

LEAVE RULES

The leave facility for all the employees of Akash Medical College, Akash Hospital & other establishments of Akash Institute of Medical Sciences & Research Centre shall be applicable as specified below and will be effective from 1st October 2015 onwards.

GENERAL CONDITIONS

1. Any type of leave cannot be claimed as a matter of right. Discretion is reserved to leave sanctioning authority of the organisation to refuse or revoke leave at any time according to exigencies of service. Director shall be the final deciding authority.
2. The first year of service shall be considered as probationary period for all the employees irrespective of their previous service. During this period employees are entitled for one day casual leave (CL) for each completed month of service and one day compensatory casual leave (CCL) for the days of work during holidays including Sundays as declared by the institution. The casual leave of December can be availed any time during the month.
3. All employees who have completed one year (Probationary period) of uninterrupted and satisfactory service as decided by recruitment committee through assessment of confidential report will become permanent employees & are eligible to claim the leave as under.
4. All kinds of leave shall be claimed in advance by submitting leave letter to “leave sanctioning authority” through HOD / Section Head. **Leave claimed without leave letter amounts to unauthorized absence & loss of pay.** Leave sanctioning authority for Medical College shall be the **Principal** and for the associated teaching hospital shall be the **Medical Superintendent**. This is applicable to all the employees working in the department / section. HOD / Section Head shall compulsorily make alternative arrangement for the employee on leave before forwarding the leave letters to the leave sanctioning authority.

5. Emergency leave under CL/CCL can be availed without the advance leave letter for a maximum of 5 times a year restricting leave claim only for one day each time.
6. Leave is not admissible to employees on part time, contract, daily wages and consultants. Employees under suspension are not eligible for any type of leave claim.
7. Extraordinary leave (Leave without pay – LWP/LOP) shall not be granted in continuation with other forms of leave except Maternity leave. In cases where it occurs the entire period shall be treated as LWP.
8. Service during the period of absence shall not be counted and amounts to break in service. Leave availed without being sanctioned by the authorities amounts to absence and break in service
9. Leave sanctioning authority has the right to modify the existing leave rules or amend fresh leave rules as and when necessary.
10. Leaves as applicable will be credited from 1st January and closes by 31st December of each year.
11. In respect of those employees who completes 1 year of satisfactory service during the middle of the year shall be entitled for leave similar to probationary period except EL which shall be credited as 1 ½ days EL per month till the completion of year and Thereafter, the leaves will be regularized as applicable to permanent employees. Discretion in this regard will be restricted to the decision of the Director.
12. Leave planning is utmost important. Leave of any kind shall not be applied / availed from November to end of May of the succeeding year in view of MCI Inspection. Thereafter, leave can be availed from June to October of the year under the discretion of the leave sanctioning authority.
13. Overstaying leave and absence from duty after the expiry of leave will render the employee for no salary and is liable to disciplinary action for misconduct except where the employee establishes to the satisfaction of the leave sanctioning authority that he/she was unable to join duty for reasons beyond his /her control.

14. Employee who is on leave shall not take up employment in any capacity either honorary or otherwise without obtaining permission in writing from the higher authorities of the organisation.
15. If an employee remains absent for 8 consecutive days without prior sanction of leave or permission he/she shall be deemed to have abandoned the employment and the service shall stand terminated automatically from the date of which the absence commenced. Similarly, if an employee remains absent beyond the period of leave originally granted or subsequently extended he/she shall be deemed to have abandoned the employment and the service shall stand terminated automatically from the date of which the absence commenced unless he/she returns within 8 days of expiry of leave and gives a satisfactory explanation for his/her inability to return on expiry of leave. Management may serve a recall notice and in the event he/she fails to respond or notices sent returned undelivered another notice shall be sent. If there is no response to the recall notice also only thereafter a final order shall be passed in accordance with the provisions regarding abandonment of service.
16. Resignation to the post held by the employee shall be acceptable after the fulfilment of the following.
- (a)** Resignation shall not be in the middle of the academic year prescribed by the affiliating University / Council. Medical Council of India prescribes academic year from 1st July of the concerned year and ends on 30th April of the subsequent year. Hence, resignation letter will be accepted and relieving order will be issued from 1st May to 30th June in the year.
 - (b)** Whether period of 3 months' notice or salary equivalent to the notice period has been paid.
 - (c)** No due certificate from the department / other sections of the Institution.
 - (d)** The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the management.

17. Management may terminate the services of the employee after giving 3 months notice or pay in lieu thereof. No such notice is necessary if the termination is as a result of proved misconduct or medical unfitness. The services of probationer may be terminated by giving 1 month notice or salary in lieu thereof. However, discretion in this regard vests with the management.
18. No employee shall be allowed to come late for duties from the working hours fixed by the management. If any employee reports late for duty either at the commencement of the working hours or early before the closing working hours 3 times during any calendar month he/she shall forfeit one day Casual Leave at credit or one days salary in lieu thereof. Maximum late period allowed is not more than 15 minutes. Late coming after 15 minutes shall amount to forfeiting half day CL or half day salary. Half day leave may be availed as
- (a) Morning session: From 9.00 AM to 1.00 PM.**
- (b) Afternoon session: From 1.00 PM to 4.00 PM.**
- Services of habitual late comer may be terminated at the discretion of the management.
19. No service certificate / relieving order will be issued for those employees not completing one year of service or termination from the service by the management for any reasons.

