



MES' Pillai College of Education & Research

Sec. 8, Khanda Colony, New Panvel (W)

LEAVE POLICY

Policy No: LP/pcerp/Rev.2020

Human resources are the most valuable asset of an organization. PCER-Panvel has outlined all possible procedures and protocols for the teaching & non-teaching staff to avail leaves. This set of rules is known as Leave Policy.

Leave provided for staff is calculated for one academic year from 1st June to 31st May.

The leave granted per academic year will be as follows

- Principal/ Librarians/ office staff will be entitled to Earned leave-30 days, Sick leave-10 days and casual leave-8 days.
- The teaching staff apart from the sanctioned vacations will be entitled for 10 days sick leave and 8 days casual leave.
- The support staff (Peons) will be entitled to Earned leave of 30 days.

Conditions for leave:

- A request application for earned leave should be submitted at least 15 days prior to the request leave date. The leave can be taken only after the Principal sanctions the leave for the said date and duration. The Principal can reject/ reduce the number of days depending on the prevailing situation and number of leave applicants for the same period of time.
- Earned leave and sick leave if not taken in the given year can be availed in the next year too (carried forward). However casual leave if not availed in the given year will not be carried forward. The earned leave and sick leave carried forward cannot be encashed.
- At a time not more than two casual leaves will be sanctioned. If taken it will be considered as excess leave which will be adjusted with accumulated leave (if any) and after which the salary will be cut.
- Staff will be marked for late coming for which every three late marks will be considered equivalent to one casual leave. If casual leave is exhausted then it will be considered as leave without pay.

- All excess leave will be considered as leave without pay for that academic year.

New Appointments:

All new appointments are placed under probation for a period of one year and are not entitled to any leave during this period. Any leave taken during this period will be considered as leave without pay.

The Institute shall continuously review and update the approved policy and is committed to its implementation.

