



Pimpri Chinchwad Education Trust's
Pimpri Chinchwad College of Engineering

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ADMN-ESTT-D-02/B

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Policy for Vacation for Admin. Staff

Date: 26.4.2013

Sr. No.	Particulars	Summer Vacation	Winter Vacation
1	All adhoc staff whose tenure of service is less than 6 months	No Vacation	No Vacation
2	All adhoc staff whose tenure of service is more than 6 months and less than one year.	one week	one week
3	All adhoc staff whose tenure of service is more than one year and less than two years.	Two week	One week
4	All adhoc staff whose tenure of service is more than two year and less than three years.	Two week	Two week
5	All adhoc staff whose tenure of service is more than three years and upto completion of 1 st year of probation	Three week	Two week
6	Staff appointed on regular basis after completion of First year of probation	Four week	Three week

Vacation will be given on the basis of recommendations by concern Head of Department.

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PRINCIPAL

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