

LEAVE POLICY

Casual Leave (CL)

All staff members are eligible for 08 days of casual leave per academic year. These leaves are not accumulated.

Medical Leave (ML)

All staff members (teaching and non-teaching) who complete two years of service are eligible for sanction of 08 days of Medical leave for each completed years of service. These leaves are not accumulated.

Earned Leave (EL)

All members of staff (Teaching & Non Teaching) are permitted to earn leave 08 days per academic year. Maximum of the accumulation of earned leave is 54 days over the whole service period.

Maternity Leave

Maternity leave shall be granted for a maximum period of 90 days. All the members of staff (Teaching and Non Teaching) who have completed two years of service only are eligible to avail this leave. During probationary period no Maternity leave is available and it shall be only on loss of pay.

Leave without Pay

A staff member may be granted leave without pay to the extent required depending upon the circumstances.

On Duty Leave

On duty leave is granted to faculty members for attending seminar, conferences and conducting examinations of Savitribai Phule Pune University in other institutions. On duty leave is granted for attending meetings of examinations, National Service Scheme, Student Welfare, Academic and Research Coordinators, Innovation and Start up cell of Savitribai Phule Pune University. Support staff is also granted on duty leave for University related work, admission regulatory authority related work etc as and when required.