

Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram

Policy Number: *SGMC / Acad. Po1 / 026 / 2020*

Category: Faculty Affairs

Content: Leave Policy

Effective Date: *01.08.2020*

Inquiries: Office of the Director,
Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram
Tele: 0472-3041234-2405

Signed by:



Director



Dean Emeritus



Principal



Leave Policy

Introduction

The institution and its employees are committed to the principle of discharging the duties without unnecessary hold-ups due to uninformed absence of required personnel, at the same time, enabling the employees to avail their rightful leave when needed.

Statement of Purpose

This policy outlines the number of days of leave available to all the employees of the institution.

Policy

The employees will not absent themselves from duties without proper authorisation.

It is the responsibility of the department head or the designated in-charge to receive and review the requests for leave submitted in the prescribed application format.

These applications are to be addressed to the Director and have to be forwarded to the office of Principal in the case of college staff and to the office of HR Manager in case of the hospital staff.

Definitions

- a. Faculty: Full-time, permanent academic staff employed in various departments with the rank of Senior Resident or equivalent and above.
- b. Other academic staff: Part-time academic staff (if any) and academic staff below the rank of senior residents.
- c. Non-teaching staff: All auxiliary staff or the members who are not holding the position of 'faculty' or 'other academic staff'.
- d. Annual leave: Every permanent employee, working for six days a week is entitled to annual leave after completion of 12 months of continuous service in the institution. It is the leave with pay, amounting to a total of not more than 12 days in a calendar year.
- e. Casual leave: It is the leave with pay, granted to all the employees working for five days or more in a week and the number of days of availed casual leave shall not exceed 12 days in a calendar year.

- f. Sick leave: It is the leave with pay, granted for sickness, to all the employees working for four days or more in a week, and the number of days of availed sick leave shall not exceed 12 days in a calendar year.
- g. Duty leave: It is the leave with pay, granted to every permanent employee deputed by the management for official purposes, e.g., to fulfil the responsibilities as examiner for the University examinations, conducted by KUHS, and to attend official meetings with the Government, University, Local bodies, regulatory bodies like MCI, INC, etc. The leave shall be granted upon prior sanctioning and subsequently producing the certificate of attendance or any other evidence of having attended the meeting / event.
- h. Special leave: It is the leave with pay, granted to every employee under stipulated conditions or for special circumstances as decided by the office of Director.
- i. CME Leave: It is the leave with pay, granted to all the employees working for six days in a week or for the HODs and the Professors working for 5 days or more in a week, for the purpose of attending CME / conference. The leave shall be granted only after prior sanctioning and subsequently producing the attendance certificate.
- j. Special Duty Leave: It is the leave with pay, granted to all the employees working for six days in a week or for the HODs and the Professors working for 5 days or more in a week, for the purpose of presenting a paper (oral or poster) in a conference.
- k. Leave of absence: It is the permission to remain absent from the duty.
- l. Emergency leave: It is the leave with pay granted to an employee who has been affected by an emergency, like natural calamities, personal disaster or other such conditions as approved by the office of Director.
- m. Leave for Voting: As permitted by the Government policy.
- n. Holiday leave: List of national & institutional holidays will be provided every year by the office of the Director. Employees working for five days or more in a week and not on hospital duty can avail the holidays as provided in the list.
- o. Leave of absence without pay: Leave of absence without pay may be granted to an employee with a good cause acceptable for the management authority.

Use of leave

- a. Annual leave can be availed and used for any personal purpose contingent upon departmental or designated approval. It can be availed at any time after it is credited, at one stretch or as needed. The number of days of availed leave will be counted from the first day of leave until the day of joining.

- b. Use of annual leave immediately preceding retirement or resignation or termination is limited to the annual leave earned by the employee during that calendar year.
- c. Not more than six days of casual leave shall be availed at a time.
- d. The number of days of availed casual leave are counted as the number of working days between the first day of leave and the day of joining.
- e. The number of days of availed sick leave are counted from the first day of leave until the day of joining.
- f. Employees other than the faculty members, are required to produce a copy of medical certificate from the treating doctor upon joining back to the duty if the duration of sick leave exceeds two days.
- g. An employee can combine annual leave with sick leave if required.
- h. Minimum charge to leave records shall not be less than half-a-day in case of sick leave and casual leave and one day in case of annual leave and other types of leave.
- i. Each employee who is eligible as an examiner, can avail the entire period he/she is posted as an examiner within the University as duty leave. Employee can also avail a maximum of 6 (+2 days for PG examinations) days of duty leave in a calendar year for being an examiner to the outside Universities.
- j. An employee is granted 5 days of duty leave per calendar year for attending CME/ conferences in a calendar year.
- k. An employee is granted up to 12 days of special duty leave per calendar year for presenting a scientific article or for being a panelist in a panel discussion or for conducting a workshop in in a state or a national or an international conference / CME (For details, refer to Leave & Cash Incentives Policy).
- l. The number of days of availed duty / CME / special duty leave are counted from the first day of leave until the day of joining.
- m. An employee can combine duty / special duty / CME leave with annual leave or sick leave if required.
- n. Leave without pay of more than 30 days can be availed only with prior permission from the office of Director.
- o. The period of leave of absence without pay does not count as credited service, but, the service before and after leave shall be credited as if the service has been continuous.
- p. The employee cannot accrue sick leave or annual leave when he/she is on leave without pay.

- q. Advance of leave: Advancing of sick leave or annual leave is not permitted.
- r. Transfer of leave: Any type of leave cannot be shared with or borrowed from the leave balances of other employees.
- s. Employee transferred within the institution: If an employee is transferred between the departments within the institution, the leave accrued shall be credited to the leave record with immediate effect. He or she can avail the balance leave for that calendar year with immediate availability.

Applies to

All the employees working in Sree Gokulam Medical College and Research Foundation, Venjaramoodu, Thiruvananthapuram.

Reference

Kerala Shops and Commercial Establishment Act