

Leave policy

Teaching and Non-teaching Employees of Institution..

Following leaves can avail all the employees.

Medical Leave:

In case of medical emergencies, employees can apply for medical leave by submitting a medical certificate issued by a registered medical practitioner. Generally, employees can avail of up to two weeks of medical leave, which can be extended based on the circumstances.

Personal Leave:

Employees can apply for personal leave for reasons such as attending family functions, marriage ceremonies, or any other personal emergency, by submitting an application to the concerned authority or department. Most institutions allow a certain number of personal leaves that can be availed of throughout the academic year.

Academic Leave:

Employees can take academic leaves to attend academic conferences, workshops, or any other academic-related activities. They need to submit an application to the concerned authority for approval.




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Vacation: Employees can avail of vacation or holiday leave during the academic year as per the SPPU schedule..

The duration of the vacation can vary if required by management.

It is important to note that all the employees are advised to adhere to the leave policy , failing which they may face disciplinary action.



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V.P.S.COLLEGE OF ARTS, SCIENCE AND COMMERCE
LONAVLA- 410401

- LEAVE APPLICATION -

DATE- 13/2/23

To,
The Principal,
V.P.S.College of Arts, Science & Commerce,
Lonavla.

Respected Sir/Madam

I hereby apply for the following type of leave.

- 1) Name in full :- M. A. Inamdar
- 2) Post :- Asst. Prof
- 2) Section :- B. Sc. (Computer Science) / B.B.A (Computer Application)
- 3) Balance Leave :-
- 4) Type of leave :- CL
- 5) Total no of days :- TWO
- From :- 15/02/23 To :- 16/02/23
- 6) Lectures Adjusted with BCS/ B.B.A (CA)
:-Prof.(FY) _____
:-Prof.(SY) _____
:-Prof.(TY) _____
- 7) Reason for leave :- Personal
- 8) Attached medical certificate of Dr :-
If necessary
- 9) Rule under which Leave :-

Yours faithfully

(Signature of the applicant)

FOR OFFICE USE ONLY

Principal's Remarks

- 1) Service up to the previous day of leave Year Month Day
- 2) Leave is recommended for the following reason - Yes / No
 - A) Whether there is balance of Leave applied for - Yes / No
 - B) Whether College work will be interrupted - Yes / No
 - In the absence of applicants
 - C) Any other reason -



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