



जवाहरलालस्नातकोत्तरायुविज्ञानशिक्षाएवंअनुसंधानसंस्थान
JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH
(स्वास्थ्यएवंपरिवारकल्याणमंत्रालय, भारतसरकारकेअधीनराष्ट्रीयमहत्वकासंस्थान)
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DEPARTMENT OF NURSING SERVICES

BASIC LEAVE RULES FOR JIPMER NURSING PERSONNEL

Staff are eligible to avail leave as per the central government norms and rules.

As per DOPT Notification No. No. 18017/1/2014-Estt.(L), dated 03.04.2018]

- (1) Leave cannot be claimed as right.
- (2) When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Government servant.

Nurses are entitled for the following leave:

1. Day off :

Nurses are entitled

- 1.1. For shift duties: Eight day off for a month. Additional day off will be given for National holidays
- 1.2. For General shift: Half a day on Saturdays and day off on Sundays. Additionally Off will be given on all public holidays.

2. Casual leave :

- 2.1. Eight casual leave in a year. (Two casual leave will be added in account for every three months in a calendar year)
- 2.2. Casual leave can be availed at the time of emergency with proper intimation.
- 2.3. Casual leave cannot be combined with any other kind of leave. (except RH)
- 2.4 PwD employees can avail four casual leave additionally.

3. Restricted holidays

- 3.1. Two RH in a year. (One RH will be added in account for every six months in a calendar year)
- 3.2. Casual leave and RH can be availed together.

4. Earned leave

- 4.1. 30 Days per year (15 days each on the first day of January and July of every calendar year)
- 4.2. Earned leave shall be credited to the leave account of Government servant at the rate of 2½ days for each completed calendar month of service.
- 4.3. Rejoining letter to be submitted after joining from earned leave.
- 4.4. Earned leave is for general purpose. Maximum of 300 days can be accumulated.

5. Medical Leave/Commututed Leave/Half pay leave

- 5.1. 20 days per year.
- 5.2. Medical leave can be availed for sickness. Medical Certificate should be submitted while availing the medical leave obtained from the registered medical practitioner (JIPMER Staff Clinic/OPD/IPD) only.
- 5.3. Employees who took treatment from outside Puducherry should obtain Medical certificate or fitness certificate from District Medical Officer/CMO/Government Medical Officer. (Vide JIPMER Circular No. Admn.I.8(80)/2018 dated 10.04.2023)
- 5.6. On the day of rejoining duty after Medical leave, duly signed fitness certificate along with joining letter should be submitted.

6. Maternity leave

- 6.1. 180 days - maternity leave for two surviving children from the date of its commencement.
- 6.2. Maternity leave may be combined with leave of any other kind.

7. Paternity leave

- 7.1. 15 days Paternity Leave for less than two surviving children before, or up to six months from the date of delivery of the child.
- 7.2. The paternity Leave may be combined with leave of any other kind.
- 7.3. If Paternity Leave is not availed of within the period specified, such leave shall be treated as lapsed.

8. Child adoption leave:

- 8.1. A female member of the Service with less than two surviving children, on valid adoption of a child below the age of one year, may be granted child adoption leave for a period of 180 days immediately after the date of such adoption.
- 8.2. A male member of the Service (including a probationer) with less than two surviving children, on valid adoption of a child below the age of one year, may be granted Paternity Leave by the competent authority for a period of 15 days, within a period of six months from the date of such adoption.

9. Child care leave

- 9.1. 2 years / 730 days up to the age of 18 years as per the discretion of administration.
- 9.2. May be granted for a maximum of three spells of a calendar year.
- 9.3. CCL may be granted at 100% of the leave salary for the first 365 days and 80% of the leave salary for the next 365 days.
- 9.4. The CCL may be extended to single male parents who may include unmarried or widower or divorcee employees.
- 9.5. For single female Government servants, the CCL may be granted for six spells calendar year.
- 9.6 May not be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer, provided that the period for which such leave is sanctioned is minimal.
- 9.7. Child care leave may not be granted for a period less than five days at a time.

10. Study leave:

- 10.1 2 years of study leave can be availed only after 5 years of regular service.
- 10.2 Only once during service with salary

11. Special casual leave for family welfare schemes

- 11.1. For males underwent vasectomy -5 Days

11.2 For females underwent tubectomy (including laparoscopic method) / Salphingectomy after MTP – 10 Days

11.3 For male when wife underwent tubectomy – 3 working days

12. Special casual leave for Blood donation

12.1 One day special casual leave may be granted on the day of donation

13. MTP Leave

13.1 45 days (only once) can be availed in case of miscarriage or Medical termination of pregnancy by submitting proof.

14. LTC (Leave travel concession)

14.1. LTC can be availed once in 4 years (block year).

14.2 Home town LTC -Twice in a block year alternate with LTC.

15. CNE / Conference Leave :

15.1 Maximum of 14 days per year. If journey by train two days in prior and two days after the ON DUTY dates of the conference is allowed. If journey by air, maximum one day in prior and one day after the ON DUTY dates of the conference is allowed.

15.2 Eligible to attend two conferences in a financial year. One conference with TA/DA and Delegation fee and another conference with only delegation fee.

General Instructions - Leave Rules

1. Any kind of leave has to be availed with prior intimation and arrangement without compromising patient care.
2. In case of emergency, leave has to be availed with prior intimation to the concerned nursing office followed by settlement of leave within 48 hours.
3. Night off is also considered as one day off.
4. One cannot avail National holiday as extra off if they are already on earned leave /Medical Leave/CCL on that particular day.
5. Half a day casual leave can be availed by nurses other than Nursing Officers (except OT and Cath lab) for genuine reasons.
6. Casual leave can be availed along with restricted holiday and day off (maximum 3 only).

7. After Earned leave /Commuter leave /Child care leave / Maternity leave / Paternity leave, nurses have to join only for morning shift.
8. Maximum of 3 days off can be availed together in a month..
9. Except Earned leave, commuted leave and CCL other leave cannot be carried over to next year.
10. Outstation permission must be obtained before you leave the station.

Cut off days for Earned Leave/CCL/ Medical Leave

No. of Leave availed during the month	Cutting of OFF
04 to 06	1
07 to 09	2
10 to 12	3
13 to 15	4
16 to 18	5
19 to 22	6
23 to 26	7
27 to 31	8



Prepared and Approved by CHIEF NURSING OFFICER
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