

# College of Computer Sciences

Sn. 130, Mumbai-Bangalore Highway, Bhumkar Chowk, Wakad, Pune-57

## Leave Policy of College of Computer Science

- 1) First & Third Saturday of the month will be off day. (These days can be cancelled subject to University schedules/Institutional work). Compensatory off will be given in case worked on those days
- 2) Compensatory off's should be availed within a year subject to prior permission.
- 3) Total No of Casual Leaves :- **10 (per calendar year)**
- 4) The casual leave shall not be entitled more than 3 days at a time together with prefix/suffix Sundays/Holidays.
- 5) Total No of Medical Leaves :- **10 (per calendar year)**
- 6) Medical leave will be approved only after submission of proper medical certificate from practitioner M.D. Medical leaves will not be accumulated.
- 7) No leave will be granted if it is taken without prior notice.
- 8) All the leave approval / rejections should be subject to sanction from the authority.
- 9) Any leave taken apart from said leaves will be considered as Leaves without pay

