

1.6 Leave / Vacation Policies

(w.e.f. 25/12/2018)

TEACHING

Sr. No	Appointment Cadre Faculty	Casual Leave	Medical & Private Ground	First/ Third Saturday	Vacation
1.	University approved	08	*10	Yes (After completion of probation period and permission of higher Authority)	<ul style="list-style-type: none"> - After completion of one year & permission of higher authority, they can avail winter vacation of 7 days. - They can avail regular vacation after completion of probation and sanction by higher authority.
2.	Management Order	08	*10	Yes (After completion of probation period and permission of higher Authority)	
3	Adhoc Appointments				
a	Professor	08	#5 days (Special/Medical)	After completion of 1 year (As per permission of higher Authority)	After completion of one year & permission of higher authority, they can avail winter vacation of 7 days.
b	Associate Professor	08	#5 days (Special/Medical)	After completion of 1 year (As per permission of higher Authority)	
c	Assistant Professor	08	#5 days (Special/Medical)	After completion of 3 years continuous service in RIT (As per permission of higher Authority)	
d	HOD, Lecturer (Diploma)	08	#5 days (Special/Medical)	After completion of 3 years continuous service in RIT (As per permission of higher Authority)	

* 5 days of Medical & Private ground leaves will be credited on 1st January and 1st July of every year.

5 days Special/Medical leaves of adhoc faculty are to be considered for marriage of employee/ sad demises of close relatives/ medical emergencies (hospitalized) of close (blood relation) relatives with prior sanction.

NON TEACHING

Sr. No.	Appointment Cadre STAFF	Casual Leave	Earn Leave and Medical & Private ground	2 nd / 4 th Saturday	Vacation	Special Leave
1	Regular Class - III & IV (Office / Library)	08	*30+10	**Yes	No	No
2	Regular Class - III & IV (Other Departments & Laboratory)	08	*0+10	**Yes	##Yes (Can avail 7 days winter vacation after permission of higher authority after 1 year and within probation)	No
3	Drivers	08	*0+10	**Yes		No

Adhoc Appointments

Sr. No.	Appointment Cadre STAFF	Casual Leave	Earn Leave and Medical & Private ground	2 nd / 4 th Saturday	Winter Vacation (After Completion of Three Years)
a	Class III & Class IV Office /Library/Hostel/COE	08	#5 days (Special/Medical)	No	Winter Vacation of 7 days can be availed after permission of higher authority.(May not be in continuation)
b	Class III & IV All Departments	08	#5 days (Special/Medical)	No	Winter Vacation of 7 days can be availed after permission of higher authority.
d	Drivers	08	#5 days (Special/Medical)	No	

* 15 days of Earn Leaves and 5 days of Medical & Private ground leaves will be credited on 1st January and 1st July of every year.

5 days Special/Medical leaves to adhoc staff are to be considered for marriage of employee/sad demises of close relatives/ medical emergencies (hospitalized) of close (blood relation) relatives with prior sanction.

** 2nd & 4th / 1st & 3rd Saturday off will be considered after completion of probation period and approval of the committee.

Regular Vacations will be considered after completion of probation period and approval of the committee.

REGISTRAR

DIRECTOR

Leave Management TAB on ERP

Name: PAWAR AMOL LAXMAN
User Type: RFIDAdmin
Designation: JUNIOR CLERK
Department: Office
2021-2022

REPORT BUG **ASK QUERY** **LOG OUT**

- Faculty Profile
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- Staff Attendance
- Educational Videos
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- Common Reports
- CashBook
- Student Scholarship
- Faculty Performance Index
- Inward/Outward

