




Leave Policy Amendment - .2022

VMHRI recognizes the need for Doctors/ employees to avail leave to attend personal work, and have leisure time for all its employees. Refreshing holidays keep our employees motivated, innovative and energetic, resulting in a productive workforce which is crucial to the success of the Hospital. All employees are encouraged to utilize their leave entitlement within the year properly as per guide line.

LEAVE YEAR AND APPLICABILITY:

- Leave is not a matter of right.
- Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- Leave year is from 1st January to 31st December.
- Eligible leave is credited to the employees on the 1st of January every year.
- Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rate basis.
- Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month.
- Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
- If an employee is relieved on any day between 1st to 15th of a month, then he / she is not entitled for leaves due for that month.
- If an employee happens to leave on any day between 16th to the end of the month then he / she is entitled for leaves due for that month.
- More than 1 day of continues leave at a stretch is not allowed except Condolence, Sickness, Self / Children Marriage and any valid reasons
- 2nd Saturday is a normal working day to all with immediate effect
- Doctors leave should submit in written leave form one day prior (prescribed form) which duly approved by DEAN.
- Unauthorized leave should treat as 2 days LOP
- **This Leave Policy is applicable to both Clinical & Non Clinical**


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ENTITLEMENT & PROCEDURES

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S No	Leave Type	Entitlement	Procedures
Leave eligibility as per Establishment Act as applicable to Hospitals.			
1	<u>Casual Leave (CL)</u>	12 days	<ul style="list-style-type: none"> Employee can avail maximum 3 days in one stretch. 1/2 day CL is permitted to employees those attending general shifts and reporting duty or shift time starts on or before 10 am. CL can't be accumulated and lapse at the calendar year end Clubbing of CL with weekly comp off days is permitted subject to not beyond 3 days at a stretch. Intervening actual National and Festival holiday or weekly off, along with CL is permitted and total can exceed not more that 3 days at a stretch.
2	<u>Sick Leave (SL)</u>	12days	<ul style="list-style-type: none"> ESI covered employee should submit ESI leave and claim the Salary from ESI Non covered ESI employees can be taken one or two days without medical certificate and any SL taken beyond 3 days should be supported with medical certificate from the certified Doctor from whom they have taken treatment. Clubbing of SL with weekly comp off or N&F comp off days is not permitted. On medical grounds SL can be clubbed with CL or EL. Intervening National and Festival Holidays and weekly holidays shall not be included for SL.
3	<u>Earn Leave (EL)</u>	12 days	<ul style="list-style-type: none"> Earned Leave, earned during the previous year January to December shall be credited to the employee's individual account on first of January on the following year. For earned leave, an employee should have worked one year during the previous years Minimum 3 days EL only can be availed and Maximum 3 times in a year. Both prefixing and suffixing on EL with weekly off-days or any holidays are allowed. Intervening holidays are treated as part of leave except National and Festival Holidays. Will inform in advance (7 days before) and will assign suitable reliever
4	<u>Public Holidays and Festivals</u>	13 days	<ul style="list-style-type: none"> All doctors and employees shall have not more than 13 holidays including National & Festival Holidays..
5	<u>Maternity Leave</u>	<ul style="list-style-type: none"> As per ESI Norms or As per Maternity Benefit Act 	
VMCHRI – Practiced leave / permission eligibilities			
6	Permission for one hour	<ul style="list-style-type: none"> After getting permission from immediate boss, any Doctor/ employee can report 1 hr late to the office or can leave the office 1 hr before the end of office time. This facility can be utilized only twice in a month subject to a maximum of 12 occasions in a year. 	
7	Working Late on a working Day	<ul style="list-style-type: none"> All are expected to follow work to completion principle 	
8	AL (Academic Leave)	7	<ul style="list-style-type: none"> Doctors who are completed one year of continues services with VMCHRI are eligible for academic leave Academic leave is for presentation of paper, attending conference, attending national level conference and examiner ship. Alternate arrangements to be made in case of availing when attending conferences to take care of in patients and review patients. If alternative arrangements are not made then the days of absence will be treated as Loss of pay



VELAMMAL MEDICAL COLLEGE HOSPITAL & RESEARCH INSTITUTE MADURA

10/01/2022

7	VL (Vacation Leave)	<ul style="list-style-type: none"> Not Eligible for the year 2022
8	COF	<ul style="list-style-type: none"> Compensatory offs must be applied for and sanctioned before it is availed Failure to get prior approval would render the leave being treated as CL. Compensatory off can be claimed within 30 days from the day of accrual of the leave and should not be taken more than 2 COF at a stretch Based on the exigencies of work or otherwise, the superior would permit utilization of compensatory offs. Working on a weekly off or N&F day shall be at the discretion of the management and not at the choice of an employee.
9	PDO (Post Duty Off)	<p>The following departments are eligible to avail POD and their week off should be on the rotational basis.</p> <ol style="list-style-type: none"> General Medicine General Surgery Anesthesia Orthopedics Obstetrics & Gynecology Pediatrics <ul style="list-style-type: none"> POD cannot be availed for personal benefits and it should be assigned in the monthly duty schedule. Unassigned POD will be treated as LOP POD cannot be clubbed with any other leave and Com off Suffixing on POD with weekly off or any holidays is allowed

Salary will be deducted in the following events. (Exceptions are subject to get approval from Chairman)

Half a day salary	Loss of pay
<ul style="list-style-type: none"> Late arrival or early departure beyond grace period of 3 times in a month. Shortage of working hrs. Attendance discrepancies due to not doing shift change / modification by the in charge before reporting for duty or within one hour after resuming duty. 	<ul style="list-style-type: none"> Failed to punch in or punch out .(Request will not be sanctioned) Single punch (No approval will be given) Unauthorized absent Availing excess week off beyond the limit in a month Late submission of leave / permission/ on duty / COL Loitering and found not in the workplace Availing leave beyond eligibility limit

Copy Submitted to

Hon'ble Chairman

Director

Copy to:

CAO

Medical Superintendent

Vice Principal

Dr.Subbiah

Dr.Ganesh Kumar

Department Heads/ In charges

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