

LEAVE RULES OF GMIT, KOLKATA – 144

1. Applicability:

These leave rules shall be applicable to all the full-time regular employees of Gargi Memorial Institute of Technology (GMIT), Kolkata – 700 144, with retrospective effect from 1.1.2018. Full time employees in probation or in contract can avail only CL, CSL, SL and VL, as applicable.

2. General Rules:

- Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind if the necessity of work demands such action. Leave is an opportunity to fulfill social obligations and to take care of personal exigencies.
- Absence from duty before/after granted leave period entails disciplinary action. Absence without leave is treated as misconduct calling for disciplinary action.
- Absence without granted leave shall be treated as leave without pay and it may attract break of service.
- An employee who has been granted leave on medical certificate for infectious disease shall not return to duties without producing a medical certificate of fitness.
- Leave shall not be granted to employee under suspension or under notice period.
- The office of the Registrar/HR/Accounts shall maintain leave record of each employee.

3. Leave Application Process:

- Leave should always be applied for and sanctioned 7 days before it is taken, in hard copy, except in cases of emergency (applicable only for CL and SL) whereby an email/sms has to be given within 9:00 AM of the same day to the leave sanctioning authority along with a copy to the concerned HOD/TIC/HOS and HR [E-mail: principalgmitkolkata@gmail.com, directorhrgmit@gmail.com, SMS: Principal: 8336942255, HR: 8336942273].
- An employee must declare prior alternative arrangement of carrying out normal activities (including theory and lab classes, other academic or administrative duties etc.) before proceeding for leave, failing which, it will be treated as absence without leave.

4. Authority Empowered to Sanction Leave:

- For all academic and administrative employees, leave has to be sanctioned by the Principal. All the leave applications should reach the Principal via proper channel (i.e., through HOD/TIC/HOS).
- For all group-C or group-D employees, leave shall be sanctioned by the Registrar or Deputy Registrar.
- Principal can avail himself of CL, EL or SL on his own authority. Other kind of leaves shall be sanctioned by the Chairman/Vice-Chairman to him.

5. Commencement and Termination of Leave:

- Leave ordinarily begins on the day on which the transfer of charge is affected and ends on the day proceeding that on which duty is resumed.
- GMIT weekly holidays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.
- Unless otherwise specified, enjoyment of leave shall follow a calendar year.

6. Combination of Leaves:

No leave shall be permitted to combine with any other kind, except in the case of CL and SL together. Combining of any other category of leave with CL or SL, if needed, may be permitted at the sole discretion of the sanctioning authority on being satisfied of the justification submitted.

7. Categories of Leaves:

There are nine (9) categories of leaves entitled by the full-time regular employees of the institute. These include: (1) Casual Leave (CL), (2) Duty Leave (DL), (3) Sick Leave (SL), (4) Earned Leave (EL), (5) Higher Study Leave (HSL), (6) Compensatory Leave (CSL) and other special types of leaves like (7) Maternity Leave (ML), (8) Paternity Leave (PL), and (9) Vacation Leave (VL).

7.1 Casual Leave (CL):

- All employees shall get 12 days of CL on a pro-rata basis.

- CL cannot be availed for less than half-a-day.
- CL cannot be carried forward to the next calendar year.
- CL shall not be granted if the total duration of holidays by availing CL, including prefixed and suffixed holidays, exceeds six (6) days at a stretch.

7.2 Duty Leave (DL):

- DL (subject to maximum of 7 days per calendar year) shall be sanctioned for
 - (a) Paper presentation in a seminar/conference/symposium and/or chairing a session in a seminar or a conference once a year,
 - (b) Participation in orientation programme, refresher course, workshops conducted outside the Institute as a participant /delegate once a year,
 - (c) Taking students for industry visits once a year,
 - (d) Attending to duties entrusted by the institute, affiliated university and related government bodies.

7.3 Sick Leave (SL):

- All employees shall get 6 days of SL on a pro-rata basis.
- SL cannot be availed for less than a day.
- SL can be carried forward to the next calendar year, with the upper limit of 90.
- An employee, who avails SL for more than one (1) day, shall have to produce a medical certificate from a registered medical practitioner on rejoining duty.
- An employee, who has been on SL for more than seven (7) days, shall return to duties only after producing a medical certificate of fitness from a registered medical practitioner.

7.4 Earned Leave (EL):

- All employees shall get 6 days of EL on a pro-rata basis.
- EL cannot be availed for less than a day.
- EL cannot be availed before completing six (6) months of service as a regular employee.
- EL can be carried forward to the next calendar year, with the upper limit of 90 which is encashable every 5 years or on resignation/retirement.

7.5 Higher Study Leave (HSL):

- HSL (subject to maximum of 2 days per month) shall be sanctioned to those faculty members who are doing PhD from any AICTE/UGC recognized Institute/University, provided, the prospective faculty member (a) produces a copy of the PhD registration or enrolment certificate from the Institute/University, (b) submits a

progress report of the PhD work every six-month, and, (c) executes a bond with GMIT on non-judicial stamp paper declaring that he/she would serve GMIT at least three years after finishing PhD.

