



DEPARTMENT OF HUMAN RESOURCES MEDICAL TEACHING INSTITUTION



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LEAVE POLICY

MTI-GKMC/BKMC THQ LAHOR THQ TOPI

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MTI-GKMC/BKMC - SWABI

APPROVED BY:

MANAGEMENT COMMITTEE

SUBMITTED TO:

BOARD OF GOVERNERS

MTI-GKMC/BKMC - SWABI

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LEAVE POLICY MTI GKMC/BKMC

ALLIED HOSPITAL THQ TOPI & THQ CHOTA LAHORE

1. PURPOSE:

Leave is granted to employees with the good intension of providing rest, recuperation of health and for fulfilling social obligations.

1.1 APPLICABILITY:

- 1.1.1 Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- 1.1.2 The Leave policy is applicable for all permanent staff of the MTI GKMC/BKMC and its allied hospitals.
- 1.1.3 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.
- 1.1.4 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.
- 1.1.5 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.
- 1.1.6 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.
- 1.1.7 Clubbing of different types of leave is not possible.

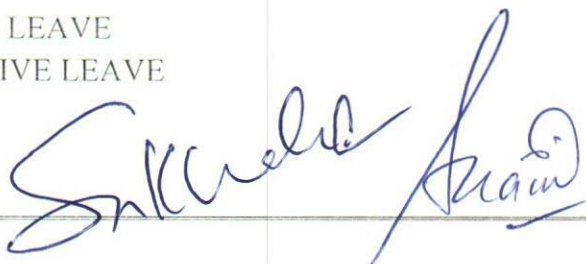
2. METHOD:

- 2.1 The MTI GKMC/BKMC leave year is from 1st January to 31st December.
- 2.2 All leave applications must be made on the prescribed form to the appropriate authority such as the Division/Department Head Dean /CEO/MD/HD/FD /ND, as far in advance as possible to avoid disruption of work.
- 2.3 All leave must be approved by the appropriate authority prior to availing the leave.
- 2.4 The department of human resources is responsible for maintaining employee leave records and balances.
- 2.5 Leave application form available on www.gkmcs.edu.pk

3. The different types of leaves given under the policy are:

- 3.1 EARNED/PRIVILEGE LEAVE (EL/PL)
- 3.2 EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY)
- 3.3 LEAVE ON MEDICAL CERTIFICATE (LEAVE WITHOUT PAY)
- 3.4 CASUAL LEAVE
- 3.5 PERSONAL HOLIDAY
- 3.6 SICK LEAVE:
- 3.7 QUARANTINE LEAVE
- 3.8 ADMINSTRATIVE LEAVE

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- 3.9 COMPENSATORY OFF
- 3.10 SABBATICAL LEAVE
- 3.11 METERNITY LEAVE
- 3.12 PATERNITY LEAVE
- 3.13 DISABILITY LEAVE
- 3.14 SHORT LEAVE
- 3.15 HAJJ AND UMRAH LEAVE
- 3.16 STUDY LEAVE/TRAININGS

TYPES OF LEAVE

3.1 EARNED LEAVE (EL):

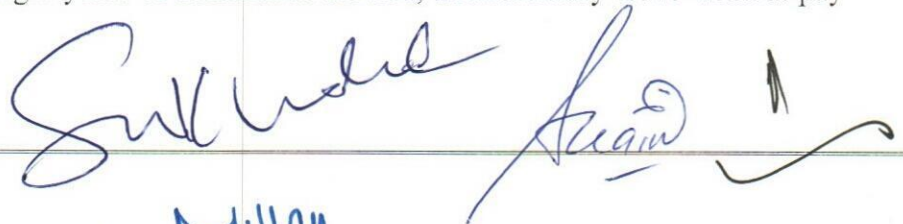
- 3.1.1 All permanent and full time confirmed MTI GKMC/BKMC and its allied hospital employees are entitled to avail Earned Leave on full pay. (Included Base Salary and Incentives)
- 3.1.2 Earned leave is not available during the probation period. Per month 2 Earned leaves will be awarded to employee and can be availed/cashed at the end of the year or at the end of service.
- 3.1.3 Employees will accrue 2 days leave for every calendar month they worked, i.e. 24 working days per year, excluding weekend (Saturday & Sunday).
- 3.1.4 Earned leave shall be allowed only after successful completion of at least six month of service.
- 3.1.5 Earned leave shall not be combined with the medical leave, weekly holidays or public holidays.
- 3.1.6 Accumulated EL Can be carried over to a subsequent year.
- 3.1.7 Ordinarily, an employee will not take earned leave of more than seven days at a time. However, if the employee seeks the prior approval in writing then the Competent authority (Dean/CEO/ Hospital Director/ Nursing Director/ Director Finance / Medical Director) may agree to a leave for more than seven days at a time if he/she is satisfied that the circumstances may involve any emergency.
- 3.1.8 Earned leave will not be awarded to employee who's Leave with Out Pay exceeding 30 days per year.
- 3.1.9 Earned leaves can be availed/cashed with in Ten years of service otherwise all the earned leaves will expire.