Windows taskbar: Type here to search, 28°C Sunny, 16:36, 18-01-2022

Leave application with various types of leave

Leave Application 2021-2022

Date of Application: 18/01/2022

Employee Name: E00541 PAWAR AMOL LAXMAN

Employee Email: amol.pawar@ritindia.edu

Leave Type: Please Select Leave

- 1--CL Full Day
- 2--CL Half Day (Morning)
- 3--CL Half Day (Afternoon)
- 4--OD Full Day
- 5--OD Half Day (Morning)
- 6--OD Half Day (Afternoon)
- 7--EL Full Day
- 8--Half Pay Leave
- 9--Vacation
- 10--Sandy Leave
- 11--Maternity Leave
- 12--Special Leave
- 13--Adjusted Holiday
- 14--Weekly Holiday
- 15--Public Holiday
- 16--2nd 4th Saturday
- 17--LWP Full Day
- 18--LWP Half Day (Morning)
- 19--LWP Half Day (Afternoon)

Balance Leave: **Check All Leave Balance**

Upload Document (if any): No file chosen

Leave Reporting to: PATIL PRAKASH LAXMAN

Note: Applying online for leaves doesn't mean that it is confirmed.

Submit Leave

Leave Name	Leave From	Leave To	Total Days	Leave Remark	Comments	Recommendation	RecommendedOn	Sanction_NotSanction	SanctionedOn
OD Full Day	11/06/2021	11/06/2021	1	_OD_	Submitted files at 415474	RECOMMENDED	02/07/2021	SANCTIONED	02/07/2021

Upload Document

Leave application TAB for approval in concern authority

You are signed in as E00370 | Leave Details | Inbox (3) - pratash.pati@nitrr... | Inbox (2) - sak.ec@unishiraj.ac...

Not secure | 172.22.4.62/RITAGE/Staff/frm_LeaveRecommendation.aspx

Apps: E00370 ASHE AICTE FRA NIRF DTE RO PUNE CET CELL BC Cell शाहर प्रिय e-NBA SUK ABC Executive Summary... 2.7 UNIQUE SELLIN... 2.5 GOALS - Googl... Reading list

Apply For Leave | Recommend & Sanction Leave | Home

Leave Recommended / Not Recommended

Select Employee from List - -

Leave From to Leave Type Leave Balance - 0%

Submit

Select	Emp Id	Name	Leave From	Leave To	Total Days	Leave Name	Leave Code	Applicant Comment	ApplicationDate	View
Select	E01163	HANDAIKAR KAPIL PRABHAKAR	02/01/2022	05/01/2022	4	OO Full Day	_OO_	NAAC Workshop at Mumbai	07/01/2022	View
Select	E00541	ROHAR ANOL LAXMIAN	04/01/2022	04/01/2022	1	CL Full Day	_CL_	personal work	03/01/2022	View
Select	E01131	JAYHAY GANESH BALASO	04/01/2022	04/01/2022	0.5	OO Half Day (Afternoon)	_OOH_	Submission of Affiliation Documents at Shri Jagi University Kolhapur.	05/01/2022	View
Select	E01163	HANDAIKAR KAPIL PRABHAKAR	06/01/2022	06/01/2022	1	CL Full Day	_CL_	sick leave	07/01/2022	View
Select	E00591	SARDESAI PRASAD DIGAMBER	07/01/2022	07/01/2022	1	Medical Leave	_MD_	personal reason	11/01/2022	View
Select	E01163	HANDAIKAR KAPIL PRABHAKAR	10/01/2022	10/01/2022	0.5	OO Half Day (Afternoon)	_OOH_	SHRIJI UNIVERSITY	10/01/2022	View
Select	E00591	SARDESAI PRASAD DIGAMBER	22/01/2022	23/01/2022	1	OO Full Day	_OO_	Pay fixation work at Mumbai	27/01/2022	View
Select	E00591	SARDESAI PRASAD DIGAMBER	24/01/2022	25/01/2022	2	Medical Leave	_MD_	Due to illness I couldn't attend the institute	27/01/2022	View

Search Previous Record: Enter Emp Id Show Record

You are signed in as E00370 | Leave Details | Inbox (3) - pratash.pati@nitrr... | Inbox (2) - sak.ec@unishiraj.ac...

Not secure | 172.22.4.62/RITAGE/Staff/frm_LeaveRecommendation.aspx

Apps: E00370 ASHE AICTE FRA NIRF DTE RO PUNE

172.22.4.62 says
Record Submitted Successfully...

OK

