



# MEDICAL TEACHING INSTITUTION MARDAN



## LEAVE POLICY (Leave Regulations) of MTI Mardan

### 1. Scope:

- I. To outline and implement rules governing employee vacations/leave.
- II. All leave must be entered in leave account of the concerned employee and communicated to the concerned employee at the end of every calendar year.
- III. All leave applications shall be routed through Incharge/Chairman of the Functional group to Dean (in case medical faculty), and through concerned Manager to Hospital Director (in case of non-faculty staff) and Nursing Director (in case of Nursing staff).
- IV. Ex. Pakistan leave of all Doctors/officers shall be sanctioned by BOG (as per directions of Chairman BOG). Application should be sent 3-4 weeks prior of the availing date.
- V. Institutional employees within the meaning of the MTI Act 2015 shall not be allowed deputation outside the institution.
- VI. Scheduled vacations shall not be counted as leave.
- VII. Leave other than covered by these Regulations shall not be granted.

### 2. Method

- a) The MTI leave year is from 1st January to 31<sup>st</sup> December.
- b) All leave applications must be submitted to the appropriate authority such as the Department Head/MD/HD/Dean/Nursing Director, as the case may be, in advance as possible to avoid disruption of work. All leave (except casual/Medical leave) must be approved by the appropriate authority *prior to availing the leave*.
- c) The department of human resources is responsible for maintaining employee leave records and balances.

### 3. Earned Leave (EL):

- I. All permanent and full time confirmed Institutional employees are entitled to avail Earned Leave.
- II. Earned leave for vacation employees will be 2days for every calendar month of the period of duty rendered and credited to the leave account as leave on full pay” duty period of 15 days or less in a calendar month being ignored and those of more than 15 days being treated as a full calendar month, for the purpose. Earned leave for non-vacation employees will be 04 days for every calendar month.
- III. There shall be no maximum limit on the accumulation of such leave.



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#### 4. Casual Leave:

Casual leave up to a maximum of 24 days in any fiscal year may be granted in unusual special circumstances, with written justification by the concerned authority and must be approved by the Dean/Medical Director/Hospital Director/Nursing Director/Head of Department as appropriate. 10 days casual leave can be given at a time. In special circumstances this should be 15 days but the applicants will mention the cogent reason.

Chairman of the Department shall have the delegation of power of sanctioning casual leave up-to 03 days (with intimation to HR Department)

#### 5. Sick Leave (SL):

a) Leave applied for on medical certificate shall not be refused. The authority competent to sanction leave may, however, at its discretion, secure a second medical opinion by requesting the Hospital/Medical Director or the Medical board to have the applicant medically examined.

#### 6. Maternity Leave:

Female employees will be entitled to 45 days paid maternity leave before delivery and 45 days paid maternity leave after delivery.

#### 7. (Extra ordinary leave):

Unpaid Leave will not be granted under normal circumstances. Unpaid leave can only be granted at the sole discretion of the concerned authority *under exceptional circumstances*. Unpaid leave for more than one year will be granted by BOG.

#### 8. Civil servants:

These Leave Rules shall apply to civil servants working in the institution. Civil servants requiring leave for longer periods than specified in the above rules, may apply to the Health Secretary.

#### 9. Special leave to Female

A female servants may on the death of her husband/divorce, be granted special pay on full pay not exceeding 130 days. This leave shall not be debited to her leave account and will commence from the date of death of her husband/divorce as the case may be. For the purpose she will have to produce such certificates.



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## 10. Hajj/Umra/Religious Pilgrimage Leave:

- a) All employees of the institution will be entitled to leave for performing Hajj or Umra as follows:
- b) A maximum of 45 days leave will be granted for Hajj and 21 days will be granted for Umra.
- c) The employee must provide documented proof such as visa, forms/ ticket reservations etc. for performing Hajj or Umra.
- d) The Prescribed Leave application form along with supporting documents must be submitted 10 days prior to leave commencement.
- e) The Department head/approving authority of the application must ensure appropriate cover of duties during the absence of the leave applicant.
- f) A return arrival report must be submitted to the HR department after leave.

## 11. Public Holidays:

Public Holidays will be observed in accordance with Government announcements and Notifications.

## 12. Educational/Conference Leave (ECL):

- i. Eligibility for Education/Conference Leave occurs after completing twelve months of continuous service.
- ii. A maximum of ten (10) days per annum will be available.
- iii. Request for ECL must be accompanied by official notification of the conference/meeting by the Professional Society/University/Institution.
- iv. The request for ECL will be routed through the Department Head, who will note his signed concurrence, to the Dean and Academic Council, with a copy to the MD, for final approval.
- v. The total time for ECL will not exceed the actual conference/meeting time by more than 3 days.
- vi. Consultants must give sufficient notice prior to their departure for arrangement of replacements to cover the clinical work. In case a replacement is not available, the decision to allow ECL must include documented approval by the MD.
- vii. On return from ECL the faculty member should provide documentation verifying his/her attendance at the conference/meeting in the form of a registration/attendance certificate.
- viii. Notwithstanding the above, a faculty member who has a research paper/presentation accepted at a recognized, reputable scientific meeting in his/her discipline, or is invited to present a talk or to chair a scientific session at such a meeting, will receive ECL, even if the faculty member has already availed the maximum ten days of ECL.



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- ix. *NOTE: leave for the purposes of participating in examinations/council meetings etc of recognized medical institutions/colleges, eg. The CPSP, RCP, etc will be considered official duty and the time will not be deducted from ECL.*

## 13. 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.

- a) All permanent/full time Faculty will be eligible for Sabbatical Leave.
- b) Sabbatical leave is a privilege and not a right.
- c) The maximum period of sabbatical leave is two year.
- d) Sabbatical leave is given only for the specific purpose of education and/or research.
- e) The request for sabbatical leave will be forwarded through the Department Chairman to the Dean for recommendation and formal approval by the Board of Governors.
- f) 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.
- g) Faculty on sabbatical leave will receive full base salary for one year or half base salary for two years.
- h) No leave will accrue during the period of sabbatical leave.
- i) The maximum number of consultants per year eligible for sabbatical leave will be as decided by the Board of Governors.