



GLOBAL ACADEMY OF TECHNOLOGY
Autonomous Institution Affiliated to Visveswaraya Technological University
Approved by UGC, AICTE and Govt of Karnataka



Office of the Internal Quality Assurance Cell

LEAVE POLICY

Policy Reference No.: GAT/IQAC/HR/LEP/V

Release Date: July 02, 2025 | Wednesday

Recommending Authority: Joint Board of Studies

Ratifying Authority: Academic Council of the Institution

Approving Authority: The Governing Council of the Institution

Process Owner: Human Resources Department / Dean (Internal Quality Assurance Cell)

Date of Approval: July 02, 2025

Version: 3.0

Proposed timeline for review: Before commencement of AY 2027-28

EMPLOYEE LEAVE POLICY

Policy Statement & Objective

At Global Academy of Technology, we recognize the importance of work-life balance and employee well-being. Our comprehensive leave policy is designed to provide our staff with adequate time off for rest, personal matters, and family responsibilities. We offer various types of leave, including earned leave, casual leave, maternity/paternity leave, and compensatory leave. The specific allowances and eligibility criteria for each leave type are outlined below. We strive to ensure that our leave policy is fair, equitable, and in compliance with labour laws.

Applicability

These leave rules apply to all Teaching and Non- Teaching Staff of the Global Academy of Technology (GAT) as per the respective eligibility criteria specified under each category.

Right of Leave

Leave cannot be claimed as a matter of right by any employee whatsoever, and when exigencies of work so demand, leave of any description may be refused or revoked, postponed, or reduced by the authority empowered to sanction leave.

General Rules

- Leave shall not be claimed as a matter of right. Discretion to grant, refuse, or cancel leave is reserved with the HOD/HR, Principal and Management.
- Leaves are accounted for the calendar year from **January to December** every year.
- The employee appointed on a contract basis will be granted leave according to their contract terms.
- It is compulsory for all Employees to be present on the last working day and first working day of the Academic Term.
- No Employee on leave shall take up any employment for profit or gain externally.
- Leave sanctioning authority may refuse or revoke leave of any kind.
- Leave will not be granted to Employee who are under suspension.
- To plan and ensure the smooth functioning of the classes, leaves should be applied one week in advance and sanctioned after alternative arrangements are made for the classes.
- Absence from duty after taking leave entails disciplinary action. Absence without leave will constitute an interruption in service.
- Leave is a provision to stay away from office work for genuine reasons with authorities' prior approval.
- Leave ordinarily begins from the date on which leave as such is availed and ends on the day preceding the date on which duty is resumed.
- No leave shall be granted beyond the date on which a member of the Employee must compulsorily retire.

- If an employee resigns from GAT, they are not eligible for any form of leave due to their credit.
- Any kind of leaves will lead to **LOSS OF PAY** from full and final settlement salary.
- The leave account will be maintained separately for each employee.
- Any type of planned/unplanned leave availing must be avoided during the semester working days, as it affects the academic process. In emergency/exceptional cases, concerned authorities may approve provided alternative arrangements are made for the regular academic activities.
- Avail the leave only if required, rather than just taking leave to complete the quota of leaves.
- Considering all the availed leave in a year other than holidays, they should not exceed more than 60 (Sixty) days of leave (except Maternity leave), with prior permission obtained by the Principal/Management.
- Employees must submit their duties while on leave. They must make up the number of classes/labs taken to compensate for lost labs/classes due to leave.
- If an employee is taking leave for more than **3 consecutive days**, they must have handled advance classes/labs that are to be missed while on leave.
- In case the employee arrives late, permission should be taken from the respective HOD and should be informed to the HR Department along with a permission letter.
- Once the Employee has clocked in, it is expected that the employee will remain present at their designated location in class as per the timetable. If, for certain reasons, the employee is supposed to go out, written permission shall be taken from the reporting HOD. In case the permission is not taken, then it is at the discretion of the reporting Authority to consider the case or mark it as a **half day/ day off**.
- The holidays are determined by the Management and the Management will have the right to make changes to such days declared as public holidays if the circumstances so warrant.
- Though employees are entitled to all the holidays as in the policy, it is to be clearly understood that employees may be called on a holiday, to attend official work/Examination duty/Meetings/Workshops/ Trainings or for any other purposes connected with GAT or go out on any GAT work (including educational trips) as required, notwithstanding the fact that it is a holiday.
- In addition to the above holidays, for any unforeseen circumstances, the holiday will be officially announced by GAT. Such unplanned holidays are to be compensated for by working on another holiday, which will be decided by the management.

