



**GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
**GITAM (Deemed to be University)**  
**Visakhapatnam | Hyderabad | Bengaluru**

**LEAVE POLICY**

**1.0 Objective:**

To allow the employees to take time off from work and avail leave on personal grounds.

**1.1 Right of Leave and Modalities:**

- All employees must apply for leave through the Online Portal.
- Employees are advised to inform their leave plan with the concerned leave sanctioning authority before they apply through the Online Portal, to ensure mutual understanding of the leave plan.
- Leave should always be applied in advance, and the employees should proceed on leave after obtaining approval from the sanctioning authority, except in cases of emergency and for valid reasons.
- Unauthorized leave shall be treated as leave without pay or absenteeism.
- Leave is not a matter of right, and when the University exigencies demand leave of any description may be refused or revoked by the authority empowered to sanction the leave.

**1.2 Process:**

- Application for leave by the employees shall be routed as prescribed in the leave mapping.
- It shall be clearly understood by the employees that the leave shall be granted to the extent eligible only where, in the opinion of the authority competent to grant the leave, the absence of the employee on leave does not prejudicially affect the work of the Institution and the reasons are satisfactory.
- All leave applications should, except in cases where such a course is impossible, be submitted to the Heads of the Department / Office of the Principal / Director as the case may be sufficiently in advance for them to take necessary action for making stop-gap arrangements so that work does not suffer.
- Any person going out of station during the period of leave shall intimate the same to the Head of the Department / Office concerned and also furnish their address during the period of such absence.

**1.3 Overstay of leave:**

- Any overstay of leave without prior information to the competent authority shall amount to misconduct and be considered as unauthorized leave on 'Loss of Pay'.



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- Any overstay of leave with prior information to the competent authority and leave balance is NIL shall be considered as the leave on authorized 'Loss of Pay'.
- Willful/Repeated absence from duty after the expiry of leave may be treated as misconduct by the competent authority, which attracts disciplinary action.

**1.4 Grant of Leave in the event of Resignation:**

- If any member of staff resigns, they shall not be granted any leave during the notice period.
- The Competent Authority may grant leave in such circumstances of resignation wherein the reason for the same is approved by the competent authority. However such leave will amount to leave on "Loss of Pay", or extension of notice period to that extent.

**Types of Leave:**

**1.5 Casual Leave:**

**Applicability:** All members of the staff (including contract staff)

**Number of Days:** A maximum of 12 days in a calendar year.

**Approving Authority:** Reporting authority as per role

**Modalities:**

- Casual Leave may be granted as and when the occasion arises at the discretion of the Approving Authority.
- Casual Leave cannot be combined with any other kind of leave.
- Intervening holidays/weekly offs shall not form part of casual leave.
- 03 days CL at a stretch is allowed subject to a maximum of 05 days by suffixing/prefixing/both of weekly off/holidays
- Casual Leaves shall be credited to the account of an employee once every 06 months, i.e., 06 days on 1<sup>st</sup> January and 06 days on 1<sup>st</sup> July in a calendar year.
- The credit of CL for the new employee is on a pro-rata basis. Credit for the 1<sup>st</sup> month is based on the date of joining as below:
  - Date of joining is between 1<sup>st</sup> to 15<sup>th</sup> of a month - 1 CL is credited.
  - Date of joining is between 16<sup>th</sup> to last date of a month – 0.5 CL is credited.
- Thereafter in the case of employees on a contract, 01 CL shall be credited to their account monthly immediately after processing the salary.



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- For all employees, unutilized Casual Leave expires on 31st December every year and is not carried over. However, in respect of contract staff, it expires at the end of their contract period subject to a maximum of one year.

**1.6 Academic Leave:**

**Applicability:** All members of the teaching staff who are regular or on probation

**Number of Days:** 15 days in a calendar year with pay.

**Approving Authority:**

Dean/Director/HOI/Principal & above - Vice-Chancellor

Other eligible teaching staff - concerned Dean/Director/HOI

**Modalities:**

Academic leave may be sanctioned for:

