



LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES

(Affiliated to University of Lucknow)

Vinamra Khand, Gomti Nagar, Lucknow-226010 | Fax/ Phone: 9044059024

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(A unit of Lucknow Public Schools & Colleges)

Ref. : LPCPS/ VK/ _____

Date _____

H.R. POLICIES

1. **CASUAL LEAVES:**
 - a) 14 CL in a year
 - b) Max. 02 CL can be availed in a month
2. **MEDICAL LEAVES:** 10 Days in a year
3. **MATERNITY LEAVE:** 2 months paid leave
4. **LEAVE ENCASHMENT:** If leaves are un-availed then it will be en-cashed in the next academic session.
5. **SUMMER BREAK:** 1 month paid summer break
6. **DUTY LEAVE:** As given by the Head of the Institute.
7. **SHORT LEAVE:** Short Leave of 1 hour 30 minutes is allowed. On completion of 3 Short Leave, 1 CL will be marked.
8. **ARRIVAL TIME:**

RULES	SUMMERS	WINTERS
1. Arrival Time	8:30 am	9:00 am
2. After Relaxation (5 mins)	8:35 am	9:05 am
3. Late	8:35 am - 8:55 am	9:05 am - 9:25 am
4. Short Leave	After 8:55am	After 9:25 am

After 3 late, 1 short leave will be marked and after 3 short leave, 1 casual leave will be marked.

3 Late = 1 SL
3SL = 1 CL

9. **Appointment Letter** will be issued only after the completion of one month of the job.

10. **Approval Letter** can be provided only if the faculty is appointed through the University panel of L.U.

(Note: Rules can be changed anytime as per the discretion of the college)



S.P. Singh
(General Manager)