Attendance

- Everyday attendance will be tracked through the Biometric device
- Failure to sign the Login in Biometric device may result in the Employee being marked absent for the day.
- The late marks will be identified by HR at GAT which will further lead to pay cut.

- Employees are allowed a maximum of two late arrivals and two permission-based late arrivals per month.
- In case of any dispute on the same and the reasons for late arrival are not justified by the Employee, then the issue is to be escalated/taken to the HR at the end of the month.
- In-case an employee has gone on an official outdoor duty, he/she should fill-in the outdoor duty authorization form duly authorized by his/her immediate superior to regularize the attendance and submit it to the HR.

Working Hours

- Employees are required to complete 8 working hours mandatorily. Failure to comply may result in disciplinary action.
- The normal working hours at GAT campus will be from 08:00 am to 5:00 pm from Monday to Saturday. and may vary as per Grades/and Shifts assigned to you and based on your role and function, the same or in case there is a change shall be intimated to you by the respective Head of the Department.
- An employee can opt for any of the below timelines as per their class schedules and departmental requirements. Once the slots are opted, one has to strictly adhere to the opted schedule.
 - 8.30 AM to 4.30 PM
 - 9.00 AM to 5.00 PM
 - 9.30 AM to 5.30 PM
 - 10.00 AM to 6.00 PM
- All the employees are eligible for 'Two' one hour permissions in a month with the approval of the HOD.
- All the employees are eligible for 'Two' late comings in a month with a grace time of 15 minutes and the approval of the HOD.

Responsibilities of Employee before going for the Leave

- Inform the Head of the Department & HR about the contact details during leave where the employee shall be contactable in case of an emergency.
- If for any reason the leave is to be extended, the employee is supposed to take approval for the same from the reporting HOD with the intimation to the HR through mail or in writing before the expiry of the leave. In case the employee fails to do so, then the extra leave taken will be treated as leave without pay.
- If the leave extension is on medical grounds, the request must be supported by a certificate from the medical practitioner certifying the illness and the probable period of recovery.
- The HR Department shall then inform the Employee whether the leave has been sanctioned or not sanctioned and how the leave will be categorized.

Kinds of Leave

General Holidays

- The holidays (other than Sundays) will be restricted to as per GAT Calendar (considering the significance of the holidays in a local context). Which will be decided by the management.
- An employee may be called for work on general holiday(s)/ Sunday, if there is a need and urgency to complete some work. If a person attending to work on general holiday, he/she can avail compensatory leave on any other day.

Casual Leave

- 6 days (accrued for January to June period), 6 days (accrued for July to December period), 12 days of CL (in total) per year.
- Any unused Casual leave accrued in the first Half Year (Jan to June) will automatically be carried forward to the Second half year (July to December).
- Staff can apply for minimum of ½ day CL and a maximum of 3 CL in one instance.
- Eligible for one CL per month leading to 12 Days per calendar year and Unused CL is carried forward to subsequent month for Probation period and Consultants.
- OOD **cannot be** prefixed or suffixed with CL/EL
- If an employee takes leave on both Saturday and Monday (whether CL or EL), Sunday will also be counted as a leave day and deducted from their total available leave.

On Official Duty

- Official Duty (OOD) is granted for Employee going on examination and evaluation related works of the University. A maximum of 8 days per semester is allowed for a Permanent Employee and 6 days per semester for probationary employees.
- OOD is granted to the Employees deputed to conferences, Training Faculty development programs and other technical events. The OOD's also consists of QIP.s, Autonomous Examination, workshops etc.

Earned Leave

- Earned Leave (EL) can be availed in one academic year – January to December
- Earned Day can be sanctioned at the discretion of HOD.
- Earned Leave can be availed only after prior sanction. Sundays and other holidays can be prefixed or suffixed to the earned leave; however intervening Sundays and holidays will be counted against EL entitlement.
- Earned Leave can be availed only after completing one year of service.
- Earned Leaves cannot not be encashed
- Minimum 5 days of EL should be availed for Teaching Staff.
- Minimum 3 days of EL should be availed for Teaching Staff.
- Minimum of 5 days of EL can only be carry forwarded to the next year.

Restricted Holiday

- Restricted holidays are granted under specific circumstances for religious holidays not already recognized as official holidays.
- Restricted holidays require prior approval from your HOD and the HR
- Employees can avail of up to Two restricted holidays per year.
- Restricted Holidays can be availed only after completing one year of services.

Maternity Leave

- All women on regular roles are entitled to maternity leave for a period of 26 weeks with monthly gross pay.
- In case of miscarriage/other related medical conditions, all employees eligible for Maternity leave shall be entitled to leave for a period of 30 calendar days immediately following the day of her miscarriage. The request for such leave must be supported by a Medical Certificate from a qualified medical practitioner.
- In case of Probationary Employees the maternity leave will be for the period of 90 days without pay.
- Application for Maternity leave should be supported by a certificate from the Registered attending Gynaecologist prior delivery and birth certificate of the baby.

