



**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND
MANAGEMENT STUDIES**



**ATTENDANCE POLICY AND LEAVE POLICY FOR TEACHING AND
NON-TEACHING STAFF**

With effect from the Academic Year 2010-2011 onwards

Revised in the Academic Year 2020-2021

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HIRANANDANI GARDEN, POWAI, MUMBAI - 400 076**



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Attendance Policy and Leave Policy

Introduction

Well defined Attendance Policy and Leave Policy will address most of the ambiguities and intricacies inherent in attendance and leave policy. The rules, regulations and the disciplinary action to be taken for breach of rules should be amply made clear to all the employees so that the policies will be adhered to in a manner expected by the organization.

System of registering attendance

Employees are expected to register attendance daily in two ways:

- 1) Signing the muster –Employees should sign the muster daily, mentioning the IN TIME and OUT TIME. Entering the attendance in the muster is mandatory and is required as per University of Mumbai.
- 2) Biometric entry – Employees should register attendance by punching in bio metric machine installed at the entrance on the Ground Floor or at some convenient locations. Employees who do not punch will be considered as absent from duty on the said date. Employees who are unable to punch due to dry skin should bring this to the notice of HR department by submitting an application.

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Schedule of Teaching Staff (vacation staff) Grace period of 10 minutes is allowed to these employees.

Schedule of Non vacation staff

Non vacation administrative staff members work for 8 hours from Monday to Friday and 4 hours on Saturdays and support staff (Security, IT, Carpentry, Maintenance, Electric maintenance employees and Peons) work for 9 hours from Monday to Friday and 5 hours on Saturdays. Grace period of 15 minutes is allowed to these employees.

Late Remarks

Employee who reports on duty after grace period for two days in a month will be considered for deduction of 1 Casual Leave. Habitual use of grace period will be a cause for disciplinary action. If an employee continues to come late on duty even after deducting Casual leaves, will be subjected to disciplinary action.

Categories of Leave

(I) Permanent Employee

The power to grant leave shall vest with the Management for Principal and for Centralized office staff (i.e, HR, Admin, Counseling, IT and Accounts) and such a power will vest with the Principal for all employees who report to them.

Leave cannot be claimed as a matter of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved by the Principal/ Management and an employee already on leave may be recalled by the Principal / Management when it considers necessary in the interest of the service of the Institute.

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The following kinds of leaves are available to all permanent employees:

- a) Casual leave
- b) Earned leave
- c) Sick leave
- d) Maternity leave

a) Casual Leave:

All teaching and Non-teaching employees shall be eligible for casual leave up to a maximum of 9 working days in each academic year.

1. Casual leave shall be granted on pro rata basis. Casual leave to be availed should not exceed 6 days at a time. The period of casual leave, which can be taken at one time by an employee shall not be less one day.
2. Ordinarily all applications for casual leave are required to be submitted at least a day before the date for which such leave is required. Prior sanction must be obtained before proceeding on leave.
3. In case of emergency where prior application is not possible, application for leave should be submitted within 48 hours from the time of resuming to duty.
4. A staff member who is compelled to stay away from duty due to unforeseen and unavoidable circumstances is expected to inform the College Office of his / her absence or leave on phone, email, SMS or through a messenger failing which he / she will be marked 'absent' and will be dealt with accordingly.

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b) Earned Leave:

i. Teaching and Vacation Employee: Teaching staff and employees who are entitled for vacation are not eligible for earned leave.

ii. Non-teaching and Non-Vacation Employee: Every non-teaching employee shall be entitled to earned leave at the rate of 30 days for every year of service subject to a maximum accumulation of 180 days.

Conditions for granting Earned Leave shall be as follows:

- a) An employee shall not be granted earned leave at one time for more than 30 days.
- b) Applications for earned leave should be submitted 20 days in advance. In case of emergency, applications may be submitted 1 day in advance.
- c) No member of the staff should proceed on earned leave without obtaining prior sanction from the authorities.
- d) Any one proceeding on earned leave without the prior sanction will be deemed as 'absent' from duty and will be dealt with accordingly.
- e) While applying for Earned Leave holidays falling in between shall be counted as leave.
- f) Earned Leave cannot be taken more than 4 times in any academic year.
- g) Earned Leave must be taken for a minimum period of 3 days at a time.
- h) Extension of Earned Leave shall not be permitted except under exceptional circumstances and extension will be at sole discretion of the head of the institution.
- i) Earned Leave cannot be clubbed with the Causal or Sick Leave.

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c) Sick Leave / Commuted Leave :

Every confirmed/approved teaching and non-teaching employee shall be entitled to sick leaves 10 days for every academic year of service.

