

SHRI A. P. D. JAIN PATHASHALA

Ashok Chowk, Seth Walchand Hirachand Marg,
SOLAPUR - 413 006.

Date : 02/07/2009

LEAVE RULES FOR THE EMPLOYEES OF WALCHAND INSTITUTE OF TECHNOLOGY, SOLAPUR

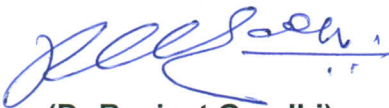
Leave :

Sr. No.	Type of Leave	Teaching Staff	Non-Teaching Staff
01	Casual Leave	15 Days	08 Days
02	Earned Leave	--	30 Days
03	Medical Leave	20 Days Half Pay or 10 days Full Pay	20 Days Half Pay or 10 days Full Pay

Sr. No.	Leave Title	For teaching & non-teaching staff of W.I.T. Solapur	For Principal
1	Casual Leave	Principal, W.I.T. Solapur	Secretary, S.A.P.D.J. Pathashala, Solapur
2	Earned Leave	Principal, W.I.T. Solapur	Secretary, S.A.P.D.J. Pathashala, Solapur
3	Medical / Sick Leave	Principal, W.I.T. Solapur	Secretary, S.A.P.D.J. Pathashala, Solapur
4	Leave without Pay	Principal, W.I.T. Solapur	Secretary, S.A.P.D.J. Pathashala, Solapur
5	Maternity Leave	Principal, W.I.T. Solapur	Secretary, S.A.P.D.J. Pathashala, Solapur

Guidelines for Sanctioning Leave :

- Leave cannot be claimed as a matter of right.
- Casual Leave of Principal of WIT Solapur will be sanctioned by Secretary, S.A.P.D.Jain Pathashala, Solapur.
- Casual Leave sanctioning authority will be personally responsible for sanction of the leave. No work should suffer during the period of leave sanctioned to the employee. Holidays and Compensatory Off should also be sanctioned carefully taking into consideration need of the staff required during the period of holidays and other activities of the institute like of visit of committees, Inspections, etc.
- If the tendency to avail the Casual Leave without proper reason and requirement noticed, the concerned employees should be warned suitably and necessary action (even to sanction the L.W.P.) should be taken.
- Leave Record Cards should be prepared, all entries updated and be signed by Principal. Leave Record cards be kept in the custody of the Principal.
- The past cases of leave already decided as per existing rules, will not be reopened.
- While recommending any type of leave, the Head of concerned Department or Incharge, as the case may be, should always ensure smooth working of the department and institute. No work of the institute should suffer on account of absence of employees.
- Final decision regarding allotment of vacation slots to the eligible teaching and non-teaching staff will have to be taken by the Principal in consultation with the concerned Head of the Department. Care should be taken that the departmental work is not hampered.
- These rules will remain in force till further instructions.



(Dr.Ranjeet Gandhi)
SECRETARY