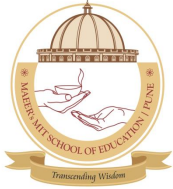




**ATTENDANCE &
LEAVE POLICY**

**MAEER's
SAINT DNYANESHWARA
B.ED COLLEGE,
ALANDI (D),PUNE**



**MAEER's
SAINT DNYANESHWARA B.ED COLLEGE, ALANDI (D),PUNE**

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SDBED's Strategic Plan emphasizes a commitment to excellence in all aspects of the SDBED's operations. This focus on excellence includes a culture that encourages and supports service and professionalism in the interactions of staff members with each other and with students. SDBED strives to develop and maintain the positive work environment needed to retain capable, committed, and diligent staff.

The scheduled timings of the College shall be adhered to by all the Teaching and Non-teaching staff.

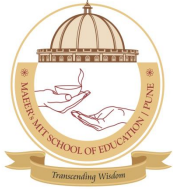
ATTENDANCE POLICY

- Attendance shall be recorded daily at a time designated by the Administration.
- No employee's attendance shall be marked after registration has been completed.
- Employees may not leave the College premises during the college hours without the permission of the Head of the Organization
- If the employee leaves college with prior approval before he/she has completed two hours his/her attendance for that day shall be cancelled.
- If an employee reports late to the college by 15 minutes thrice in a month one day's absence shall be recorded despite his/her having worked as Leave Without Pay (LWP)

LEAVE POLICY

Absence:

- It is assumed that every faculty will do his / her utmost to minimize absences as these not only affect the learning of students but also place additional burdens on colleagues.
- Faculty who wishes to be absent from college for any planned purpose must make a request to the concerned authorities as early as possible. If leave is granted, the faculty must ask the Head to arrange a substitute for his / her teaching periods.
- If an employee remains absent continuously for more than 3 days without any intimation or without sufficient and valid reasons SDBED may take suitable disciplinary action against the employee.



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- If any employee is absent without informing the appropriate person, the absence shall be regarded as being without leave and salary shall be deducted in respect of it.
- If an employee be absent without leave or remain absent beyond the period of leave originally granted or subsequently extended, he/she shall be considered as having voluntarily abandoned his/her employment without giving any notice unless s/he returns to work within 3 days of the commencement of such absence and give an explanation to the satisfaction of the Executive Director with regard to such absence.

Leave Eligibility

- Any employee who has not completed six months of service is not entitled to any leave.
- The eligibility of the leave is normally counted on the pro-rata basis for considering the leave allowed in a year and the period elapsed. (e.g.-Suppose an employee has applied for 5 days of leave after three months of service. Normally only four days will be granted. $15/12 \times 3 = 3.75$ days)
- In the case of the above illustration, the other day will be considered as a Leave without Pay (LWP) if the employee took the leave for a genuine reason or can be considered as leave adjusting to the coming months of service.
- Executive Director, if deems fit, can approve leaves deviating from the normal rules in special cases, depending up on the merit of the case.

General Leave Policy:

- All the Staff working with SDBED can have **15 days** (Including CL & ML) during an Academic Session, other than Winter & Summer Vacation and officially declared Holidays.
- Entire Leave records shall be submitted to the HR department of Head Office on a regular basis by all SDBED.
- Except for emergency medical leave all leaves require 5 days prior sanctioning.
- If leave is taken for emergency reasons, then leave application should be submitted on the same date of resuming the duties.
- Habitual absence or absence without permission for more than 3 consecutive days or overstaying the sanctioned leave without sufficient grounds or without proper and satisfactory explanation- the organization may take suitable disciplinary action against the employee.