Provisions relating to Sick Leaves (SL)

- a) Such leaves can be availed for reasons of sickness by both teaching and non-teaching staff
- b) Such leaves cannot be availed for reasons other than sickness except for the following purposes :
 - For attending to medical conditions of dependents
 - During marriage of self only
 - Death in the family
 - Examination leave for self

Such leaves will be termed as COMMUTTED leaves in order to distinguish them on the basis of reasons assigned

- c) The provision mentioned in (b) above are available to only teaching and vacation teaching staff, therefore non-teaching staff cannot take benefit of the above provision
- d) Such leaves can be availed at the rate of 2 or more than 2 at a time and should always be accompanied with a medical certificate issued by a registered medical practitioner
- e) Less than two days leaves will always be accounted for as casual leaves and will be debited from the casual leave balance
- f) Request for consideration of less than 2 days leave as Sick leaves under any circumstances will not be entertained

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d) Maternity Leave:

- a) Maternity leave may be granted to a female employee up to a period of 90 days on full pay at a time and not more than 180 days during the entire period of service.
- b) Any female employee seeking leave for more than 90 days at a time shall be granted as leave without pay subject to maximum of 90 days.
- c) The Management may grant leave of any other kind admissible to the female employee in combination with, or in continuation of maternity leave if the request for its grant is supported by requisite medical certificate.

II) Probationary, Temporary and Part-Time Employees:

Probationary Employee, Temporary Employee, Part-Time Employee and employee on contract (Teaching and Non-Teaching) shall not be entitled to any leave except the Casual Leave which will be 9 days per year. All the provisions mentioned above regarding casual leaves should be considered for this purpose

- a) In case of leave vacancy, casual leave on pro-rata basis i.e, depending on the number of months of working will be granted to the person employed and an equal number of leaves will be deducted from the account casual leave balance of the employee who has been so replaced.
- b) The employee who has not completed one year will be given Casual Leave on pro-rata basis.

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Guidelines for Availing Compensatory Leave

In case any of the employee is called upon to work in the college on Sundays/Public holidays for full duration of the working day he will be entitled to compensatory holiday on the following conditions:

- a) The Management / Principal / HOD should have asked the employee concerned in writing to attend the college for work on Sundays/Public holidays.
- b) The number of compensatory holidays should be equal to the number of Sundays/Public holidays on which he is called upon to work and had actually so worked. Such compensatory holidays should not be allowed to be accumulated for more than three days.
- c) The compensatory holidays can be availed of in conjunction with Sundays/Public holidays and/or leave, by prefixing or suffixing them or by doing both.
- d) Employees going out for attending trainings or workshops on Sundays/Public holidays cannot avail a compensatory off thereof.
- e) Compensatory off cannot be claimed for working on a Saturday which is a weekly off for some employees.
- f) Compensatory leaves (Comp Off) should be availed within a month.

Guidelines for Leaves

It is essential for all our teaching and non-teaching staff to follow certain guidelines for taking leaves. Accordingly, we would like to place before you the guidelines which have been approved by the management for implementation.

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All teaching and non-teaching staff should inform the office or the concerned Section Head in case they take casual leave preferably before the commencement of the day or on the same day. Thereafter, the concerned staff member is required to fill their leave application form within 48 hours and after taking the approval from the concerned Head either the respective Principal or the Coordinators, Vice Principals the same may be submitted to the HR Department.

- a) Similarly, all the concerned **Sectional Heads i. e. Principals and Administration Heads**, are requested to kindly send their Leave Application to the attention of the HR Department after getting the approval from the Managing Committee well in advance.
- b) All employees including section heads are expected to give supporting documents along with ON DUTY applications. Employees ON DUTY details have to be submitted to HR department at least 10 days in advance after taking approval from their respective reporting authorities. Details of movement of employees from college premises to outdoor work during official hours or those who report to office late after completing outdoor work, is maintained with the security at the main gate. Employees are expected to use the main gate only in case they want to leave the campus.
- c) No employee will be allowed to leave the campus without prior approval from their respective section heads. Employees will be permitted to leave the campus on producing OUT PASS approved by their respective section heads (OUT PASS copies will be available with section heads).
- d) Sundays/Saturdays/Holiday/Vacation/s falling between any leave (Prefix or Suffix) shall be considered as Leave and deducted from the Leave Balance. Example: If an employee is absent from duty on Friday as well as Monday, then Saturday and Sunday will also be considered as leave. However if an employee is present on either of the day i.e, Friday or on Monday then only the day of absence will be considered as leave.

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- e) The number of holidays in excess of two holidays prefixed or suffixed or both, to the casual leave shall be treated as casual leave. Sundays and holidays interposed between two periods of casual leave, shall be treated as part of casual leave. For e.g. Thursday is a declared public holiday Friday is a working day and Saturday and Sunday are weekly holidays, if an employee avails a leave on Friday then in this case all 4 day, i.e., from Thursday to Sunday will be considered as leave.
- f) As per the above clause in the similar situation if Friday and Saturday are both working days and an employee avails leave on Friday and Saturday both then only two days will be considered as leaves. The principle behind this provision is that if LEAVES are prefixed and suffixed with more than two holidays then the holidays also will be inclusive of such leave period.
- g) Combination of Leaves – Maternity with Sick leave or Earned leave, Compensatory off with Casual leave/Sick leave/Earned are the combinations allowed. Sick leave, Casual Leaves and Earned leaves cannot be combined with each other.
- h) Employees who fail to submit leave applications to HR department before salary processing will be considered for Leave without pay for the leave day's inspite of having leaves to their credit.
- i) Employee who report on duty after grace period for two days in a month will be considered for deduction of 1 Casual Leave. If an employee continues to come late on duty even after deducting Casual leaves, will be subjected to disciplinary action.
- j) Incomplete and unauthorized leave applications will not be accepted.

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