

# **HERITAGE INSTITUTE OF MEDICAL SCIENCES, VARANASI LEAVE RULES FOR FACULTY**

## **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.

## **2. LEAVE**

The following general principles shall govern the grant of leave to the employees. The Leave Rules are applicable to Faculties and Non Teaching Staff employed on full time basis.

**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, a faculty may apply for casual leave through Email. Faculty 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 a faculty member 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 admissible or when other leave is admissible, but the employee concerned applies in writing for grant of Leave Without Pay it can be sanctioned, 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.

2.14 Employee are entitled to the following types of leave.

Casual leave

Academic leave / Duty leaves

Earned leave

Vacation leave

Study leave

Maternity Leave

Special casual Leave

**Leaves for full time faculty are as under:**

Sr No	Type of leave	No
1	Casual Leave	19
2	Earned leave	12
3	Academic leave / Duty leaves	20
4	Vacation Leave	Summer: 15 days, Winter: 5

		days.
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**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 calendar year.

**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, it should not be more than 3 days.

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

**3.6** If a faculty member is late upto 30 minutes, half day casual leave will be deducted.

### **4. Academic leave/Duty leave**

**4.1** Academic Leave/Duty Leave not exceeding 20 days in calendar year may be granted to the faculty members at the level of Assistant Lectures and above for the following purpose;

Eligibility:

A) To attend professional Conference / Workshops / Seminars / Symposiums.

B) To attend examination related duties and other Universities and Professional Institutions.

C) To attend outstation inspection duties and any other work assigned by the Regulatory / Accrediting bodies such as UCG, MCI, DCI, AICTE, PCI, INC, RCI etc.

D) To attend academic works related to higher studies.

E) To participate in Medical Education technology related conferences/Workshops/training Programmes at MCI Regional /Nodal Centre.

F) To attend official work of the institute.

Faculty desires to avail the above leave, shall apply in the leave application form and to obtain prior approval from the sanctioning authority before proceeding on leave.

The details of the Conference / Workshops / Seminars / Symposium shall be submitted to the approving authority for recording in the personal file of the employee.

Faculty intends to be attend outstation inspection and other work assigned by the Regulatory / Accrediting bodies shall submit copies of the invitation / letter from such bodies to approving authority before proceeding on leave.

**4.2** Academic leave/Duty leave cannot be accumulated.

**4.3** Academic leave/Duty leave may be combined with other from or leave with prior approval of competent authority.

## **5. Earned leave**

**5.1** Every employee is entitled for Earned leave only after completion of 1 year of service

**5.2** Every employee is entitled to 12 days of earned leave for every completed year of service joining. Leaves become due only at the end of 12<sup>th</sup> month of physical service. Subsequent entitlement of earn leave will be in proportion to the length of service calculated on monthly basis.

**5.3** 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.

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

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

**5.6** 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.

## **6. Vacation leave**

**6.1** Vacation leave shall be admissible only if a person has put in minimum of one year of physical service in the department/institution.

**6.2** If faculty member has completed 6 months of physical service, vacation leave proportionate to his service may be granted at the sole discretion of the principal.

**6.3** Vacation leave cannot be availed in parts except when exigencies of service so demand.

**6.5** If an employee entitled to the vacation leave is not permitted to avail the same, he will be entitled to full earned leave.

**6.6** Grant of vacation leave is subject to condition that the department will continue to function, during the vacation. Before the commencement of the vacation, the head of department should submit to the head of institution, indicating the person staying back to ensure that the department would be functioning during the vacation.

**6.7** At a time only half of the total faculty of department should be allowed, to avail vacation before getting permission so that the functioning of department doesn't get affected.

## **8. Maternity Leave**

**8.1** Faculties 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.

**8.2**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.

**8.3**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.

**8.4**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 8.3 is not admissible in such cases.

**8.5**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.

## **9. Study Leave**

**9.1** Not more than 10% of the faculty in a department can be away on study leave at any one time.

**9.2**All matters pertaining to the cases of study leave shall be placed before leaves committee on case to case basis for approval.

**9.3**Study leave can be granted after continuous period of 3 years of service.

**9.4.** Leave applied for does not exceed to one year.

**9.5**In case of more than two eligible candidates, the senior applicant will be accorded priority.

**9.6**This leave will be loss of pay leave.

**9.7**The applicant shall be entitled to maintain his inter-se seniority while on leave.

**9.8** A faculty member applying for study leave will have to execute a one year service bond for every year of leave. The amount of bond will be equivalent to one – year emoluments.

**9.9** There must be a clear gap of five years between two spells of study leave..

**9.10** The question of seniority in respect of employee proceeding on study leave will be decided by the institution keeping in view the nature of work and the teaching activities carried out by the faculty member during the Study Leave period, “Residency Programmes” will not considered as teaching experience for the purpose of promotions, increments etc.

**9.11** Experience Certificate/Relieving order will be issued to the faculty only after he completes his bond period.

### **10.0 Special Casual Leave**

In addition to above mentioned leave Principal may sanction Special Casual Leave upto six days.

### **11.0 Leave for part time faculty**

Faculties who are coming for duty at least 3 times a week are eligible for the leaves as under

Casual leave: 10days, Earned leave: 6 days, Vacation leave: Summer Vacation: 8 days, winter Vacation: 3 days. Academic/duty leaves 10 days.

Faculties who are coming for duty less than 3 times a week are not eligible for any type of leaves.



## **12.0 Leaves for Professor Emeritus.**

12.1 After superannuation, Professor of eminence/repute in his specialty may be appointed as Professor Emeritus in the institute.

12.2 The appointment of Professor Emeritus will be for the period of 2 years. Thereafter the continuation of this appointment will be reviewed by the competent authority.

12.3 The emoluments of this appointment will be decided by the competent authority.

12.4 Full time Emeritus Professors will be eligible for 19 days Casual Leave, 12 days Earned Leave, 20 days Academic/Duty Leave. They will not be eligible for any other type of Leaves.

12.5 Emeritus Professors who are coming 3 times a week will be eligible for 10 days Casual Leave, 6 days Earned Leave and 10 days of academic/Duty Leave. They will not be eligible for any other type of Leaves.

12.6 Emeritus Professors, who are coming less than 3 days a week are not eligible for any type of leaves.

## **13.0 MISCELLANEOUS**

1) No leave other than casual leave shall be granted to an employee once notice of resignation is given by him / her. The faculty 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 1<sup>st</sup> January 2020. It will supersede all previous circular regarding leave rules