- Attending Orientation Program, Refresher Course, Research Methodology Workshop, Faculty Induction Program, Conference, Congresses, Symposia, and Seminar, as a delegate nominated by the University or with the permission of the University.
- Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the University, and accepted by the Competent Authority.
- Working in another Indian or Foreign University, any other agency, Institution or Organization, when so deputed by the University.
- Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, or any other similar academic/governing bodies.
- Attending legitimate academic/administrative activities such as conferences, scientific gatherings, practical training, and institutional building activities.
- Conduct examination of another University/Public Service Commission/Board of Examination or any other similar body/institution in the interest of the University.
- Academic leave may also be sanctioned for attending meetings in the UGC, DST, etc. where a teaching staff is invited to share their expertise with an academic body, government agency, or NGO.
- For performing any other duty assigned by the University.
- To attend the examination in respect of personal choice of Higher studies/certifications shall form part of academic leave subject to NOC from the competent authority



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- In case of Academic leave which includes request for financial support; this can be approved by the approving authority subject to the relevant budgetary provision in the academic year.
- Academic Leave shall be credited on the 1st of July every year. The credit of Academic Leave for the new employee is on a pro-rata basis on the day of joining.
- Unutilized Academic Leave expires at the end of the respective academic year i.e. on the 30th of June every year and is not carried over.
- The duration of leave should be such as may be considered necessary by the approving authority on each occasion subject to a maximum of 15 days in a year.
- Academic Leave cannot be combined with any other kind of leave.
- In case of Academic leave requested beyond 15 days, it will be sanctioned on submission of the proof of attendance against available other leaves on case to case approval basis by the competent authority.
- Intervening holidays/weekly offs shall form part of academic leave.

**1.7 Vacation:**

**Applicability:** Teaching staff who are regular or on probation

**Number of Days:** 25 days; usually 20 days during summer and 5 days during winter

**Approving Authority:** for Dean and Above- Vice-Chancellor; Below Dean- concerned Deans/Campus Heads/HOI

**Modalities:**

- Vacation is applicable to those teaching staff who have completed a minimum of 6 months of service.
- The conventional vacation period comprises the month of May for summer and January for winter:
  - The 20 days vacation during summer could be availed at a stretch in May.
  - The 5 days vacation during winter could be availed at a stretch in January.
  - However, the University shall announce the exact dates every year depending on the academic schedule.
- In case a teaching staff is required to remain on duty without additional remuneration, with approval from the concerned Dean/HOI, during the whole or any part of the vacations to which they are entitled, they shall be credited with Earned Leave as below:



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- 1 Earned Leave will be credited for every 3 days of vacation.
- 1 Earned Leave will be credited for every 2.5 days of vacation in case of cancellation of the vacation by the University.
- If the vacation immediately precedes or succeeds or both with a combination of absence, such duration will be considered as leave/leave on loss of pay against available leave at the credit. However, in cases with valid reasons, it shall be decided case to a case basis upon the approval of the competent authority.
- University may cancel/reschedule the vacation under extraordinary circumstances such as the COVID-19 pandemic, scheduled audits about accreditations like NAAC/NBA etc.

**1.8 Earned Leave (EL):**

**Applicability:** All members of the staff who are regular or on probation.

**Number of Days:**

Teaching staff: 12 days for every calendar year of service

Non-Teaching staff: 30 days for every calendar year of service

**Approving Authority:**

For Director/HOI & Above (Teaching Staff): Vice-Chancellor; Below Director/HOI (Teaching Staff): Director/HOI.

For Director & Above (Non-Teaching Staff) / Registrar: Vice-Chancellor; Below Director (Non-Teaching Staff): Director/HOD.

**Modalities:**

- Teaching staff: Earned Leave admissible shall be 1 day for every 30 days of service i.e., 12 days for every calendar year of service.
- Non-teaching staff: Earned Leave admissible shall be 1 day for every 12 days of service i.e., 30 days for every calendar year of service.
- Earned Leave shall be credited on the 1st of January and 1st of July every year based on actual service including probationers. The 1<sup>st</sup> credit for a probationer will be on a pro-rata basis.
- Intervening holidays/weekly offs shall form part of earned leave.
- 50% of the credited earned leave in the respective calendar year is carried forward. If earned leave availed, is more than 50% of the credited earned leave in the respective calendar year, in such a case the balance credited earned leave in the respective calendar year is carried forward.
- Earned leave to be availed for a minimum 03 days at a time excluding prefix & suffix weekly offs/holidays.



