

POLICY / GUIDELINE # 01: LEAVE POLICY

1. PURPOSE

The purpose of this policy document is to outline and describe leave policies, procedures and implement rules governing employee leaves. This policy is designed to facilitate the employees and to ensure the smooth functioning of the institute.

2. SCOPE

This policy shall apply to employees currently working at MTI-HMC and its constituents including but not limited to Civil Servants, institutional employees and contractual staff.

3. RESPONSIBILITIES

Actor	Role / Responsibilities
BOG	<ul style="list-style-type: none">Approval of leaves more than 30 days.
Medical Director	<ul style="list-style-type: none">Approval of leaves For Clinical Staff & Paramedical Staff
Hospital Director	<ul style="list-style-type: none">Approval of leaves For Non-Clinical Staff
Dean	<ul style="list-style-type: none">Approval of leaves For Faculty Staff
Director Nursing & Paramedics	<ul style="list-style-type: none">Approval of leaves For Nursing
Affiliate Directors	<ul style="list-style-type: none">For Affiliate/constitute Institutes
HOD/Chairmen	<ul style="list-style-type: none">Processing leaves for their own departments.
HR Team	<ul style="list-style-type: none">Keep record of employee leaves.Issues leave letters.

4. POLICY / GUIDELINE DESCRIPTION

4.1 TERMS AND CONDITIONS

- a) For the purpose of leave calculation and entitlement, the calendar year will be followed i.e. *1st January to 31st December*.
- b) All leave applications must be made on the prescribed form and shall be routed through the Departmental Head.
- c) All leaves shall be approved by the competent authority or his /her appointed signatory.
- d) Leave is a privilege not a right and will depend on exigencies of service and be granted at the discretion of the competent authority.
- e) All leave types except Casual Leave shall be applied 2 weeks in advance in order to avoid delays and issuance of notification.
- f) Human Resources Department will be responsible for maintaining employee leave records and balances.
- g) It will be the responsibility of Departmental heads to ensure appropriate coverage of duties during the absence of the leave applicant.
- h) The Competent authority has the power to approve maximum leaves of 30 days; leaves beyond the above-mentioned period shall be forwarded to the Board for onward decision.
- i) Public Holidays will be observed in accordance with Government announcements and notifications.
- j) Scheduled vacations shall not be counted as leave.
- k) Leave other than covered by these Regulations shall not be granted.
- l) It will be the responsibility of employees availing continuous leaves for *more than 15 days* to submit a departure report at the time of proceeding on leave and an arrival report duly signed by the Head of Department after availing such leave.
- m) Employees must ensure that the same as mentioned in clause *m)* shall reach the HR Department well in time to avoid delays. In case of failure, it may lead to disciplinary action as prescribed under the rules.
- n) An employee deputed by the MTI-HMC for attending conferences, seminars, and meetings shall be considered on duty for the period of their duration as well as for the specific period on a journey to and from the venue.
- o) An employee who is required to undertake examination duties within or outside the MTI-HMC shall be treated on duty up to a maximum of 15 days or one examination.
- p) For reasons to be recorded in writing the BOGs may suspend any leave generally or in specified cases.
- q) A leave account shall be maintained or each employee subject to these Rules in such form as prescribed.
- r) Leave cannot be claimed as a matter of right, when the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- s) An MTI employee who absents himself without leave or remains absent without leave shall not be entitled to any pay for the period of his or her absence without leave.
- t) BOGs have the power to amend, relax, suspend, alter or remove any type or clause of leave if and when required.
- u) The Following a schedule will be observed for the purpose of availing leave.

4.2 Authority Matrix

Sr. #	Competent Authority	Description
1.	Medical Director	For Clinical Staff & Paramedical Staff
2.	Hospital Director	For Non-Clinical Staff
3.	Dean	For Faculty Staff
4.	Director Nursing & Paramedics	For Nursing
5.	Affiliate Directors	For Affiliated Institutes

4.3 LEAVE TYPES

Following are the different types of leave.

- a. Casual Leave (CL):
- b. Sick Leave (SL):
- c. Earned Leave (EL):
- d. Maternity Leave (ML):
- e. Iddat Leave (IL)
- f. Religious Pilgrimage Leave (RPL):
- g. Leave Without Pay (LWOP):
- h. Leave preparatory to retirement / encashment (LPR)
- i. Study Leave (StL)

4.4 CASUAL LEAVE (CL)

Sr. #	DESCRIPTION	REMARKS
a)	Leave Entitlement	<ul style="list-style-type: none"> 02 CL will be allowed per month up to a maximum of 10 days during the calendar year,
b)	Terms & Conditions	<ul style="list-style-type: none"> CL cannot exceed more than 5days in a single instance. Duration of short leaves may be combined and calculated at 8 hours for one day. Casual leave combined with any other kind of leave will be regarded as one spell of regular leave.

4.5 SICK LEAVE (SL)

S.NO	DESCRIPTION	REMARKS
a)	Leave Entitlement	<ul style="list-style-type: none"> Total Number of 18 days will be allowed in a calendar year.

b)	Terms & Conditions	<ul style="list-style-type: none"> • SL for up to 2 days can be availed without the production of a Medical Certificate. • SL for more than 2 days will require a medical certificate from an authorized/designated Medical Officer. • In case of an emergency where an employee is unable to attend his / her duties on account of illness, he/she must inform his/her respective department by phone, fax, email, or any other means, the employee concerned will be required to produce a Medical Certificate on arrival after availing leaves. • If SL is to exceed an employee's entitlement the excess leave may be adjusted from the CL and accumulated Earned Leave on full pay. • In-case of prolonged illness under special circumstances such cases shall be granted on full/half/no pay basis following due recommendation of a standing Medical Board, duly approved by the BOG. • SL cannot be carried forward from year to year.
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4.6 EARNED LEAVE (EL)

S.NO	DESCRIPTION	REMARKS
a)	Leave Entitlement	<ul style="list-style-type: none"> • Total number of 30 days will be allowed, including weekends.
b)	Terms & Condition	<ul style="list-style-type: none"> • EL is not applicable to employees during the probation period.