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- The employees who wish to be absent from work for any planned purpose must make a request to the concerned authorities as early as possible. If the leave is granted, they must inform their level head to arrange substitutes for their work.
- Short leaves up to 2 days must be applied minimum 3 days prior.
- Leaves more than 3 days will be considered as long leaves and such leaves must be applied minimum 15 days prior.
- Leaves availed without prior written approvals shall be considered as a behavioural and disciplinary issue and shall be dealt accordingly by the concerned authorities.
- Employees are expected not to avail leaves by giving false information or fake documents. Such behaviour shall be considered as a violation of 'the Code Conduct' and required disciplinary action shall imply.
- If leaves availed are not as per approval process, it will be treated as LWP and dereliction of duty. The Principal / Concerned In-charge has to authorize the Leave without Pay (LWP).
- All the employees shall be informed in writing about the salary deduction if any, due to insufficient leave balance.
- Leave Balance cannot be encashed as a policy.
- In case of emergency, the employee must inform the reporting authority before commencement of the working day.
- At any point of time, employee shall not remain absent from work for more than 7 days unless it is a medical condition (certified from a registered hospital / medical practitioner) preventing physical presence at workplace.
- In case an employee requires a leave for more than 7 days, a special approval shall be obtained from the concerned authorities and such absence shall be covered under available leave balance and the rest will be treated as LWP.
- If the entire leave balance has been exhausted, all additional leaves will be marked as LWP.
- If an employee remains absent continuously more than 3 days without any intimation or without sufficient and valid reasons, the authorities may take suitable disciplinary action against the employee.
- Employees found misusing leave benefits giving false information and documents shall be dealt with Behavioural & Disciplinary issue.



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Channel for Leave application Sanctioning:

- Just application for leave does not mean that the same is sanctioned. The employee must get the leave sanctioned and only then may he / she proceed on leave.
- Staff who want to avail Leave (except emergency medical leave) should submit his/her application 5 days in advance to the clerk by filling all information in a prescribed format. Staff should mention proper reasons for leaving in order to avoid chaos in future. Reasons like 'Personal' will not be entertained.
- The clerk will forward the leave application to HR Department for remarks.
- The HR Department will check the leave eligibility; details of previous leave availed, alternative arrangements made etc and mention the remarks.
- After the remarks leave, the application will come to Principal for his / her approval.
- After the remarks of Principal, the leave application will be kept for record purpose.
- Staff should confirm sanctioning / rejection of application with the HR Department.
- Non-teaching staff shall take their vacation / leave after consulting with their Department Head, and as directed by the Executive Director

Maternity Leave

- Maternity leave is a statutory benefit for female employees and has been extended to all full-time female employees of the organization.
- A female employee on a full-time basis and has completed a **continuous three years of service** could avail a full paid ML of three months (90 days) leave for ONE child.
- There should be no break in service during these 3 years of any kind to avail this leave.
- The ML starts from the date of delivery and intimation to the HR and Principal if the staff has been in service till completion of 9 months.
- These 90 days will be totality after completion of 8 months of pregnancy and not necessarily after the delivery date.
- One additional month's leave without pay may be granted at the discretion of the Executive Director.
- Extension of ML beyond 6 months' will be taken up on case-to-case basis and will be dealt with discretion as per work requirements and discretion of Management.

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- ML can be availed after completion of 8 months of pregnancy. The employee must submit documents from the doctor mentioning the tentative delivery date and advise of rest before completion of 9 months.
- The principal must be given written intimation about the same at the appropriate time.
- HR must be informed about Interim Vacancy and the tenure of the position.
- If an employee has requirement of a break of more than 6 months and leave balance together due to pregnancy, shall be considered as re-joiner.
- It should not be taken as a rule that unit assigned upon returning to work after ML completion will be as per work requirements. However, care will be taken by the Management while deciding the same. The effort will be to assign the same role and location. But in case it is not possible, considering work exigencies, employee must take up the equivalent role and branch as decided. There will be no cut in pay irrespective of role & branch assigned.
- The payment will be remitted after resuming to the duties on regular course, but not during the leave period. The payment will be paid over the next 3 months as in 40% in the month after resuming, 30% in the 2nd month & rest 30% in the 3rd month.
- In case ML falls during Academic Vacations and Term Breaks, the same will be counted as ML.
- In case the employee plans to leave the organization before or after completion of ML, the required notice period must be served as per clause mentioned in appointment or confirmation letter.

Summer Vacation Schedule

Summer vacations will be according to the following schedule:

Teaching Staff	Nonteaching Staff	Principals & Heads
15 th May 20... - 20 th June 20...	For 15 days between the period - 15 th May 20... - 20 th June 20...- if there is more than one non-teaching then each one will take leave consecutively with prior notice and getting the leave sanctioned to avoid confusion.	For 15 days with prior notice