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- Earned leave to be availed for a maximum up to 03 times in a calendar year.
- In case all the other leave balance is exhausted, employee can avail 1 day of Earned leave with approval.
- The permissible accumulation of Earned leave shall not exceed 300 days.
- While crediting Earned Leaves on 1st January/1st July, they will be added to the balance subject to a maximum of 300 days.
- The maximum amount of Earned Leave that can be availed by a member of the staff shall be 90 days in a calendar year. The concerned department shall make alternative arrangements to distribute the workload to other members of the staff. In case of genuine reasons, Earned Leave may be availed for more than 90 days subject to approval from a competent authority.
- Unutilized Earned Leave shall expire upon Superannuation / Resignation / Separation. However, in case of Superannuation the credit shall be in advance for the last 6 months of service.

**1.9 Half Pay Leave on Medical grounds:**

**Applicability:** This shall be granted to employees, who are regular or on probation, and who are not covered under ESIC.

**The number of days:** An employee shall be eligible for a maximum of 20 days of leave on half-pay on medical grounds per calendar year.

**Approving Authority:** Reporting Manager

**Modalities:**

- Half Pay Leave shall be credited to the account of an employee once every 06 months, i.e., 10 days on 1<sup>st</sup> January and 10 days on 1<sup>st</sup> July in a calendar year.
- The credit of Half Pay Leave for the new employee is on a pro-rata basis on the day of joining.
- Half Pay Leave can be combined with Maternity leave and Earned leave.
- Employees shall be eligible for a maximum of 20 days of leave on half-pay per calendar year proportionately.
- If employees choose to avail on a full-pay basis, then for every 1 day of leave, 2 days will be debited from the available Half Pay Leave balance.
- The permissible accumulation of Half Pay leave shall not exceed 180 days on half-pay.
- Intervening holidays/weekly offs shall form part of Half Pay leave.
- While crediting Half Pay Leave on 1st January/1st July, they will be added to the balance subject to a maximum of 180 days on half-pay.



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- If Half Pay Leave is availed for more than 03 days at a stretch it should be supported by a medical certificate by the treating doctor who is a registered medical practitioner.

**1.10 Maternity Leave:**

**Applicability:** All eligible female employees who are not covered under ESIC and subject to modification from time to time as per the statute.

**Number of Days:** Period not exceeding 182 days.

**Approving Authority:** for Dean / Director / Registrar / Pro VC and Above- Vice-Chancellor; Below Dean (Teaching staff) / Below Director (Non-Teaching Staff)-Registrar.

**Modalities:**

- Every woman employee (Teaching/Non-Teaching/Contract) shall be entitled to maternity leave unless she has worked for a period of not less than one hundred and sixty days (160 days) in the twelve months immediately preceding the date of her expected delivery. The maximum period for which any woman employee is entitled to maternity leave shall be 26 weeks out of which not more than 8 weeks shall precede the date of her expected delivery. If the women are having 02 or more than 02 surviving children, maternity leave entitlement shall be 12 weeks of which not more than 06 weeks preceding the date of delivery
- Maternity Leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 06 weeks, and the application for leave is supported by a medical certificate from the treating doctor who is a registered medical practitioner.
- A woman who legally adopts a child below the age of 3 months or a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- Maternity Leave may be combined with any Earned Leave, Half Pay Leave, but any leave applied for in continuation of the Maternity Leave may be granted if the request is supported by a medical certificate from the treating doctor who is a registered medical practitioner.
- A woman who goes through a tubectomy operation shall be given a paid leave for a duration of 2 weeks immediately following the day of her operation.



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**1.11 Paternity Leave:**

**Applicability:** All eligible male employees

**Number of Days:** 7

**Approving Authority:** for Dean / Director / Registrar / Pro VC and Above- Vice-Chancellor; Below Dean (Teaching staff) / Below Director (Non-Teaching Staff)-Registrar.

**Modalities:**

- Paternity Leave of 7 days may be granted to male staff within 3 months of the child birth, and such leave shall be granted only to up to two children.
- Intervening holidays/weekly offs shall form part of Paternity Leave.

**1.12 Study Leave (Unpaid):**

**Applicability:** All employees who have completed a minimum of 5 years of continuous service.

**Number of Days:** Study leave is allowed for a maximum period of 5 years in two cycles of one's full service. Maximum period allowed in one cycle is 3 years. And a gap of minimum 3 years is essential to avail the second cycle of study leave.

