



Office of the Principal
Heritage Institute Of Medical Sciences, Varanasi

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Date 30/12/2024

Leave rules for Faculties, SRs & Non-teaching staff w.e.f. 01 January 2025


The following shall govern the grant of leave to the Faculties, SRs & Non-teaching staff (NTS) and shall supersede all previous notifications regarding Leave Rules for Faculty & Non-teaching staffs:

1. Every Faculty, SR and NTS will have one holiday per week i.e. Sunday. If an employee is working on Sunday, then in lieu of that, one "day off" will be given without deduction of salary.
2. All declared national holidays and gazetted/public/festival holidays for every year as declared by HIMS before start of each calendar year will be paid holidays, in addition to planned leaves (PL). If working on such declared holidays, then 'Compensatory Off' to be given by HODs with the approval of Principal. Compensatory-off has to be taken within 15 days of performing such duty and cannot be combined with any other leave/Sunday/holiday.
3. **Planned Leave:**
 - a. Planned Leaves (PL) will include Earned leave, Casual leave and Medical leave.
 - b. All faculties and NTS are authorized 30 days PL irrespective of numbers of years of service, however during first year of service it will be given as per the total period served during the year.
 - c. 30 days PL per year will be applicable for the full time faculties & NTS only, working from 09:00 am to 05:00 pm (6 days). **Faculties/staff who are working minimum 1 day per week will be given only 5 days PL per year, 2 days per week will be given only 10 days PL per year, 3 days per week will be given only 15 days PL per year, 4 days per week will be given only 20 days PL per year & 5 days per week will be given only 25 days PL per year. Leaves & pay are proportionate to the timings given to the institute.**
4. **Academic Leave:**
 - a. 08 days of Academic Leave (AL) may be availed by an SR or an Assistant Professor or an Associate Professor or a Professor.
 - b. AL will be given to faculties to conduct examinations as External Examiner, to attend Conferences, Seminars and Workshops.
 - c. To avail AL, an invitation letter from concerned university/college to conduct exam as External Examiner or fee deposited to attend the conference along with Certificate of Participation will have to be submitted.
 - d. AL is permissible only to those who work full time during all six days or at least five days in a week. No AL will be given to NTS.
5. **Duty Leave:**
 - a. Duty Leave (DL) will be given by the Principal for performing any official duty/work of the HIMS.
 - b. If a faculty member is nominated as Observer by Atal Bihari Vajpayee Medical University U.P. Lucknow (ABVMU), he/she may apply of DL.
6. **Summer vacation and winter vacation:**
 - a. Faculty Members (Prof, Assoc Prof and Asst Prof) shall be allowed either 7 days leave for summer vacation or 7 days leave for winter vacation, provided the backup faculty is present in the Dept.
 - b. Summer/winter vacation shall not be applicable for SRs.



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7. **Maternity Leave:**
- Faculties and NTS, who have completed one year of service, shall be eligible for 90 days Maternity Leave with 50% salary. The salary for maternity leave will be paid to the applicant, only after she re-joins the duty.
 - Maternity leave will also be sanctioned for those who have not completed one year of service, but it will be without salary.
 - Maternity benefit is granted for up to two living children.
 - In case of miscarriage 15 days of maternity leave will be granted.
8. **Leave without pay (LWP):** 15 days LWP may be granted to a needy employee if he/she has exhausted all other entitled leave.
9. **Leave in advance:** No leave shall be sanctioned in advance for the next year of service. It will be treated as Leave without pay (LWP), if more than the approved planned leaves are taken by faculties/staff.
10. **Prefix and suffix:** Leaves can be prefixed & suffixed with Sundays & holidays. Sunday or a holiday falling in between leave period will be counted as leave.
11. **Carry forward of PL:** 10 days PL can be carried forward to the next year and can be availed any time till the end of next year for the faculties and NTS. However, such leave can be prefixed or suffixed with Sunday/holiday.
12. **Leave Encashment:** All employees drawing pay less than or equal to Rs. 25,000.00 may encash their balanced PL from ensuring year, if they do not wish to carry it forward to the next year.
13. There will be no half day leave.
14. **Leave application procedure:**
- Leave will be applied online through proper channel to the Principal on 'greytHR Portal'. Leave sanctioning Authority will be the Principal cum CMS. Leave cannot be claimed as a right.
 - Leave will be applied 03 days in advance & HOD will ensure replacement. As a guideline 75% of faculty should be available at any given time, however in an emergency, HOD can recommend leave of up to 30% of total faculty in the Dept.
 - Leave can be availed only after it has been forwarded by the HOD /MS & sanctioned by the Principal.
 - In case of any emergency, a faculty may apply for leave telephonically.
15. No faculty shall accept any employment with or without remuneration during leave period.
16. **During notice period of resignation:** No leave shall be granted, except for sickness with Medical Certificate from HIMS Specialist, to any employee once he/she has submitted his/her resignation. Absence from duty during this period will be treated as LWP.
17. **Rejoining before expiry of leave:** Administration may permit an employee, if he/she so requests, to rejoin duty before expiry of the leave period.
18. **Redressal:** In case of any dispute regarding interpretation of leaves rules, the management shall be the final authority. Management has the right to modify/amend leave rules at any time for the benefit of the Institute.


Col (Dr) BK Prasad
Principal cum CMS
HIMS

Col (Dr) BK Prasad (Retd)
Principal Cum CMS
Heritage Institute of Medical Sciences
NH-2, By Pass Road, Bhadwar, Varanasi (U.P.)

Copy to:- Hon'ble Chairman -for info Pl.
Vice Principal
Medical Superintendent
Director (Operations)
All HODs & I/c of All sections
Payroll Dept
Office Copy