finally.
- (4) Balance of leave information to be collected from HOD
- (5) Alternative work arrangement to be made before proceeding on leave
- (6) Proof of sickness must be handed over from your family doctor while resuming on duties (It may be cross verified if required by management some time)

3. Procedure for taking Annual Leave: TOTAL 24 Days

- 1) One week before proceeding on leave the application to be made to HOD.
- 2) HOD signature must be obtained on it.
- 3) The form to be deposited to office of Director finally.
- 4) Balance of leave information to be collected from HOD.
- 5) Alternative work arrangement to be made before proceeding on leave.
- 6) The leave can be taken twice in a year in either at Diwali & in month of May .
- 7) Reporting on duty must be before 01st June every year for May leave taking employees and at next to next day of Diwali vacation.
- 8) Total 24 days leave will be sanctioned at a time only with consent of Director/ Executive Director.
- 9) If over stayed on leave, the deduction from salary will be initiated.
- 10) Address while on leave, contact information must be given properly before proceeding on leave.

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4. Restricted Holidays: TOTAL 08 Days

(1) Anant Chaturdashi	01 Day
(2) Dussehra	01 Day
(3) Diwali	06 Days
(4) Christmas	01 Day
(5) New Year Day	01 Day
(6) Mahashivratri (½) Day)	01 Day
(7) Holi	01 Day
(8) Ambedkar Jayanti	01 Day
(9) Gandhi Jayanti	01 Day

TOTAL **14 Days**

11) No two leave can be clubbed together like casual leave with sick leave or sick leave with Annual leave etc. If so it will be treated as cancelled & no salary will be paid for clubbed leave.

12) At every 30th of June leave balance will be informed to all by Director.

13) No leave will be carry forwarded in new academic year.

14) All staff, faculties leave applications will be signed finally by Director.

15) Executive Director finally reserves all the rights to sanction/Non sanction of leave for HOD's, Dean & Directors.

Prof. Manish R Mundada
Executive Director