Paternity Leave

- Eligible male employees are entitled to paternity leave for a period of three (3) days.
- Paternity leave must be taken within six months of the child's birth.
- Employees must provide a copy of the birth certificate to the HR department to avail paternity leave.
- Paternity leave is considered paid time off and does not affect the employee's accrued vacation or sick leave.

Sabbatical Leave

- Employees are eligible for sabbatical leave for a period of one year subject to completion of five years of service in the institution and approval of the management.

Leave for Temporary and Part-time Employees

- Part-time employees are eligible for leave as per the terms of their employment, which is normally decided on a case-by-case basis, at the time of appointment.

Leave on Loss of Pay (LLP)

- If an employee has no leave available to his/her credit, he/she may request leave on loss of pay under exceptional circumstances.

- Leave without pay shall be at the sole discretion of the management and shall not be claimed as a matter of right.
- It must be clearly understood that during Leave without Pay, each calendar day shall be recorded as a day without pay.
- Leave without pay is applicable to all employees and it is only a privilege and not a right. If the LLP exceeds 15 days in an appraised year, the increment liable to be postponed to next year and the earned leave will be reduced for the corresponding days.
- Leave on loss of pay, if permitted (irrespective of the period), shall be treated as BREAK IN SERVICE.

Absence from Duty due to Bandh etc.

- As such GAT does not subscribe to bandh as legitimate means of protest and therefore no special leave will be sanctioned to the Employee on days of bandh. If the Employee is prevented from attending duty due to obstruction or non-availability of transport facility, the same must be explained in writing to the HOD and HR.
- The Management has the option of declaring a holiday on such days and compensating the same with work on a holiday.

Furnishing address during leave

- An Employee who is on sanctioned leave and leaves his place of duty, should furnish to the office of GAT, the address at which he/she can normally be contacted while out of station.

Declared Holidays

- The office of GAT, including its offices, will remain closed on Government declared holidays. Such days should be identified and informed at least two weeks in advance. The day of election to Parliament, State Legislative Assembly, and Local Bodies will be a holiday for Employee concerned.

Extraordinary Leave (Leave without Allowance/Pay)

- An Employee may be granted extra ordinary leave.
- On medical grounds, when there is no other kind of leave at his/her credit.
- On any other exigencies if the Management is fully satisfied with the reason given by the employee
- Up to maximum of one year at a time and a maximum of three years during the whole period of his/her service.
- The Employee shall not be entitled to get any pay or allowances or such other financial benefit for such period of leave
- The said extra ordinary leave shall not count for the purposes of reckoning the period of leave ;for the grant of increments; as also for reckoning the period of satisfactory service for grant of promotion and other statutory benefits.
- Extraordinary leave can be clubbed with any other leave.

Compensatory Leave

- An employee who is required to work on Sundays and Holidays in view of the exigencies of work, may opt for Compensatory leave which will be sanctioned by the Head of the Institution. Such leave is to be utilized within 30 days and will lapse automatically if not availed within stipulated time.

Leave Type	Principal, Campus Director, Deans, Functional Managers (Admissions, Placements, HR, others)	Probation Period Employees	HOD's, Professors, Associate Professors, Assistant Professors	Office of the Principal, IT and Sports Department, and all non-teaching employees	Attenders, Housekeeping, Gardeners
General & Public Holiday	14 days	14 days	14 days	14 days	14 days
Restricted Leave (RH)	2	0	2	2	2
Casual Leave (CL)	12	12	12	12	12
Earned Leave (EL)	15	NIL	24	15	15
Compensatory Off (Comp Off)	As and when required with approval from concerned authority	As and when required with approval from concerned authority	As and when required with approval from concerned authority	As and when required with approval from concerned authority	NA
On Official Duty Leave (OOD)	8 in a Sem	6 in a Sem	8 in a Sem	As and when required with approval from concerned authority	NA
Maternity Leave (Women Employees)	26 weeks	90 days without pay	26 weeks	26 weeks	26 weeks
Paternity Leave (PL)	3	3	3	3	3
Saturday Leaves	1 st and 3 rd Saturdays of every month	1 st and 3 rd Saturdays of every month	1 st and 3 rd Saturdays of every month	1 st and 3 rd Saturdays of every month	1 st and 3 rd Saturdays of every month

Note: For Consultant employees and Visiting faculties – Public holidays, Saturday leaves and CL are applicable.