



PIMPRI CHINCHWAD EDUCATION TRUST
Pimpri Chinchwad College of Engineering & Research.
Plot No. B, Sector No.110 (P), Laxminagar Ravet, Pune.

POLICY FOR 'MEDICAL LEAVE'

PCCOER/Medical Leave/2018/950-1

DT. 12/03/2018

1. The faculty and staff whose tenure of service is more than **two years** and less than three years are entitled to Medical Leave at the rate of **05 days** per year.
2. The faculty and staff whose tenure of service is more than **three years** are entitled to Medical Leave at the rate of **07 days** per year.
3. The medical leave shall be granted on the production of medical certificate from the Registered Medical Practitioner. The staff shall produce another certificate at the time of rejoining the duty that he/she is medically fit.
4. The grant of a medical certificate under this rule does not in itself confer upon the staff concerned any right to leave; the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.

Prof. Dr. Harish Tiwari
Principal
PCCOE&R

Prof. Dr. Girish Desai
Executive Director
PCET



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POLICY FOR 'MATERNITY LEAVE'

PCCOE&R/Maternity leave/2018/351-1

DT: 12/03/2018

The lady staff with continues service can avail maternity leave for 90 days/ 3 months subject to production of Medical Certificate along with application for maternity leave as under following categories.

- a) The lady staff members with continuous service for a period of minimum two academic years having not more than two living children shall be entitled to maternity leave on 50% of (Basic plus D.A.) her last salary at PCCOE&R for a maximum period of 90 days/3 months subject to production of medical certificate along with application for maternity leave.

The accumulated 3 months' salary as mentioned above will be paid to the candidate after completion of two years of service at PCCOE&R after the date of rejoining PCCOE&R after completion of maternity leave.

- b) The lady staff members who have not completed two years of service at PCCOE&R shall be entitled for maternity leave for a period of 90 days/3 months on leave without pay basis subject to production of medical certificate along with application for maternity leave.
- c) The lady staff may prefix or suffix this leave to other leave to her credit. If no leaves are in credit the lady staff may prefix or suffix maternity leave with leave without pay (LWP) with the permission of HOD and Principal.

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Study leave / Special leave / Lien period

PCCOE&R / Study leave / 2018 / 952-2

DT. 12/03/2018

Study leave / Special leave (for other than Ph.D. work) can be availed for period of six months with the permission of HOD and Principal on behalf of management subject to following conditions.

1. Principal on behalf of the management is authorized to accept / reject the proposal submitted by faculty member for study leave / special leave / lean period.
2. His / her skill-set / knowledge acquired during study leave should be useful for the students / Institute.
3. 50 % of (Basic + D.A.) of last drawn salary at PCCOE&R shall be paid after satisfactory completion of 5 Years continuous service in PCCOE&R from rejoining PCCOE&R after completion of leave period.
4. Lean period as per request of staff can be considered for a maximum period of 2 years as per recommendation of HOD and Principal.

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