



**ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN  
(AFFILIATED TO MUMBAI UNIVERSITY)  
24<sup>th</sup> Road, Bandra (W), Mumbai 400 050**

**Casual Leave  
For Teaching & Non-Teaching employees**

<b>Maximum in a calendar year</b>	<b>7 days</b>
Eligibility	Eligible for all permanent employees.
Accumulation	Accumulation is not allowed.
Encashment	Encashment is not allowed.
Conditions	<ol style="list-style-type: none"><li>1. Teaching and Support staff involved in teaching and practicals cannot take leave during the academic year except for emergencies.</li><li>2. Prior intimation and approval from competent authority is required</li><li>3. Written application should be given for pre-planned CL. Teaching staff should make alternative arrangements for classes. Information about the arrangement should be given to the Principal, Class Coordinator and Department office.</li><li>4. A maximum of 3 days CL can be taken at a time with prior sanction.</li><li>5. CL cannot be clubbed with/ between annual holidays (EL) or SL.</li></ol>
Period of intimation	Minimum 2 days in advance for more than 1 day of CL

**Sick Leave**  
**For Teaching & Non-Teaching employees**

<b>Maximum in a calendar year</b>	<b>7 days</b>
Eligibility	Eligible for all the permanent employees
Accumulation	Accumulation is not allowed.
Encashment	Encashment is not allowed.
Conditions	<ol style="list-style-type: none"><li>1. To be availed only for health problems of the employee.</li><li>2. SL cannot be taken for the health problems of the family members.</li><li>3. SL can be taken by an employee for a maximum of 2 days at a time without prior written application and Doctor's certificate.</li><li>4. The Management reserves the right to get the employee's illness certified by a medical practitioner of its choice</li><li>5. For more than 3 days the employee can rejoin duty against production of medical certificate for the illness from a registered Medical practitioner only.</li><li>6. SL cannot be clubbed with/ between annual holidays (EL) or CL.</li></ol>
Period of intimation	Inform should be given over the phone followed by leave application within 2 days.



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**Earned Leave  
For Non-Teaching employees**

<b>Maximum in a calendar year</b>	<b>21 days</b>
Eligibility	All the permanent non-teaching employees who have completed at least one year of service.
Accumulation	Accumulation is not allowed. If not availed, it lapses within the eligible financial year except when the lapse occurred because of the Management decision for the benefit of the Institute.
Encashment	Encashment is not allowed except in the cases when the EL is not sanctioned by the competent authority for the benefit of the Institute.
Conditions	<ol style="list-style-type: none"><li>1. Can be availed only after discussion with the Principal/Vice Principal and on a prior written request by an employee.</li><li>2. The request should be submitted at least 3 weeks in advance. If prior sanction is not taken it will be treated as leave without pay.</li><li>3. EL can be availed in a maximum of two installments. There should be a minimum of 7 days in each instalment. Sundays and holidays in between the EL are counted.</li><li>4. EL cannot be clubbed with/between either the CL or the SL.</li></ol>

**Earned Leave**

**For Teaching Employees**

<b>Maximum in a calendar year</b>	<b>24 days</b>
<b>Diwali Vacation (5 Days)</b> <b>Christmas Vacation (5 Days)</b> <b>Summer Vacation (14 Days)</b>	<b>Eligibility</b> All permanent teaching employees who have completed at least one year of service are eligible as per the Institution Calendar.
Accumulation	Accumulation is not allowed. If not availed, it lapses within the eligible financial year except when the lapse occurred because of the Management decision for the benefit of the Institute.
Encashment	Encashment is not allowed except in the cases when the EL is not sanctioned by the competent authority for the benefit of the Institute.
Conditions	<ol style="list-style-type: none"><li>1. Can be availed only after discussion with the Principal/Vice Principal and on a prior written request by an employee.</li><li>2. Summer Vacation is to be availed on the dates set by the management. If not given at the stipulated time because of the management decision, it can be availed later in a maximum of two installments.</li><li>3. Earned leave cannot be clubbed with/between any other leave.</li><li>4. Summer Vacation for teachers is a period for self-development, in Planning &amp; Preparing for next semester. This includes additional reading, preparation of lecture notes etc.</li></ol>



  
Dr (Fr) Plavendran Irudayasamy  
Principal