



Swami Vivekanand Shikshan Prasarak Mandal's

# Swami Vivekanand College of Nursing, Udgir

(Approved by Government of Maharashtra, Recognized by Indian Nursing Council, New Delhi and Maharashtra Nursing Council Mumbai)

Affiliated to Maharashtra University of Health Sciences, Nashik

Survey No. 184, Bodhan Nagar, Jalkot Road, Udgir-413517

Dist. Latur (Maharashtra)

Dr. Sudhir Jagtap (M.Sc., M.Phil, Ph.D.)  
President

## Leave Policy

### Introduction:-

The institution and its employees are committed to the principle of discharging the duties without unnecessary hold-ups due to uninformed absence of required personnel, at the same time, enabling the employees to avail their rightful leave when needed.

### Statement of Purpose:-

This policy outlines the number of days of leave available to all the employees of the institution.

### Policy:-

The employees will not absent themselves from duties without proper authorization.

It is the responsibility of the department head or the designated in-charge to receive and review the requests for leave submitted in the prescribed application format.

**Faculty:** Full-time, permanent academic staff employed in various departments with the rank of Senior Resident or equivalent and above.

**Other academic staff:** Part-time academic staff (if any) and academic staff below the rank of senior residents.

**Non-teaching staff:** All auxiliary staff or the members who are not holding the position of 'faculty' or 'other academic staff'.

**Annual leave:** Every permanent employee, working for six days a week is entitled to annual leave after completion of 12 months of continuous service in the institution. It is the leave with pay, amounting to a total of not more than 12 days in a calendar year.

**Casual leave:** It is the leave with pay, granted to all the employees working for five days or more in a week and the number of days of availed casual leave shall not exceed 12 days in a calendar year

**Sick leave:** It is the leave with pay, granted for sickness, to all the employees working for four days or more in a week, and the number of days of availed sick leave shall not exceed 12 days in a calendar year.

**Duty leave:** It is the leave with pay, granted to every permanent employee deputed by the management for official purposes, e.g., to fulfil the responsibilities as examiner for the University examinations, conducted by MUHS, and to attend official meetings with the Government, University, Local bodies,



regulatory bodies like MCI, INC, etc. The leave shall be granted upon prior sanctioning and subsequently producing the certificate of attendance or any other evidence of having attended the meeting / event.

**Special leave:** It is the leave with pay, granted to every employee under stipulated conditions or for special circumstances as decided by the office of Director.

**CME Leave:** It is the leave with pay, granted to all the employees working for six days in a week or for the HODs and the Professors working for 5 days or more in a week, for the purpose of attending CME / conference. The leave shall be granted only after prior sanctioning and subsequently producing the attendance certificate.

**Special Duty Leave:** It is the leave with pay, granted to all the employees working for six days in a week or for the HODs and the Professors working for 5 days or more in a week, for the purpose of presenting a paper (oral or poster) in a conference.

**Leave of absence:** It is the permission to remain absent from the duty. I. Emergency leave: It is the leave with pay granted to an employee who has been affected by an emergency, like natural calamities, personal disaster or other such conditions as approved by the office of Director.

**Leave for Voting:** As permitted by the Government policy.

**Holiday leave:** List of national & institutional holidays will be provided every year by the office of the Director. Employees working for five days or more in a week and not on hospital duty can avail the holidays as provided in the list.

**Leave of absence without pay:** Leave of absence without pay may be granted to an employee with a good cause acceptable for the management authority.



  
Principal  
Swami Vivekanand College  
of Nursing, Udgir Dist. Latur