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- Any member of the staff shall keep themselves available from time to time as required by the Executive Director to attend other training activities during any vacations.
- If required by the principal any member of the staff may be required to work during part of the normal college vacations in addition to the times specified above.
- The principal and all non-teaching staff shall entrust their responsibilities in writing and take approval before going on vacation or any other leave and shall take over the charge from the authorized person / colleague in writing after coming back from the vacation.
- The principal shall inform the Head office / Management about their vacation and substitution during their absence.
- Employees going on vacation are required to leave contact details with the Principal's Office.
- Attendance is compulsory on the **re-opening day and closing day of any vacation.**
- In case of any genuine exigencies which may require an employee to remain absent on these specific days, a special written permission must be availed.
- Failing to be present for duty on 'both days will mean a loss/deduction of the entire vacation salary.
- Summer Vacation salary will not be paid to any employee unless they complete a minimum 8 months of their continuous service from the date of joining.
- Any employee not completing 8 months of service will be required to work for minimum 3 weeks during summer vacation to avail full month salary.

Leave for "Educational Enhancements"

- Staff members must investigate the possibilities of enhancing their educational credentials during the vacation period and weekends. However, in case of compulsory need or otherwise.
- The staff member must request educational leave (leave taken for more than 7 days in case of Ph. D or M. Phil related work or to attend refresher or orientation programs etc.) in writing at least two months before the time the staff member wishes the leave to begin, however, alternative arrangements during the absence should be made in consultation with the Head / Principal, prior to going on leave.
- Any monetary allowances towards the personal study will not be borne by SDBED.



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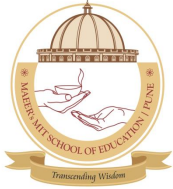
- The academic program being pursued must be beneficial to SDBED as well as to all the staff members too (if required).
- The sanction of the said leave will be reviewed by the committee panel, however, the leave under this specific option shall not exceed 15 days in an academic year and seven days in one stretch (only exemption for refresher and orientation programs organized by UGC academic staff colleges)
- The ultimate approval of the said leave will remain with the Executive Director, SDBED after evaluating report submitted by the committee.
- **Reviewing committee panel**

Executive Director
Principal
HR

Leave to Attending Seminars / Workshops / Conferences/ Short Courses

- In an academic year, the SDBED staff can attend a maximum of 2 (two) National / International Seminars / Workshops / Conferences/ Short Courses (less than a week).
- The staff members will be allowed to attend Seminars / Workshops / Conferences/ Short Courses keeping in view the academic workload during that period.
- A maximum of two days successively on duty leave will be sanctioned for the same. For out-station Seminars / Workshops / Conferences/ Short Courses the travel time to the destination will not be granted as on duty leave but the person must take sanctioned casual leave with prior notification.
- SDBED will reimburse any one of the attended Seminar / Workshops/Conferences / short Courses- registration fees maximum up to Rs. 1000/- on submission of receipt, however, the participation shall have prior approval from the concerned authorities.
- The collective said amount of all the staff members will be submitted for the reimbursement in the month of April with the list of the staff that attended the Seminars / Workshops / Conferences/ Short Courses and along with supporting documents and recommendation from the principal / academic coordinator in a prescribed inter office note only.

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COMPENSATORY OFF

- CO is not an entitlement nor to be claimed as a matter of right.
- However, considering a right to at least one weekly off, such employees may be given a CO on any other day as per work and employee's personal requirements.
- This will be decided on mutual understanding between the principal and the employee and should not be a disadvantage either to organization or employee.
- Such leaves shall be marked in Attendance Register as CO mentioning the date of Weekly Off/Holidays dates on which they worked.
- For CO eligibility, employee must work for a minimum of 4 hours on their week-off or Public Holiday.
- Decision on CO eligibility lies entirely with the principal and the concerned authority.
- CO must be availed preferably in that week / month itself. Not more than 2 days can be considered as CO.

Absence during "ON DUTY"

- In case a member of staff needs to visit any office, institute, or University for purposes like liaison, public relations or official work etc. during working hours, has to be sanctioned by the sanctioning authority.
- They must fill in an On-duty slip mentioning the cause and hours of absence based on the extent of work, one day prior to their visit and take the approval on the slip.
- The sanctioning authority / Principal shall ensure that the teaching hours during his / her absence shall be substituted by some other faculty.
- No staff members shall club their personal work with an OD and extend the time of absence, in such cases the OD will be treated as leave.

Please note that the "Leave" is a privilege being given by the Management to their employees, it shall not be considered as a right.

Any diversion from above mentioned procedures and rules will make staff eligible for disciplinary action.