**Approving Authority:** Vice-Chancellor for teaching staff/ Registrar for non-teaching staff.

**Modalities:**

- Study Leave may be granted to all members of the staff with a minimum of 05 years of continuous service for study or training which has a direct bearing on the work of the University.
- The Study Leave shall be granted not more than twice during one's entire career. However, the maximum period of Study Leave admissible during the entire service shall not exceed five years.
- For the second study Leave, the employee shall indicate the work done during the first study leave and also give details of work to be done during the proposed second study Leave.
- The Study Leave shall not be granted to an employee who is due to retire within five years of the date on which they are expected to return to duty after the expiry of Study Leave.
- If the employee does not resume duty on completion of the approved study leave, such leave shall not be considered part of service at the time of relieving.





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- The staff on Study Leave shall submit to the Registrar six-monthly reports of progress in studies through their supervisor or the Head of the Institution. Such a report shall reach the approving authority within one month of the expiry of every six months of the period of the Study Leave.

**1.13 Bereavement leave:**

- Bereavement leave is a paid leave granted for 3 days to an employee following the death of an immediate family member (spouse, children and parents). It is given apart from other scheduled leaves.
- Bereavement leave may be combined with any other type of leave.
- Intervening holidays/weekly offs shall form part of Bereavement leave.

**1.14 Compensatory Leave:**

**Applicability:** Other than teaching staff, other than non-teaching staff at the level of Assistant Manager & above

**Approving Authority:** Registrar

- Employees who are required to attend the office work for a minimum of 5 hours, on a public holiday /weekly offs without additional remuneration may be granted compensatory leave at the discretion of the competent authority. Compensatory leave will not be granted in the case of voluntary or unofficial attendance at the office on holidays /weekly offs
- Compensatory leave to be availed within the end of the following month or it will lapse. Compensatory leave cannot be accumulated.
- Compensatory leave cannot be combined with any other kind of leave.
- The Director / HOD shall be the competent authority to sanction compensatory leave to the staff under their control.

**1.15 Unauthorized Absence:**

- The absence of an employee from duty without getting leave sanctioned under any one of the above categories shall be considered as an unauthorized absence from duty and shall be liable for disciplinary action as per rules. Notwithstanding anything contained above, the Competent Authority may use its discretion in granting leave in exceptional cases.

**1.16 Increment during Leave:**

- In case of study leave or long leave on loss of pay, increments or salary revision shall not be applicable.



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**1.17 Limit of Total Leave/ Absence:**

- The maximum period of authorized leave with or without pay admissible to the employee of the University shall not exceed 3 years after which the employee shall cease to be in the service of the University.
- An employee who is absent from duty for more than 07 working days without notice shall have to produce a written explanation to the Registrar/Campus Head through the reporting officer for such absence. Such employees may be subject to disciplinary action as deemed fit.
- An employee who is absent from duty for more than 30 days without notice will cease to be in the service of the University by following the due disciplinary process.

**1.18 Application of On Duty (OD):**

- In the case of “On tour” or “Work From Home” applying OD in the online portal is mandatory
- Prior approval to be taken from the competent authority.

**1.19 Leave deduction in case of inadequate working hours:**

- In case an employee is fulfilling the mandatory 8 hours / 8 hours 45 minutes per day between the official working hours of the University and is not fulfilling the condition of mandatory 45 working hours per week, such employee will incur a leave deduction.
  - a. In case of every 4.5 inadequate working hours, 0.5 day of CL shall be deducted.
  - b. If CL Balance is NIL, for every 4.5 inadequate working hours, the nearest numeric day/days of EL shall be deducted.
  - c. However, if the EL balance is also NIL, for every 4.5 inadequate working hours, 0.5 day of LOP shall be deducted.
- In case an employee is not fulfilling the mandatory 8 hours / 8 hours 45 minutes per day between the official working hours of the University, then every such instance will incur a leave deduction of 0.5 day of CL/ 1 day EL/ 0.5 day of LOP in the order of exhausting of CL / EL balance.



