



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

**1.0. 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.

**2.0. LEAVE**

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

2.1. NTS Employee appointed on regular/contract basis are entitled for 19 days of personal leaves in first year of service & 30 days of personal leaves from second year of service.

2.2. Leave cannot be claimed as a right.

2.2. Leave must be applied through online through Employee Roll Application.

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. NTS Employee can carry forward maximum four (04) days of personal leaves after completing first year of service & six (06) days of personal leaves after completing second year of service.

2.5. 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.

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

2.7. 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.



**Office of the Principal**  
**Heritage Institute Of Medical Sciences**

-02-

2.8. 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.

2.9. 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.

2.10. 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.

2.11. 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 NMC, University, UGC, etc. It will be mandatory for the faculty member to join back on duty.

**2.13. Leave without Pay (LWP) Leave without salary (LWS)**

LWP/LWS 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.

**3.0. Maternity Leave**

3.1. Employees who have completed one year of service are eligible for 90 days 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.

3.2. In case of a miscarriage or medical termination of pregnancy, a woman employee, on production of prescribed proof, shall be entitled to 15 days leave with pay immediately following the day of miscarriage or medical termination of pregnancy.

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**Heritage Institute Of Medical Sciences**

-03-

3.3. 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.

**4.0. 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 till 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 2022. It will supersede all previous circular regarding leave rules.

4) There will be no accumulation/encashment of leave of any kind wef 1<sup>st</sup> January 2022.

5) This supersedes all previous notifications on leave rules for Non-teaching staff.

  
Principal 08/11/2022  
HIMS

**Brig (Dr.) V K Mehta**  
Principal

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Vice Principal  
All HODs /Incharges  
Office copy

-for info pl.  
-do-  
-do-  
-for records

  
Vice Chairman  
HIMS

**Dr. Siddharth Rai**  
Vice Chairman  
Heritage Institute of Medical Sciences