



GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051)

Affiliated to SBTE, Bihar
ISO Certified 9001:2015

S. Ashish Daniel
Secretary & Director

C. Rama Gopal
Principal

Ref. No.: GPC/IQAC/POLICY/32

Date: 01.07.2023

Leave Policy Document

Preamble:

In recognizing the importance of work-life balance and the well-being of our faculty and staff, GEMS Polytechnic College establishes this Leave Policy. This policy aims to provide guidelines and procedures for the fair and consistent administration of leave entitlements. We acknowledge the diverse needs of our employees and strive to accommodate them while ensuring operational efficiency. Through this policy, we affirm our commitment to fostering a supportive and inclusive work environment. By adhering to these principles, we aim to promote productivity, morale, and overall organizational success.

Leave-Policy Term:

The following Leave Policy is applicable for the period from July 1, 2023, to June 30, 2024.

Eligibility:

- All regular full-time teaching faculties of our Institution are eligible to apply for leaves as outlined in this policy.
- This will be subject to the condition that leave can't be claimed as a matter of right and leave sanctioning authority may refuse or revoke leave of any kind except on medical grounds.



NH - 2, Jogiya More, Ratanpura, Aurangabad, Bihar - 824121
Website: www.gemspolytechnic.edu.in E-mail: polytechnic@gemsbihar.org
07070066877, 7366889683, 7366889684

Request & Approval:

- The teaching faculties must submit a leave application through the designated leave management system (VMEDULIFE Software) to their Head of the Department well in advance, with reasonable notice.
- The leave application should be submitted in advance, except in cases of unforeseen circumstances or emergencies.
- Approval is subject to the operational needs of the institution and may be granted at the discretion of the management.
- The teaching faculties are expected to return to work promptly upon the completion of their approved leave. Any leaves taken with permission beyond the allotted or approved leave would be considered a Loss Of Pay (LOP).
- Kindly refrain from requesting "Loss of Pay (LOP)" as there is no category or provision for it.
- Failure to complete the biometric attendance entry will result in faculty being considered to be leave, such failures can be corrected on vmedulife upto twice a month.

Vacation Travel Allowance:

- Round-trip Travel Allowance (TA) will be provided to all individuals whose hometown is located more than 500 km away.

Policy Category:

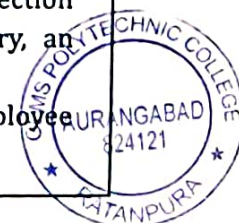
The leave policy is structured into the following categories:

- Teaching Faculty
- Teaching Assistant, Librarian, Accountant, Clinical Staff
- Non-Teaching Faculty & Office Assistant



Leave Policy - Teaching Faculty

Types of Leave	Allotted days	Approval Authority	Remarks
Casual Leave (CL)	12	HoD & Dean of Academics	<ul style="list-style-type: none"> • 1 CL will be credited every month that can be accumulated and up to 3 days availed at a time. • 2 CL will be approved by HOD • More than 2 CL will be approved by the Dean of Academics.
Medical Leave (ML)	6	HoD & Dean of Academics	<ul style="list-style-type: none"> • Less than 3 days can be approved by HOD CL and 3ML can be clubbed during emergencies and needs Dean's Approval.
On Duty (OD)	-	Dean & Principal	<ul style="list-style-type: none"> • The institution will grant on-duty leave for tasks associated with purchasing, promotions, and official meetings (<i>SBTE, AICTE, DRCC etc.</i>)
Bereavement Leave (BL)	3-6	Principal/ Director	<ul style="list-style-type: none"> • In the case of a death in the immediate family. 3 days for travel less than 500km and 6 days for more than 1500km
Special Leave (SL)	8	Dean & Principal	<ul style="list-style-type: none"> • Special leave may be granted when a teaching faculty member wishes to attend or contribute to conferences/ seminars / symposia / practical training/workshops. In or out of India shall be entitled to special leave for up to 8 days in a calendar year. • <i>(Please support such applications with the invitation and your contribution to such events)</i>
Maternity Leave (MTL)	90/120	Principal & Director	<ul style="list-style-type: none"> • Maternity leave is up to three months(90 days) and can be taken anytime during the pregnancy or after delivery as per the choice of the particular worker. • Anyone who wants to avail leaves before delivery will have a plan within the routine grant of four months only. • For Post Delivery Complications, C-section delivery and instrumental delivery, an additional 1 month can be availed. • This leave will be paid only if the employee has completed 11 months at GEMS.

