



Vishweshwar Education Society's

INDIRA INSTITUTE OF BUSINESS MANAGEMENT

(AICTE-APPROVED, AFFILIATED TO MUMBAI UNIVERSITY)



Plot No. 2, Sector - 9, Sanpada, Navi Mumbai - 400 705. Tel.: +91 - 22-27753226 / 7 / 8
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STAFF LEAVE POLICY

1. Total number of Casual leaves (CL) applicable for the academic year shall be 8 as per calendar year.
2. Total number of Medical leaves (ML) applicable for the academic year shall be 10 with medical certificate from certified medical practitioner.
3. Duty Leave (DL) and Study Leave (SL) will be granted to faculty members with prior permission from the Director of the Institute.
4. Maternity leave shall be provided for 03 months.
5. No faculty member will leave campus during office hours without prior written permission of the Director and shall mention all the details in O.D. register
6. 3 Late marks will be counted as 1 Casual leave (CL).

Date: 18/10/2018

Director

