

Leave Policy

1. This leave policy is applicable to peon, drivers & all other contractual employee of PPSU.
2. This policy applicable from 1st July 2021.
3. Employee needs to take prior approval for the leave, All the leaves without acceptance will be calculated as a leave without pay.
4. Maximum 2 leaves can be taken at a time.
5. When the leave is required on the medical ground or owing to death or serious illness or any other urgent domestic needs, please provide call to the immediate authority before the college hours. There should be a reliever on behalf for an emergency leave.
6. Staff will have to come to University on Holidays if work is there and their higher authority need them.
7. Holiday or on official off day if employee has worked for more than 5 hours then it will be considered as a full day, less than 5 hours will be considered as half day. Timing will be calculated as per biometric in/out time.
8. Total 72 leaves will be sanctioned throughout the year including Sunday's & holidays (Every month 6 holiday's max, more than 6 holiday's will be counted as a LWP)
9. After completion of 72 holidays extra leave's will be considered as a LWP
10. Remaining leaves from 72 will be encashed by end of the year (January-December).



Registrar

Registrar
P P Savani University