

**HERITAGE INSTITUTE OF MEDICAL SCIENCES,VARANASI
LEAVE RULES FOR NON-TEACHING STAFF.**

1. HOLIDAYS

1.1. Weekly Holidays

Every employee shall be allowed one holiday per week, to be Known as “off days” without deduction of wages/ salary.

1.2. Festival Holidays

National Holidays and holidays declared by the institute will be observed as closed holidays with full wages and salaries.

1.3. An employee may be required by the management to work on a holiday, However he/she will be entitled to a substitute holiday which may be availed by him/her subsequently with prior approval.

2. LEAVE

The following general principles shall govern the grant of leave to the employees. Leave rules apply to the full time staff.

2.1. Leave cannot be claimed as a right.

2.2. Leave must be applied through proper channel in the prescribed format.

2.3. Leave can be availed only after it has been sanctioned by a competent authority.

In case of emergency, employee may apply for casual leave through Email or telephonically .Employee needs to apply for leave in prescribed format after joining back on duty.

2.4. Depending upon exigencies of service, the competent authority may

A) Refuse, postpone, revoke or reduce leave of any description,

B) Recall any member of staff from leave before it is wholly availed.

C) Permit an employee, if he/she so request, to rejoin duty before expiry of the leave period,

2.5. An employee shall not accept any employment with or without remuneration during the period of leave.

2.6. It is obligatory for every employee to furnish the leave sanctioning authority leave, his/her address with contact number if any before proceeding on leave.

2.7. If an employee, who is on leave, seeks extension thereof, he/she shall make an application through email to HOD/Principal to the competent authority giving reasons. Application shall be made sufficiently in advance so as to enable the office to process the application and communicate the decision to the authority before expiry of the already sanctioned leave.

2.8. No leave or extension of leave shall be deemed to have been granted or extended unless it is sanctioned and communicated to the employee concerned.

2.9. If an employee remains absent for eight consecutive days without prior sanction of leave or permission originally granted or subsequently extended, period absence without any sanctioned leave may be treated as Unauthorized Absence and attracts disciplinary action. And his/her service shall stand terminated automatically with effect from the date of absence commenced. Management at its discretion can terminate the services of an employee. Any punitive actions shall be taken only after proper enquiry and employee will be given adequate chance to present his case before enquiry committee set by management.

2.10 Faculty / staff desires to avail the above leave, shall apply manually through proper channel and obtain prior approval from the Heads of the respective department

2.11. The sanctioning authority shall make sure that routine work / responsibilities at his / her department are not affected.

2.12. The competent authority may ask an employee to join back on duties for inspections of statutory bodies like MCI, University, UGC, etc. It will be mandatory for the faculty member to join back on duty.

2.13 Leave without Pay

Leave without salary may be granted to an employee in the following circumstances

- a. When no other leave is by rule admissible or when other leave is admissible, but the employee concerned applies in writing for grant of leave without pay can be given when an employee is undergoing treatment for prolonged illness, the governing body may at its discretion sanction so much of leave without pay as is required for the treatment of such illness.if application is supported by the medical certificate issued by the medical specialist treating the concerned disease.

- b. Any other reason like illness of family members of the faculty, for going abroad, education of children, etc.

2.14Employees appointed on Regular Basis are entitled to the following types of leave.

Casual leave

Earned leave

Maternity Leave

Leaves for full time Employees are as under:

| Sr No | Type of leave | No |
|-------|---------------|----|
| 1 | Casual Leave | 19 |
| 2 | Earned leave | 12 |

Details of rules of various types are mentioned below.

3. Casual leave

3.1. An employee is entitled to 19 days of casual leave during the calendar year. Employee appointed during the course of the year shall be entitled to casual leave on pro rata basis.

3.2 Casual leave can be combined with any other leave/vacation leave.

3.3 Casual leave not availed by the employee during the calendar year will not be carried forward to next calendaryear.

3.4 Entitlement of casual leave is for the express purpose of meeting unforeseen and emergent situations. Hence casual leave will not be granted for more than 3 days at a time. However, once in a year 6 days of Casual Leave may be granted at a stretch, at the discretion of the Principal. When Casual Leave is combined with Earned leave/Vacation Leave or any other type of leave, Casual Leave should not be more than 3 days.

3.5 Casual leave can be prefixed or suffixed with Sundays & holidays

3.6 If an employee is late upto 30 minutes two times a month, half day casual leave will be deducted.

4. Earned leave

4.1 Employees who have completed one year of service are entitled for earned Leave

4.2 Every employee is entitled to 12 days of earned leave for every completed year of service. Leave become due only at the end of 12th month of physical service. Subsequent entitlement of earn leave will be in proportion to the length of service calculated on monthly basis.

4.3 An employee wishing to avail earned leave must apply for same of for a minimum period of 3 days at a time. Application should be made to the appropriate authority through proper channel at least 7 days in advance in the prescribed form.

4.4 Earned leave must be applied for the required period in to and not in piecemeal. Multiple applications or broken periods shall not be entertained.

4.5 Earned leave can be prefixed by Sundays and Holidays. However, Intervening Sundays/Holidays will be counted in Earned Leave

4.6 Earned leave will be carried forward to next year and can be accumulated. Out of the accumulated Earned Leave, 24 days Earned Leave can be encashed. For encashment of earned leave, the employee has to apply to the Principal

5. Maternity Leave

5.1 Employees who have completed one year of service are eligible for Maternity Leave with salary. The salary for Maternity leave will be paid to the employee, only after he joins back on duty for employees who have not completed one year of service, maternity leave will be sanctioned, but it will be without salary

5.2 Maternity benefit is granted up to two living children. Entitlement is based on number of living children and not on number of deliveries. A woman employee giving birth to twins in the first delivery is not entitled for the maternity leave for second delivery. However, a woman employee with one living child from the first delivery is eligible for the maternity leave if she gives birth to twins in the second delivery.

5.3 The maximum period of entitlement for maternity leave shall be 90 days with full pay of which is not more than 45 days shall precede the date of expected delivery.

5.4 In case of a miscarriage or medical termination of pregnancy, a woman employee, on production of prescribed proof, shall be entitled to 45 days leave with pay immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee. Maternity leave under 5.3 is not admissible in such cases.

5.5 Leave of any other kind may be granted in continuation of maternity leave, if the request for its grant is supported by a medical certificate.

6.0 Leave for Contract staff

Employees on Contract basis are entitled for a weekly off. They are also entitled for 15 days of casual leave during contract period. Employees employed on contract basis are not eligible for any other type of Leaves like earned Leave and Maternity leave.

7.0 MISCELLANEOUS

- 1)** No leave other than casual leave shall be granted to an employee once notice of resignation is given by him / her. Employee who has given notice of resignation should work on his last working day and get relieved.
- 2)** In case of any dispute regarding interpretation of Leave Rules, management shall be the final authority. Management has the right to modify/amend leave rules at any time for the benefit of the Institute.
- 3)** These leave rules will come into effect from 1st January 2020. It will supersede all previous circular regarding leave rules