Gitarattan International Business School

Policy No: GIBS/ADM.POL./24-25/002 **Dated: 02.09.2024**

Corrigendum - Leave Policy & Rules for the Academic Session 2024-2025

Previous Policy No: **001** dated **31.08.2024**
Previous Policy No: **001** dated: **01.09.2023**

Objective

1. These Leave Rules are framed for the smooth implementation of employees' welfare measures consistent with the Institute's requirements.

Applicability

2. The provisions contained in these rules are applicable to all **Full Time** employees of the Institute.
3. The institution shall function as per the academic calendar, released at the start of the new academic session. All must plan their leaves accordingly.

Right to Leave

4. Leave is a privilege and cannot be claimed as a right. Depending on the exigencies, the leave can be denied or revoked by the authority empowered to sanction the leave.

Authority Empowered to Sanction Leave

5. The Director of the Institute or any other member of staff to whom the power has been delegated is empowered to sanction the leave.

Types & Quantum of Leave

6.1 The entitled type of leave for all faculty members and their quantum in a calendar year is given in the table below:

S. No.	Nature of Leave	Duration of Leave	
		For all Faculty Members	**Additional Benefits For A+ & A Category Faculty Performance calculation as per ACR- 2023-2024**
1	Casual Leave (CL)	08 Days in an Academic Year	N/A
2	Medical Leave (ML)	05 Days in an Academic Year	N/A
3	Vacation Leave (VL)	12 Days in an Academic Year	06 Days in an Academic Year
4	Earned Leave (EL)	06 Days in an Academic Year **(Only for Confirmed Staff)**	N/A
5	Academic Enhancement Leave (AEL)	06 Days in an Academic Year	N/A
6	University Evaluation & Examination Leave (UEEL)	06 Days in an Academic Year	N/A
7	Additional Benefit*	**One per month (2nd Saturday)**	**One Flexible Saturday in a Month**
8	Short Leave	One per month (of two hours)	
9	Study Leave	Maximum One Year	
10	Maternity Leave	Three months for female employees subject to maximum of two children	
11	Child Care Leave	Three months for female employees subject to maximum of two children	

***Additional Saturday is not a matter of Right**

GITARATTAN INTERNATIONAL BUSINESS SCHOOL
VICE CHAIRMAN

02/09/24

(Anirudh Jindal)
Vice Chairman

9. Rules for Study Leave

The following provisions govern the granting and utilization of Study Leave for faculty members at the Institute. These provisions are legally binding and must be strictly observed:

(a) Confirmation of Employment: Study Leave shall be granted only to faculty members who have been officially confirmed in their employment status by the Management Committee of GIBS. Confirmation must be documented and verified before any Study Leave application is processed.

(b) Post-Leave Service Obligation

1. **Mandatory Service**: Upon completion of Study Leave, the faculty member is obligated to serve the Institute for a minimum period of two (2) years. This obligation is non-negotiable.
2. **Affidavit Requirement**: Prior to commencing Study Leave, the faculty member must provide a legally binding affidavit affirming their commitment to fulfill the one-year service requirement upon return. This affidavit must be submitted to the HR department for verification and record-keeping. Failure to submit the affidavit will result in the denial of the Study Leave application.

(c) Nature of Leave

1. **Paid or Unpaid Leave**: The Study Leave may be granted as either paid or unpaid leave, at the discretion of the Management. The decision regarding the nature of the leave will be made based on the Management's assessment and is final.
2. **Notification of Leave Type**: The faculty member will be notified of the decision regarding the type of leave (paid or unpaid) prior to the commencement of the Study Leave. This decision is binding and cannot be contested.