TYPES OF LEAVE

- 1.** Casual Leave (CL) - 15 days per year
- 2.** Compensatory CL (CCL) - One day for the day's work on holidays declared by the institution.
- 3.** Special CL (SPCL) - 10 days per year
- 4.** Leave without pay (LWP) - 60 days per year
- 5.** Govt. Holidays (GH) - As declared by the Institution
- 6.** Restricted Holidays (RH) - 02 on any two of the restricted holidays declared by the Institution.

NOTE: Earned Leave & Maternity Leave to be considered on a case by case basis by the management till further orders.

Procedure for Claiming the Leave

Stage 1:

Employees working under the Department / Section shall submit leave letters for all types of leave to HOD / Section Head. Employees shall ensure that the alternative arrangement is available for their work before submission of the leave letter.

Stage 2:

HOD / Section Head shall forward the leave letters to HRD only after ensuring that the alternate arrangement is available. HOD / Section Head are solely responsible for all work schedules of their department / section. If alternative arrangement or the additional responsibility is not born by other staff members of the department leave letters in such a situation shall be rejected by the HOD / Section Head themselves.

Stage 3:

HR Manager shall indicate the leave balance on the leave letter and forward the same to leave sanctioning authority.

Stage 4:

After the leave is sanctioned the leave letters shall be return to HRD for maintenance of the same for the purpose of accounting.

NOTE:

- (a) No leave letters shall be handed over to the office of Principal / Medical Superintendent directly
- (b) Emergency leave of more than one day shall be intimated to HRD by SMS / email through HOD / Section Head.

Description of Leave

CASUAL LEAVE (CL)

- All permanent employees both teaching & non teaching are eligible for 15 days CL with full pay in each calendar year. The credit will be allowed in two installments at 7 days on 1st January and 8 days on 1st July of every year.
- Minimum CL claim shall be for half day and maximum for three days.
- Saturday shall be considered as full day for the purpose of leave claim.
- During probationary period (1st year of service) CL is available at the rate of 1 day for each completed month of service. Advance leave is considered in dire emergencies in view of no other leave is available during this period.
- The leave under this category can be accumulated and claimed before 31st December of the calendar year. CL not availed shall lapse on 31st December of each year.
- CL can be prefixed or suffixed with the intervening Sundays and other holidays declared by the institution. Such days of prefix or suffix shall not be counted.
- It is permitted to combine with SPCL & RH. The maximum leave claim during such a combination shall be 5 days.

COMPENSATORY CASUAL LEAVE (CCL)

- CCL is applicable to any employee in lieu of working on Sundays & other holidays declared by the institution.
- One day leave is granted for days work on these holidays. The days leave can be preferably availed at any time during the subsequent week and shall not be combined with other forms of leave. Accumulation of CCL is not permissible. CCL not claimed due to exigencies of service can be claimed any time during the year under the consideration of leave sanctioning authority.

- Employees on night duty during Sundays and other holidays who avails “**duty off**” the next day are not permitted to claim CCL.
- CCL cannot be prefixed or suffixed with the intervening Sundays & other holidays declared by the Institution.

SPECIAL CASUAL LEAVE (SPCL)

- This leave shall be used to attend academic activities such as CME, Workshops, Conferences etc., and also for the conduct of university examinations as an examiner / other assignments from the University both within and outside the state.
- SPCL is granted to faculty (Tutor, Senior resident, Associate professor and Professor only) not exceeding 10 days in any one calendar year. Maximum of 3 days is permitted each time. It is allowed to be prefixed or suffixed with Sundays and other holidays declared by the Institution. The claim in such a situation shall not include CL and be limited to maximum of 5 days.
- It is permitted to combine with CL in the absence of intervening holidays and the claim in such a combination shall be for a maximum period of 5 days.

EXTRAORDINARY LEAVE (LEAVE WITH OUT PAY - LWP)

- This form of leave is granted to an employee when no other leave is available.
- This form of leave is sanctioned only when the employee concerned applies in writing to the leave sanctioning authority and this period of leave will be included in the total duration of service.
- Maximum of 60 days is allowed as LWP. LWP availed without leave application is considered as absence and the service during this period will not be considered and amounts to break in service.

- This type of leave shall not be combined / continued with other forms of leave. In cases where it occurs the entire period shall be treated as LWP.

GOVERNMENT HOLIDAYS (GH)

- Government Holidays as declared by the Institution for the calendar year is applicable to all the employees of both college & hospital. All the holidays declared by the Government for the year need not be applicable in view of the consideration of medical profession as **Essential Service Segment**.
- On these GH declared by the Institution, College will be closed and the hospital will be functioning with minimal staff posted for duty on rotation basis organized by the HOD. They are eligible to claim one day CCL for this extra day's work.

RESTRICTED HOLIDAYS (RH)

- 2 RH are allowed to all the employees of College & Hospital in a calendar year.
- The RH as applicable will be notified by the Institution well in advance.
- One RH can be availed at a time in an interval of 6 months.

DIRECTOR

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