- HSL cannot be availed for less than half-a-day.
- HSL cannot be carried forward to the next month and/or next calendar year.
- HSL shall be given for five (5) years or till the submission of the PhD thesis, whatsoever is lesser.

7.6 Compensatory Leave (CSL):

- An employee, who has been asked to work for GMIT for minimum 4 hours on any declared holiday, shall be entitled to get a CSL. However, a common CSL may be declared for all at the sole discretion of the sanctioning authority.
- CSL cannot be availed for less than a day.
- CSL cannot be carried forward to the next calendar year, and it has to be availed within 60 days from the day of extra work.

7.7 Maternity Leave (ML):

- ML (subject to maximum of 3 months with full pay and another 3 months without pay) shall be sanctioned to a married female employee, provided the employee (a) approves the ML at least 30 days prior to the date of commencement of leave, (b) produces all supporting documents with a medical certificate issued by a registered medical practitioner indicating the expected date of delivery, (a) indicates the required leave period mentioning pre- and post-natal period, and, (b) submits a copy of the birth certificate of the baby as well as produces a medical certificate of fitness from a registered medical practitioner at the time of rejoining.
- ML (subject to maximum of 1 month with full pay) can also be availed in case of illness arising out of premature delivery or miscarriage, provided the female employee produces all supporting documents along with a medical certificate of fitness issued by a registered medical practitioner.
- ML (subject to maximum of 1 month with full pay and another 1 month without pay) shall also be sanctioned to a married female employee, who adopts a child below the age of one year, provided the employee (a) approves the ML at least 30 days prior to the date of commencement of leave, (b) produces all supporting documents in original, and, (c) submits a medical certificate of fitness from a registered medical practitioner at the time of rejoining.
- ML can be claimed only twice during the entire service period of a married female employee, with a gap of at least two (2) years between the two periods of ML.
- Intervening weekly/public holidays shall be counted in all the above days of ML.

7.8 Paternity Leave (PL):

- PL (subject to maximum of 7 days) shall be sanctioned to a married male employee who has recently become a father, provided, the employee (a) claims the leave within six (6) months of the birth of the baby, and, (b) submits a copy of the birth certificate of the baby where his name is mentioned as the father.
- PL can be claimed only twice during the entire service period of a married male employee.
- Intervening weekly/public holidays shall be counted in these 7 days of PL.

7.9 Vacation Leave (VL):

- The sanctioning authority may, at its sole discretion, declare Summer/Winter/Puja vacation for teaching staff, provided, (a) the total number of vacations shall not exceed three in any calendar year, (b) none of the VL exceeds ten days at a stretch, and, (c) all faculty members try to take part in FDP for self up-gradation during these periods and submit the proof of the same after any VL.
- The sanctioning authority may, at its sole discretion, merge extra day(s) of work as one or more common CSL with these vacations.
- VL shall be partly applicable to employees other than teaching staff, who has to continue all sectional works (such as Admin section or Admission section or Accounts section or Estate section) by rotation basis, and a complete list of rotational duty of each such section has to be submitted to the sanctioning authority a-priori.
- All employees, availing VL fully or partly, have to be present either on the closing day or on the opening day for the full day, failing which the VL shall be treated as absence without leave.

8. Daily Attendance:

- Daily both IN and OUT attendance through biometrics/attendance register is mandatory for all employees who commute daily. An employee, who doesn't put any attendance or puts only either of these two, shall be treated as absent without leave.
- The usual working hours for different categories of employees shall be notified from time to time. An employee/group of employees may be assigned different working hours on need basis.

- An employee, who attends duty within 45 minutes after normal time of reporting, shall be considered 'Late'. Similarly, an employee, who leaves institute premises within 45 minutes before normal time of departure, shall be considered 'Early'.
- Three (3) such 'Late' or 'Early' (or a combination of these) shall be considered per employee per month without any penalty. Any fourth count (including combination of these) shall attract a day's CL or CSL or SL or EL.
- An employee, who attends duty after 'Late' hours or leaves before 'Early' hours, shall attract half-a-day's leave on each such occasion. However, an employee, who is found to be present in the duty for less than 4 hours, shall attract a full day's leave. An 'Early hour Half-day Leave' has to be approved by the sanctioning authority before leaving.
- No employee shall leave the institute premises during working hours without the permission of the reporting officer (Principal, in almost all cases, and Registrar, for group-C or group-D employees). Any employee, who is found absent from place of work during working hours without proper permission, shall be treated as absent without leave.

9. Leave Without Pay:

- All 'absence without leave' shall be treated as 'Leave without Pay'. Proportionate reductions, in those cases, shall take place from monthly salary, savings and other benefits as well as annual increment/ex-gratia payment and other entitlements.
- An employee, who doesn't have sufficient leave in account of any category, shall attract leave without pay with proper justification.

10. Career Advancement (Faculty):

Pay scale is considered as per AICTE gazette notification dated 5.3.2010. Increments shall be considered either on 1st January or on 1st July of every year, as applicable. Increment shall be 3% of Band Pay + Grade Pay, as per AICTE notification.

Prof. Abhijit Mitra
(Principal, GMIT)
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