



Office of the Principal
Heritage Institute Of Medical Sciences

Ref.No. HIMS/PO/6068/2022

Date-14/12/2022

Leave Rules For Faculties & SRs w.e.f. 01 January 2023

1. Keeping in view of the NMC requirements, the Management has decided for the benefit of all Faculties to simplify & amend Leave Rules for faculty (Professor, Associate Professor, Assistant Professor & SR) as under. The following shall govern the grant of leave to the full time Faculty.
2. Every Faculty will have one holiday that is Sunday/week & if working on Sunday, then in lieu of that one "day off" will be given by HOD without deduction of salary. All declared National Holidays & the Gazetted/Public Holidays/Festival Holidays for every year as declared by HIMS before start of each calendar year will be paid holidays, in addition to personal leaves (PL). If working on such declared holidays then the Compensatory off to be given by HODs with prior approval & communicated to the MS & Principal office.
3. **Total leaves will be termed as, Personal Leaves - PL (including CL, RH & EL). All faculties are authorized 30 days Personal Leaves irrespective of numbers of years of service, however during the first year of service it will be given as per the total period served during the year. There will be no half day leave.**
4. Full time faculty members may also avail **07 days Medical Leave** on production of Medical Certificate from qualified Physician/ Surgeon with due approval of Principal, HIMS.
5. 30 days Planned leave (PL) per year is for the full time faculties only, working from 09:00 am to 05:00 pm. Faculties/staff who are visiting minimum 3 days per week are being given only 15 days Planned leave (PL) per year. There are 10 days planned leaves for the faculties/staff visiting for 02 days in a week. Leaves & pay are proportionate to the timings given to the Institute.
6. **Academic Leave:** In addition to Personal Leave, there will be Academic Leave for 06 days for Assistant Professor, 08 days for Associate Professor & 10 days for Professor. This leave will be given to faculties to conduct exam as External Examiner, to attend Conferences, Seminars, Workshops. To avail Academic Leave, invitation letter from concerned University to conduct exam as External Examiner or fee deposited to attend Conference along with certificate of Participation will have to be submitted.
7. Duty leaves will be separate & will be given by the Principal for performing any official duty/work of the HIMS & Atal Bihari Vajpayee Medical University, Lucknow, UP.
8. Leave will be applied online through proper channel to the Principal on **EmployRoll Application**. Leave sanctioning Authority will be the Principal cum CMS. Leave cannot be claimed as a right. In normal circumstances not more than 15 days leave will be given in first half of the year & balance will be given in the next half of the year. Leaves can be prefixed & suffixed with Sundays & holidays. Sundays & Holidays falling in between leave period will be counted as leave.
9. All personal leaves 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 upto 30% of total Faculty in the Dept. Leave can be availed only after it has been sanctioned by the Principal. In case of any emergency, Faculty may apply for personal leave telephonically.

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10. All leave will be applied online through Employ Roll Application with recommendation of HOD, in case of all faculty members of Hospital & in turn it will be further routed through the MS Office to Principal Office for sanctioning of leave. In case of the Pre & Para clinical Depts. all leave applications will be sent through HODs to the Principal for sanctioning of leave.
11. **Maternity Leave for Faculty:** Faculties 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 faculty, only after she re-joins the duty. For the faculty who have not completed one year of service, maternity leave will be sanctioned, 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.
12. **Leave without pay (LWP):** Normally 30 days Leave without pay (LWP) may be granted to an employee, when no authorized leave is available.
13. No faculty shall accept any employment with or without remuneration during leave period.
14. **During notice period of resignation:** No leave shall be granted except for sickness with Medical Certificate from HIMS Specialist, to any faculty once notice of resignation is given by him/her. Absence from duty during this period will be treated as leave without pay.
15. **Rejoining before expiry of leave:** Administration may permit a Faculty, if he/she so requests, to rejoin duty before expiry of the leave period.
16. **Carry Forward of Personal Leave to Next Year:** 10 days personal leave can be carry forward to next year & can be availed any time till the end of next year.
17. **Redressal:** In case of any dispute regarding interpretation of Leaves 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.
18. These leave rules for Faculty will supersede all previous circulars/orders/notifications regarding Leave Rules for Faculty.



Principal
14/12/2022

HIMS Principal

Heritage Institute of Medical Sciences
N.H.-2, By Pass, Varanasi (U.P.)

Copy to- Hon'ble VC
Vice Principal
Dean Research
Medical Superintendent
All HODs & I/c of All sections
HR Section
Office Copy

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for records.


Vice Chairman
HIMS

Dr. Siddharth Rai
Vice Chairman
Heritage Institute of Medical Sciences

