



## A P S COLLEGE OF ENGINEERING

(Recognized by AICTE, New Delhi, Affiliated to VTU, Belgavi, Accredited by NAAC)  
Anantha Gnana Gangothri Campus, Somanahalli, Kanakapura Road, Bengaluru – 560082

[www.apsce.ac.in](http://www.apsce.ac.in), Contact- 8548940123, 8548936789, 9448452508

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### LEAVE POLICY

As per our service rules following leaves are given:

1. **Casual Leave (CL)**-15 days of CL both teaching and non-teaching staff.
2. **Earned Leave (EL)** - 10 days every calendar year for vacation staff and 30days every calendar year for non-vacation staff.
3. **Maternity Leave**: 90 days of maternity leave, for two times, in their service period.
4. **Study Leave**: Permissions for attending classes, courses and writing exams are given to the employee pursuing higher education.
5. **Extra ordinary leave**- Marriage leaves, Medical leaves, leaves to the employee for a loss in the family. (Approved by the Trust).

  
**Principal**  
**PRINCIPAL**  
A.P.S.College of Engineering  
Bengaluru-560 118