3.2 EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY)

Extraordinary leave may be granted on any ground up to a maximum period of 2 years at a time; provided that the MTI GKMC/BKMC employees to whom such leave is granted has been in continuous service for a period of not less than eight years. In case MTI GKMC/BKMC employees has not completed eight years of continuous service, extraordinary leave without pay

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for a maximum period of one year may be granted at the discretion of the MTI GKMC/BKMC Board of Governors.

3.3 LEAVE ON MEDICAL CERTIFICATE (LEAVE WITHOUT PAY)

Leave applied for on medical certificate shall not be refused. The competent authority (Dean CEO/Hospital Director/ Nursing Director/ Medical Director) to sanction leave up to one month, at its discretion. However, if the leave exceeds more than a month, then the competent authority will get a second medical opinion by requesting the Medical Board to have the applicant medically examined and upon recommendation of Medical Board the employee can get up to 6 months leave with full pay, further 3 months on half pay and onward without pay on medical certificate.

3.4 CASUAL LEAVE:

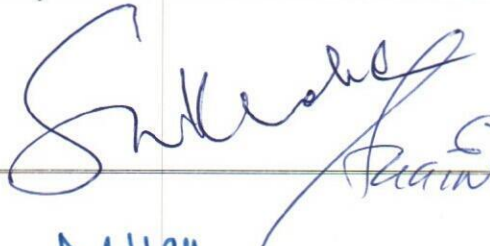
Casual leave up to a maximum of 12 days in any fiscal year may be granted in unusual special circumstances, with written justification by the concerned authority, provided that Casual leave cannot be granted during Probation period, 6 months of continuous employment by the Institution, and must be approved by the Dean/Medical Director/Hospital Director/Nursing Director / Director Finance as appropriate. Casual leave cannot be carried forward to next year. Head of Department will approve up to two days' casual leaves, more than two days' casual leaves will be forwarded through Head of Department to Dean/CEO, Hospital Director, Medical Director, Nursing Director, Director Finance.


The use of casual leave must be requested and approved in advance, except in an emergency. The head of department has the authority to approve or disapprove the use of Casual leave. In emergencies where leave cannot be requested and approved in advance, absences should be reported as soon as possible to the employee's supervisor or head of department, in the event the supervisor or HOD is unavailable. Depending on the extent of the emergency, it is acceptable for a representative to notify the supervisor on behalf of the employee, with the employee contacting the supervisor as soon thereafter as possible.

Casual leave cannot be combined with both end of a gazetted holiday's or weekend simultaneously, otherwise casual leaves will be converted to Earned leaves.

3.5 PERSONAL HOLIDAY:

Regular full-time and part-time Staff employees are entitled to one-week paid personal holiday each year. For the purpose of determining eligibility for a personal holiday, a regular employee is one who has completed a probationary period without a break in service. A personal holiday is credited to eligible employees on the date the employee completes his/her probationary period in any Staff class. A personal holiday is requested in the same manner as other types of leave.


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3.6 SICK LEAVE:

Sick leave is accrued by all employees, and permits time off from work with pay. A maximum 12 days Sick leaves will be allowed.

3.6.1 Head of Department will approve up to 3 days' Sick leaves, more than 3 days' Sick leaves will be forwarded through Head of Department to Dean/CEO, Hospital Director, Medical Director, Nursing Director, Director Finance which may be converted to medical leaves.

3.7 QUARANTINE LEAVE:

MTI GKMC/BKMC employees suffering from any disease which requires his confinement for certain period by way of quarantine may, on the recommendation of the authorized medical consultant, have quarantine leave for the said period. The quarantine leave granted under this rule shall not be debited to the leave account, all employees on such leave shall, for all purpose, be treated as on duty.

3.8 STATION LEAVE:

For specific events, MTI GKMC//BKMC Administration, Faculty, and Staff employees may be granted Station leave to cover absences from work. Temporary employees are not entitled to Station leave.

Depending upon the event, administrative leave is required to be granted; may be approved by a Dean/ CEO, Medical Director, Nursing Director, Finance Director and Hospital Director at his/her discretion.