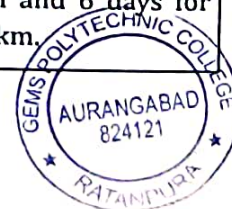


Paternity Leave (PL)	3 - 6	Principal & Director	<ul style="list-style-type: none"> • Paternity Leaves may be granted for 3 days before or up to 30 days from the date of delivery of the child. • 3 days are granted for staff with travel distances less than 500 km and 6 days for distances greater than 1500 km.
Annual Leave (AL)	30	Principal & Director	<ul style="list-style-type: none"> • The employees who have completed 11 months of service as of the first day of their vacation will be eligible for annual leave. • The employee has to be present on the closing date of college and on the opening date of college failing to be present, the number of holidays falling in between will be considered as a Loss of Pay (LOP).
Marriage Leave (MRL)	3 - 6	Principal & Director	<ul style="list-style-type: none"> • Leave allocation is determined by the distance. If the distance exceeds 1500 km, an allotment of 6 days will be provided. • Conversely, for distances less than 500 km, a total of 3 days will be allocated.
Late Coming / Early Going	2 per month	HOD	<ul style="list-style-type: none"> • A maximum of two instances of arriving late or leaving early is permitted within a month. • Late arrivals up to 50 minutes past 8:45 am will be considered permissible as an instance of late coming. • Similarly, early departures between 3:50 pm and 4:40 pm will be considered as an instance of early going. • Every third occurrence of Late Coming (LC) or Early Going (EG) will be considered as 1 Casual Leave (CL). • (Ex. 3-5 LC/EG = 1CL, • 6-8 LC/EG = 2CL, 9-11 LC/EG = 3CL)



Leave Policy - Teaching Assistant, Librarian, Accountant, Clinical Staff.

Types of Leave	Allotted days	Approval Authority	Remarks
Casual Leave (CL)	10	HoD & Dean of Academics	<ul style="list-style-type: none"> • 1 CL will be credited every month that can be accumulated and up to 3 days availed at a time. • 2 CL will be approved by HOD • More than 2 CL will be approved by the Dean of Academics.
Medical Leave (ML)	4	HoD & Dean of Academics	<ul style="list-style-type: none"> • Less than 3 days can be approved by HOD • CL and 3ML can be clubbed and needs Dean's Approval.
On Duty (OD)	-	Dean & Principal	<ul style="list-style-type: none"> • The institution will grant on-duty leave for tasks associated with purchasing, promotions, and official meetings (<i>SBTE, AICTE, DRCC etc.</i>)
Bereavement Leave (BL)	3- 6	Principal/ Director	<ul style="list-style-type: none"> • In the case of a death in the immediate family. 3 days for travel less than 500km and 6 days for more than 1500km.
Maternity Leave (MTL)	90/120	Principal & Director	<ul style="list-style-type: none"> • Maternity leave is up to three months(90 days) and can be taken anytime during the pregnancy or after delivery as per the choice of the particular worker. • Anyone who wants to avail leaves before delivery will have a plan within the routine grant of four months only. • For Post Delivery Complications, C-section delivery and instrumental delivery, an additional 1 month can be availed. • This leave will be paid only if the employee has completed 11 months at GEMS Polytechnic.
Paternity Leave (PL)	3 - 6	Principal & Director	<ul style="list-style-type: none"> • Paternity Leaves may be granted for 3 days before or up to 30 days from the date of delivery of the child. • 3 days are granted for staff with travel distances less than 500 km and 6 days for distances greater than 1800 km.