4.7 MATERNITY LEAVE (ML)

S.NO	DESCRIPTION	REMARKS
a)	Leave Entitlement	90 Days
b)	Terms & Condition	<ul style="list-style-type: none"> • ML can be granted for a maximum of 3 times during the course of employment with MTI-HMC. • Such leave shall be applied for at least 2 weeks in advance for processing and issuance of notification on a prescribed form along with consultant gynecologist prescription and necessary medical reports.

4.8 IDDAT LEAVE (IL)

S.NO	DESCRIPTION	REMARKS
a)	Leave Entitlement	<ul style="list-style-type: none"> Maximum number of 130 days shall be permissible to female employees on the passing of her husband by the competent authority or his/ her appointee.
b)	Terms & Condition	<ul style="list-style-type: none"> In order to avail IL, the death certificate of the deceased shall be mandatory. IL cannot be used for any other purpose.

4.9 RELIGIOUS PILGRIMAGE LEAVE (RPL)

S.NO.	DESCRIPTION	REMARKS
a)	Leave Entitlement	<ul style="list-style-type: none"> For Hajj Leave Maximum of 45 days leave will be granted For Umrah leave Maximum of 21 days will be granted
b)	Terms & Condition	<ul style="list-style-type: none"> In order for availing of such leaves, employees must provide documented proof such as visas, forms/ ticket reservations, etc. for performing Hajj or Umrah. RPL for Hajj can be availed once during the course of employment. RPL for Umrah can be availed once every 05Years.

4.10 LEAVE WITHOUT PAY (LWOP)

S.NO.	DESCRIPTION	REMARKS	
a)	Leave Entitlement	Period of Leave	Approving Authority
		Up to 30 days	Medical Director/Hospital Director
		More than 1 Month	Board of Governor
b)	Terms & Condition	<ul style="list-style-type: none"> LWOP shall not be granted under normal circumstances. LWOP can only be granted at the sole discretion of the concerned authority under exceptional circumstances i.e. for a maximum of 30 Days. Unpaid Leave for more than 1 month shall only be approved by the Board of Governors 	

4.11 LEAVE PREPARATORY TO RETIREMENT (LPR) (For Regular Employees)

S.NO.	DESCRIPTION	REMARKS
a)	Leave Entitlement	<ul style="list-style-type: none"> Maximum of 12 Months on full pay

b)	Terms & Conditions	<ul style="list-style-type: none"> • Employees must attain the age of 60 or 25 Years of service to be eligible for availing of LPR. • Where an employee opts not to avail of the LPR, he shall be allowed leave pay for the period for which LPR is admissible, subject to a maximum of 365 days. • For the purpose of LPR, only the senior post allowance will be included in the leave pay so admissible. • The payment of leave pay in lieu of LPR may be made to the employee either in a lump sum at the time of retirement or may at his option, be drawn by him month-wise in arrears, for and during the period of LPR. • An employee of the MTI-HMC accepting employment elsewhere during leave preparatory to retirement from the MTI-HMC without the previous sanction of the appointing authority shall be liable to forfeit his leave salary from the date of his accepting such appointment. • Competent Authority shall grant leave preparatory to retirement.
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4.12 STUDY / TRAINING LEAVE

S.NO.	DESCRIPTION	REMARKS
a)	Leave Entitlement	<ul style="list-style-type: none"> • Maximum 1 month for all employees of MTI-HMC and its affiliate institutes.
b)	Terms & Conditions	<ul style="list-style-type: none"> • For the training programs within MTI-HMC or its affiliate institutes, the trainees may be granted leave on paid/ unpaid/partially paid basis for the duration of the program ,provided that it does not affect service provision in respect of the employees as desired by the institution. • Employees who have been inducted in approved training programs whereby they are expected to train outside premises of MTI-HMC or its affiliated institutes shall be granted a maximum 1 month leave on unpaid basis.(any deviation from this policy for example extension in the leave period or allowing full /partial salary provision must be formally approved by the BOG). • It is pertinent that the period of leave above 1 month should be linked with the condition that the training placement must be in MTI-HMC or its affiliates/constituents. • Any other leave above 1 month(should be considered on a case to case basis to ascertain the length of training and any monetary support where the institution stands to benefit from the training) as approved by the respective competent authority on recommendation of the study leave committee duly approved by the BOG.

5. SUPPORTING DOCUMENTS

Document Title	Ref. #	Retention Medium
NA	NA	NA

6. RELATED RECORDS

Document Title	Ref. #	Retention Medium	Retention Period
Casual Leave Form	HMC-HRD-F-16	Soft/Hard	H: 01 Year S: 05 Years
Sick Leave Form	HMC-HRD-F-17	Soft/Hard	H: 01 Year S: 05 Years
Medical Leave Form	HMC-HRD-F-18	Soft/Hard	H: 01 Year S: 05 Years
Earned Leave Form	HMC-HRD-F-19	Soft/Hard	H: 01 Year S: 05 Years
Hajj / Umrah Leave Form	HMC-HRD-F-20	Soft/Hard	H: 01 Year S: 05 Years
Maternity leave Form	HMC-HRD-F-21	Soft/Hard	H: 01 Year S: 05 Years
Short Leave Form	HMC-HRD-F-53	Soft/Hard	H: 01 Year S: 05 Years