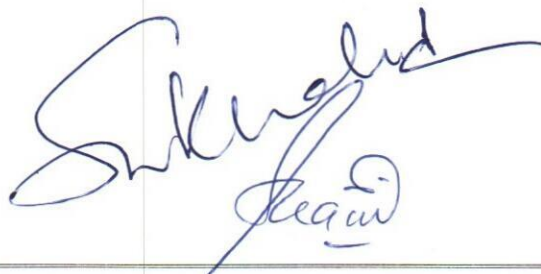
Events for Which Administrative Leave Must Be Granted –

An employee must submit written request, with applicable support documentation, in order to be granted Station Leave. All support documentation must be kept in the HR department along with the leave request and maintained in the employee's leave file:

3.8.1 Legal Matters

Summoned for court hearings - A copy of the summons is required. Coverage is for all hours required, not to exceed the number of hours in the employee's regular workday. If the court does not require absence for the entire day, the employee shall return to work immediately upon release by the court or make other arrangements with supervisor to use leave for the remainder of day.

3.8.2 Civil Disorder/Disaster –



Assisting with civil disorder/disaster involves performing duties resulting from civil disturbances, riots, and natural disasters, if the employee is a member of a volunteer fire department, police auxiliary or reserve, civil defense unit, other law enforcement organization, civil air patrol, or coast guard auxiliary. Coverage cannot exceed two days on any one occasion.

3.9 COMPENSATORY OFF:

- 3.9.1 An employee is eligible for compensatory off when he/she has worked on an important assignment on any of the national/festival/declared off day.
- 3.9.2 Approval to work on any such day i.e. national/festival/declared off day must be taken by senior management.
- 3.9.3 A paid compensatory off must be availed within a period of 1 month, otherwise it will lapse.
- 3.9.4 Approval of senior management is must for compensatory off. Employee who has worked on national/festival/declared off day can avail leave in lieu of work done on above mentioned days. The day employee is taking compensatory off he/she must inform immediate reporting manager, once approved, it is immediate manager's responsibility to inform HR about the same.

3.10 SABBATICAL LEAVE:

Sabbatical leave is meant for the academic development of faculty. It is provided so that faculty members may expand existing research programs, or develop new research programs in collaboration with National or International experts/institutions, or for faculty members to develop or enhance new research or clinical techniques or programs, or for faculty members to enhance or develop new educational programs in collaboration with national or International experts/institutions.

The applicant for sabbatical leave will be expected to provide a description of their proposed program in sufficient detail to allow the Dean to adequately assess the proposal to arrive at a satisfactory conclusion as to the value of the proposal to the Institution and the individual.

- 3.10.1 All permanent/full time Faculty will be eligible for Sabbatical Leave.
- 3.10.2 Sabbatical leave is a privilege and not a right.
- 3.10.3 Eligibility for sabbatical leave requires completion of 6 years of full time service.
- 3.10.4 The maximum period of sabbatical leave is one year.
- 3.10.5 Sabbatical leave is given only for the specific purpose of education and/or research.
- 3.10.6 The request for sabbatical leave will be forwarded through the Department Chairman to the Dean/Hospital Director/ Nursing Director / Medical Director/ Finance Director for recommendation and formal approval by the Board of Governors.

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- 3.10.8 All reasonable efforts will need to be made to ensure the provision of locum cover. A minimum period of four months' notice will be required in order to arrange a sabbatical so that the hospital can make reasonable efforts to arrange a locum.
- 3.10.9 Faculty on sabbatical leave will receive full base salary for 6 months or ^{half of the} ~~full~~ base salary for one year.
- 3.10.10 No leave will accrue during the period of sabbatical leave.
- 3.10.11 The maximum number of consultants per year eligible for sabbatical leave will be as decided by the Board of Governors.

3.11 MATERNITY LEAVE:

Female employees will be entitled to 90 days paid maternity leave, provided that such maternity leave will not be available to employees until after 6 months of continuous employment at the MTI GKMC/BKMC.

Such maternity leave may not be granted for more than 3 times, in the entire service of the female employee.

3.12 PATERNITY LEAVE:

A male employee expecting his wife to give birth to a child shall at his option be granted paternity leave on a full pay not exceeding twenty-one days.

Such paternity leave may not be granted more than three times in the entire service of the male employees. The paternity leave must be taken within 15 days of child birth, failing which the leaves will lapse.

3.13 DISABILITY LEAVE:

Disability leave may be granted outside leave account on each occasion up to a maximum of three hundred sixty-five days (365) on such medical advice as the Medical Board may consider necessary, to a MTI GKMC/BKMC employee, disabled by injury, ailment or disease contracted in course or in a consequence of duty or official position. The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty-two days and on half pay for the remaining period.