Annual Leave (AL)	25	Principal	<ul style="list-style-type: none"> • The employee who has completed 11 months of service as of the first day of their vacation will be eligible for annual leave. • The employee has to be present on the closing date of college and on the opening date of college failing to be present, the number of holidays falling in between will be considered as a Loss of Pay (LOP).
Marriage Leave (MRL)	3 - 6	Principal & Director	<ul style="list-style-type: none"> • Leave allocation is determined by the distance. If the distance exceeds 1500 km, an allotment of 6 days will be provided. • Conversely, for distances less than 500 km, a total of 3 days will be allocated.
Late Coming / Early Going	2 per month	HOD	<ul style="list-style-type: none"> • A maximum of two instances of arriving late or leaving early is permitted within a month. • Late arrivals up to 50 minutes past 8:45 am will be considered permissible as an instance of late coming. • Similarly, early departures between 3:50 pm and 4:40 pm will be considered as an instance of early going. • Every third occurrence of Late Coming (LC) or Early Going (EG) will be considered as 1 Casual Leave (CL). (Ex. 3-5 LC/EG = 1CL, 6-8 LC/EG = 2CL, 9-11 LC/EG = 3CL)



Leave Policy - Non-Teaching Staff, Office Assistant

Types of Leave	Allotted days	Approval Authority	Remarks
Casual Leave (CL)	9	HoD & Dean of Academics	<ul style="list-style-type: none"> • 1 CL will be credited every month that can be accumulated and up to 3 days availed at a time. • 2 CL will be approved by HOD • More than 2 CL will be approved by the Dean of Academics.
Medical Leave (ML)	3	HoD & Dean of Academics	<ul style="list-style-type: none"> • Less than 3 days can be approved by HOD CL and 3ML can be clubbed and needs Dean's Approval.
On Duty (OD)	-	Dean & Principal	<ul style="list-style-type: none"> • The institution will grant on-duty leave for tasks associated with purchasing, promotions, and official meetings (SBTE, AICTE, DRCC etc.)
Bereavement Leave (BL)	3- 6	Principal/ Director	<ul style="list-style-type: none"> • In the case of a death in the immediate family. 3 days for travel less than 500km and 6 days for more than 1500km.
Maternity Leave (MTL)	90/120	Principal & Director	<ul style="list-style-type: none"> • Maternity leave is up to three months(90 days) and can be taken anytime during the pregnancy or after delivery as per the choice of the particular worker. • Anyone who wants to avail leaves before delivery will have a plan within the routine grant of four months only. • For Post Delivery Complications, C-section delivery and instrumental delivery, an additional 1 month can be availed. • This leave will be paid only if the employee has completed 11 months at GEMS Polytechnic.



Paternity Leave (PL)	3 - 6	Principal & Director	<ul style="list-style-type: none"> • Paternity Leaves may be granted for 3 days before or up to 30 days from the date of delivery of the child. 3 days are granted for staff with travel distances less than 500 km and 6 days for distances greater than 1800 km.
Annual Leave (AL)	15	Principal	<ul style="list-style-type: none"> • The employee who has completed 11 months of service as of the first day of their vacation will be eligible for annual leave. • The employee has to be present on the closing date of college and on the opening date of college failing to be present, the number of holidays falling in between will be considered as a Loss of Pay (LOP).
Marriage Leave (MRL)	3 - 6	Principal & Director	<ul style="list-style-type: none"> • Leave allocation is determined by the distance. If the distance exceeds 1500 km, an allotment of 6 days will be provided. • Conversely, for distances less than 500 km, a total of 3 days will be allocated.
Late Coming / Early Going	2 per Month	HOD	<ul style="list-style-type: none"> • A maximum of two instances of arriving late or leaving early is permitted within a month. • Late arrivals up to 50 minutes past 8:45 am will be considered permissible as an instance of late coming. • Similarly, early departures between 3:50 pm and 4:40 pm will be considered as an instance of early going. • Every third occurrence of Late Coming (LC) or Early Going (EG) will be considered as 1 Casual Leave (CL). • (Ex. 3-5 LC/EG = 1CL, • 6-8 LC/EG = 2CL, 9-11 LC/EG = 3CL)



Revision History:

- Version 1.0 - [07/08/2019] - Initial Draft submitted for review.
- Version 2.0 - [22/09/2021] - Revision to remove Emergency Leave.
- Version 2.1 - [27/10/2021] - Maternity Leave reduced to 90 days for no complications.
- Version 3.0 - [09/05/2023] - Revision of the leaves based on the Role.
- Version 3.1 - [28/06/2023] - Tabulated the data for easy reading.

Approval:

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 01.07.2023

College Seal:



Reviewed by

Raghu
01/07/2023

Principal

PRINCIPAL
GEMS Polytechnic College
Ratanpura, Aurangabad

Approved by

AA
01/07/2023

Director

DIRECTOR
GEMS Polytechnic College
Ratanpura, Aurangabad
Bihar-824121