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- 4.3 Employees may avail CL for half-day also.
- 4.4 CL may be prefixed or suffixed to intervening holidays or weekends.
- 4.6 CL cannot be prefixed or suffixed to any other category of Leave.
- 4.7 Un-availed CL will automatically lapse at the end of the calendar year.

5. Privilege Leave (PL)

- 5.1 All Teaching staff is eligible for 10 days of PL, apart from the summer vacation; and all non-teaching staff is eligible for 30 days of privilege leave in a year. Teaching faculty requisitioned for special assignments during the summer vacation will also be eligible for 20 days of additional PL (or pro-rated number of days) in lieu of the summer vacation foregone.
- 5.2 Employees joining the organization shall have their privilege leave entitlements for the rest of that calendar year calculated on pro-rata basis, and credited to their accounts on the following January 1st, which they can avail only after the confirmation of their services.
- 5.3 Trainees are not entitled for PL.
- 5.4 Privilege Leave may be availed for one day also.
- 5.4 Except under emergency, employees shall apply for leave well in advance, especially if the leave period is more than a couple of days, and proceed on leave only after their leave is approved.
- 5.5 When it has not been possible to obtain advance approval, respective HODs should be kept informed, with information copy (CC) to the approval authority; and request for approval must be obtained at the earliest opportunity.
- 5.6 Privilege leave can be accumulated to a maximum of 180 days. Leave over and above this limit will lapse automatically.
- 5.7 Un-availed Privilege Leaves may be encashed at the time of separation from the institute to the extent of Basic & DA.
- 5.8 PL with may not be prefixed or suffixed with any other type of leave.



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6. Maternity Leave (ML)

- 6.1 The Institute permits ML of 12 weeks, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.
- 6.2 All confirmed lady employees, are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration.
- 6.3 Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 4 to 6 weeks may be availed.
- 6.4 The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.
- 6.5 ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.
- 6.6 In case an employee is covered under ESI Act, The maternity benefits will be provided as per the ESI Act.

7. Academic Leave (AL)

- 7.1 All teaching faculty is eligible for 10 days of AL leave in a calendar year.
- 7.2 AL for all days of the conference may be availed only for listed/approved conferences which are of repute (subject to condition of having an advanced schedule). For other conferences, the leave shall be sanctioned for the day of making a presentation.
- 7.3 AL may also be considered for the following reasons:
 - 7.3.1 Delivering invited talks.
 - 7.3.2 Attending Spot Valuation assignments at a university other than the affiliated university.
- 7.4 Teaching faculty wishing to avail Academic Leave should get their leave approved by the HOD at least 7 days in advance and send the approved leave application along



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with the invitation letter sent by the concerned university or Conference/Workshop to HR Department.

7.4 Academic leave may neither be accumulated nor combined with any other type of leave.

8. Leave without Pay (LWP) or Extraordinary Leave

If an employee has exhausted all types of leave, exceptionally, s/he may be allowed to take leave without pay up to a maximum of 30 days in a year, subject to the recommendation of the HOD and approval of Director (Education).

8.1 LWP shall not be treated as break of service

9. Compensatory Off (CO)

9.1 CO applies to employees below the grade of N1 and below. If an employee is called upon to work during the weekend or a public holiday for more than half a day, equivalent compensatory off may be permitted by the HOD in units of half a day or full day.

9.2 Compensatory off shall be availed within one month. Else it shall lapse.

10. Summer Vacation


10.1 All teaching faculty except those who hold administrative responsibilities, will be eligible for Summer Vacation.

10.2 The Management shall announce the annual dates for the summer vacation which shall ordinarily be availed by all, unless asked by the management to be available for some special assignments during the vacation.

10.3 All faculty members who stand confirmed as on April 30, shall be entitled for Summer Vacation, the dates of which shall be announced by GMRIT every year.

10.4 Those on probation are not eligible to avail vacation and shall work on research projects, papers or assignments.



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- 10.5 Director – Education and Principal, in consultation with the HODs shall plan the summer vacation well in advance based on the academic and other relevant considerations.
- 10.6 The management reserves the right to requisition the services of a teaching faculty, during the summer vacation for special assignments. In such cases, the teaching faculty requisitioned for special assignments during the summer vacation will be eligible for 20 days of additional PL (or pro-rated number of days) in lieu of the summer vacation foregone.
- 10.7 The Principal shall inform all such faculty whose services may be required during the summer vacation, well in advance, along with their H.O.D and the HR Department .
- 10.8 Faculty who do not wish to avail summer vacation, but have not been requisitioned by the Management, may share their intent with the Principal, who shall discuss the faculty's summer plans (like research, writing a book, etc.) and may permit the faculty to work during summer.
- 10.9 Summer vacation cannot be prefixed or suffixed with any other leave.
- 10.10 Faculty availing the summer vacation shall keep the management informed of their address of stay and contact details during vacation period for emergency needs.
- 10.11 Faculty on summer vacation may at their discretion and on approval from the Principal, attend external examination related works/SDPs/Seminars/Conferences . However such activities shall not count for any set-off against the summer vacation.

11. Special leave for pursuing research

- 11.1 This leave shall be given, on a case to case basis, to those who have registered for Ph.D and cleared their pre-Ph.D course work, for a maximum period of a fortnight.
- 11.2 The leave needs to be approved by the Principal .
- 11.3 The Principal shall call for supporting recommendation letter from a faculty's Ph.D guide for granting the approval.
- 11.4 The unutilized Special Leaves can neither be carried forward nor encashed.