3.14 SHORT LEAVE

Half day of CL can be availed as per the respective leave norms. The half day leave thus availed should be either the first four hours of the work day or last four hours of the work day. Two half day leave will be considered one casual leave and will be deducted from the balance.

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Procedure: The same leave application form will be submitted to HR Department with clearly mentioning type of leave, Substitute and rotate through supervisor and HOD.

3.15 HAJJ AND UMRAH LEAVE:

- 4 All employees of MTI GKMC/ BKMC will be entitled to leave with full pay for Hajj and Umrah.
- 5 All employees of MTI GKMC/BKMC will be entitled to leave for performing Hajj or Umrah as follows:
- 6 Hajj leave can be taken only once in five-year period of service with MTI GKMC/BKMC.
- 7 Umrah leave can be taken only once in three-year period of service with MTI GKMC/BKMC.
- 8 The employee must have completed at least 1-year employment at MTI GKMC/BKMC and its allied hospitals before availing Hajj and Umrah leave (including six months' probation).
- 9 The MTI GKMC/BKMC has the right to limit the number of people who can avail of this service every year.
- 10 A maximum of 45 days' leave will be granted for Hajj and 21 days will be granted for Umrah.
- 11 The employee must provide documented proof such as visa, forms/ ticket reservations etc. for performing Hajj or Umrah.
- 12 The competent authority for granting Hajj or Umrah leave is the Dean/CEO, Hospital Director, Medical Director, Nursing Director and Director Finance of MTI GKMC/BKMC.
- 13 The Prescribed Leave application form along with supporting documents must be submitted one month prior to leave commencement.
- 14 The Division/Department head/approving authority of the application must ensure appropriate cover of duties during the absence of the leave applicant.
- 15 Departure and arrival report must be submitted to the HR department.

3.1.16 STUDY LEAVE/TRAININGS

MTI staff will be eligible for study leave up to one year with pay (base salary 40% of gross salary) to enhance his/her education provided two-year service with institution has been completed successfully after probation. Further extension may be granted on the approval of BOG.

4. TERMS AND CONDITIONS

- This policy is applicable to MTI GKMC/BKMC and its allied Hospitals THQ TOPI and THQ CHOTA LAHORE, irrespective of the level of the management to which and individual belongs.
- An employee shall not proceed on leave until unless leave has been approved by reporting Manager/HOD/Supervisor.

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- If an employee is absent continuously for 7 days beyond sanctioned leave with no information, in this case employee shall be considered to have left his/her employment on one's free will. HR will take action in this case. First warning letter will be issued to the employee if he/she does not return within 7 days of expiry of sanctioned leave, 2nd warning letter will be issued. If there is still no response from 2nd warning letter, the final termination letter will be issued.
- In case of prolonged illness or leave of absence from work an employee is supposed to inform the immediate reporting Manager/HOD/Supervisor at regular interval about their condition and most probable date of return. In absence of any communication from employee serious action can be taken by the MTI GKMC/BKMC.
- Leave without approval will be considered as leave without pay.
- Weekends and any holiday lying between the sanctioned leave periods will be excluded and not be counted as leave in case of casual and earned leave.
- Leave for coming year cannot be availed in the current year.
- If the leaves are not availed during the year, it will lapse at the end of year

5. CANCELLATION OF LEAVE:

- Approved leave can be cancelled depending upon the situation.
- Leave once cancelled by reporting Manager/HOD/Supervisor the notification should reach to the employee and the HR department.
- Leave balance will be updated accordingly by HR department.

6. EXPECTATIONS FOR EMPLOYEES AND MEMBERS OF THE MANAGEMENT TEAM INCLUDE:

Employees are expected to:

- Communicate honestly and openly.
- Share responsibility for outcomes.
- Make reasonable judgments in their efforts to be at work, maintain regular attendance, and be engaged while at work.
- Actively communicate in a timely manner with their supervisors about their attendance and need to request leave.
- Be responsible in balancing work obligations and impact upon co-workers also make patient care priority keeping personal considerations in scheduling leave.
- Use leave benefits in the manner for which they are intended.

7. Managers/HODs and Supervisors are expected to

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- Establish and communicate to all employees the procedures, timeframes for notification, and consequences when an employee will be late or unable to report to work.
- Evaluate the relevant circumstances of each employee's situation. Monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner.
- Management discretion should be exercised equitably and fairly, considering: pattern of absences from work mitigating circumstances, i.e. hospitalization, catastrophic event, bereavement, etc.

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