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**Annexure 1: Leave Summary Table:**

Sl. No	Type of Leave	Entitlement & No. of Days	Remarks
1	Casual Leave (CL)	All employees: 12 days per Calendar Year	Bi-annual credit in advance
2	Academic Leave	Teaching Staff: 15 Days per Calendar Year	
3	Vacation	Teaching Staff: 25 Days per Calendar Year	20 days during summer & 5 days during winter
4	Earned Leave (EL)	Teaching Staff: 12 Days per Calendar Year Non-Teaching Staff: 30 Days per Calendar Year	Bi-annual credit on actual service
5	Half Pay Leave (on medical grounds)	All eligible employees: 20 days leave on half-pay per calendar year for all employees	Bi-annual credit in advance
6	Maternity Leave	All eligible women employees: up to 182 Days	Up to two children
7	Paternity Leave	All eligible male employees: up to 7 Days	Up to two children
8	Study Leave (Unpaid)	All eligible employees: Maximum 5 years	
9	Compensatory Leave	Non-Teaching Staff below Assistant Manager: To attend office work for a minimum of 5 hours, on a public holiday /weekly offs.	No accumulation
10	Bereavement leave	All eligible employees: 3 days	Spouse, children and parents

**1.21 Amendment of Policy:**

- The University reserves the right to amend, abrogate, modify, and revise any or all the clauses of this policy depending upon University-related work exigencies.



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**Amendments effective 01<sup>st</sup> July 2024:**

**1) Half-pay leave on medical grounds:**

- Renamed as "Medical leave".
- An employee shall be eligible for a maximum of 10 days of leave on full-pay on medical grounds per calendar year.
- Medical leave shall be credited to the account of an employee once every 06 months, i.e., 05 days on 01<sup>st</sup> January and 05 days on 01<sup>st</sup> July in a calendar year.
- The existing "Half pay leave on medical grounds" leave balance as on 30<sup>th</sup> June 2024 to be converted to full-pay.
- The permissible accumulation of Medical leave shall not exceed 90 days on full-pay.
- It can be applied for "half day", 01<sup>st</sup> half or 02<sup>nd</sup> half.

**2) Paternity leave:**

- Wherever applicable, paternity leave of 07 days, including intervening weekly offs & holidays, to be availed at a stretch. Leave credit request to be applied in the portal by the concerned male employee within 10 days from the date of the birth of the new born baby.

**3) Bereavement leave:**

- Wherever applicable, bereavement leave of 03 days, excluding intervening weekly offs & holidays, to be availed at a stretch. Leave credit request to be applied in the portal by the concerned employee within 15 days from the date of the demise of the immediate family member.

**4) Compensatory leave:**

- Wherever applicable, compensatory leave credit request to be applied in the portal by the concerned employee within 03 days from the date of attending the office work.



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**5) Vacation:**

- Vacation is also applicable for Teaching staff who are on contract.
- The applicability clause to complete a minimum of 06 months of service to avail Vacation for Teaching staff is excluded.

**6) Earned leave:**

- For employees covered under ESIC if casual leave is exhausted in that case earned leave can be availed for a minimum of 01 day. For others if casual leave and medical leave are exhausted in that case earned leave can be availed for a minimum of 01 day.
- The above point is subject to "Earned leave to be availed for a maximum up to 03 times in a calendar year", clause is already fulfilled.

**Leave Combination:**

Leave Type	Prefix	Suffix	Remarks
<b>Casual</b>	No	No	No combination.
<b>Academic</b>	No	No	Under special cases, ML as Suffix in case of Medical reason. EL or CL as Suffix in case of Academic reasons, CL only in case if EL balance is Nil. In case of CL the condition of 3 or 5 days is not to be considered & intervening holidays/weekly offs shall form part of leave.
<b>Vacation</b>	Yes	Yes	The absence is either leave availed or leave on loss of pay, and the full period or balance period of vacation is independent.
<b>Earned</b>	No	No	Under special cases it is Suffix to ML/Maternity leave. Prefix to Maternity leave.
<b>ML</b>	Yes: Maternity	Yes: Maternity/Earned	



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<b>Leave Type</b>	<b>Prefix</b>	<b>Suffix</b>	<b>Remarks</b>
<b>Maternity</b>	Yes: ML/Earned	Yes: ML/Earned	
<b>Paternity</b>	No	No	It is an independent leave in isolation, hence only the specific applied leave duration to be considered as leave.
<b>Bereavement</b>	No	Yes: Casual, Academic, Earned, ML, Paternity, Compensatory	It is an independent leave in isolation, hence only the specific applied leave duration to be considered as leave effective from the date of demise.
<b>Compensatory</b>	No	No	No combination.