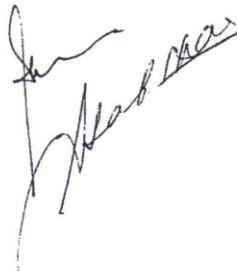


<b>Agenda Item No. 19 (1)</b>	Leave policy (leave Regulations) MTI KTH
Case detail	<p>The Dean KMC vide No. 7712/Estt/KMC dated 02.8.2017 has submitted leave policy (leave Regulations) MTI KTH for the employees of KMC/KTH/KCD.</p> <p><b>LEAVE POLICY (Leave Regulations) MTI-KMC/KTH/KCD</b></p> <ol style="list-style-type: none"> <li>1. <b>Scope:</b> To outline and implement rules governing employee vacations/leave.       <ol style="list-style-type: none"> <li>a. These rules may be called as leave regulations MTI-KMC/KTH/KCD 2017</li> </ol> </li> <li>2. All leave must be entered in leave account of the concerned employee and communicated to the concerned employee       <ol style="list-style-type: none"> <li>a. at the end of every calendar year</li> <li>b. On inquiry by the employee</li> </ol> </li> <li>3. All leave applications shall be routed through 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).</li> <li>4. <b>Ex-Pakistan leave</b> upto 45 days will be granted by concerned Dean/HD/MD and Ex-Pakistan Leave beyond 45 days will be granted by the BoG. Similarly, casual/earned/ex-pak leave to M.D/H.D/Deans will be sanctioned by Chairman BoG. Leave beyond 45 days will be sanctioned by the Board.</li> <li>5. Institutional employees within the meaning of the MTI Act 2015 shall not be allowed <b>deputation</b> outside the institution.</li> <li>6. Scheduled vacations shall not be counted as leave.</li> <li>7. Leave other than covered by these Regulations shall not be granted.</li> </ol> <ol style="list-style-type: none"> <li>2. <b>Method:</b> <ol style="list-style-type: none"> <li>a) The MTI leave year is from 1st January to 31<sup>st</sup> December.</li> <li>b) All leave applications must be made on the prescribed form to the appropriate authority such as the Division/Department Head/MD/HD/Dean/Nursing Director, as far in advance as possible to avoid disruption of work. All leave must be approved by the appropriate authority <i>prior to availing the leave</i>.</li> <li>c) The department of human resources is responsible for maintaining employee leave records and balances.</li> </ol> </li> <li>3. <b>Earned Leave (EL):</b> <ol style="list-style-type: none"> <li>a) All permanent and full time confirmed Institutional employees are entitled to avail Earned Leave.</li> <li>b) Earned Leave is not applicable to the initially recruited employees during probation period. Those promoted to a higher grade shall not be affected.</li> <li>c) Employees will accrue 1 days leave for every 13 days worked, i.e. 22 working days per year, excluding weekends.</li> <li>d) Earned Leave beyond 365 days shall be lapsable. Earned leave already accumulated before the approval of the leave regulations 2017 shall remain intact.</li> </ol> </li> <li>4. <b>Casual Leave:</b> Casual leave up to a maximum of 20 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 before 6 months of continuous employment by the Institution, and must be approved by the Dean/Medical Director/Hospital Director/Nursing Director as appropriate. Chairman of the Department shall have the power of sanctioning casual leave.</li> <li>5. <b>Sick Leave (SL):</b> <ol style="list-style-type: none"> <li>a) Employees will be entitled to sick leave after 6 months of continuous employment in the Institution.</li> <li>b) Upto maximum 545 days leave on medical grounds by authorized medical attendant. However, sanctioning authority has the right to obtain second opinion.</li> <li>c) Utilization of sick leave by the individual will require a medical certificate documenting the sickness and inability to perform his/her duties.</li> <li>d) Sick leave cannot be accumulated from year to year. Employees will accrue 1.5 days (as outpatient) from every one month, for a total of 18 days per year.</li> <li>e) If 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 at</li> </ol> </li> </ol>



	<p>the start of the work day, failing which the employee will be considered absent without leave.</p> <p>f) If SL is to exceed an employee's entitlement the excess leave may be adjusted from the accumulated earned leave.</p> <p>g) An employee must apply for an extension in SL at least two days prior to his/her scheduled return, failing which the employee would be considered absent without leave.</p> <p>h) Prolonged Sick Leave for serious illness/hospitalization, on-the-job injuries, etc may, under special circumstances, be approved by the concerned authority, after approval by the Institutional Management Committee.</p> <p><b>6. Maternity Leave:</b> Female employees will be entitled to 45 days paid maternity leave before delivery and 45 days paid maternity leave after delivery. Condition of 4 months shall be deleted from maternity leave.</p> <p><b>7. Special Leave:</b> Upto 130 days shall be permissible to the female employees (in case of death of her husband) by the concerned Dean/HD/Nursing Director and shall not be used for any other purpose.</p> <p><b>8. Unpaid Leave (Extra ordinary leave):</b> Unpaid Leave will not be granted under normal circumstances. Unpaid leave can only be granted at the sole discretion of the concerned authority <i>under exceptional circumstances</i>, for a maximum of three weeks. Unpaid Leave for more than 3 weeks can only be approved by the Board of Governors.</p> <p><b>9. Civil servants:</b> 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. However, the service of a civil servant requiring extra leave beyond that provided by the Institution to its institutional employees, will be reverted to the health department, creating a vacancy for recruitment of an Institutional employee to fill the position.</p> <p><b>10. Hajj/Umra/Religious Pilgrimage Leave:</b> All employees of the institution will be entitled to leave for performing Hajj or Umra as follows: a) A maximum of 45 days leave will be granted for Hajj. The employee must provide documented proof such as visa, forms/ticket reservations etc for performing Hajj. b) Leave will be granted at the discretion of the Institution after 3 years of continuous service at the institution. c) The competent authority for granting Hajj or Umra leave is the Chairman-BoG/Dean/Hospital Director/Medical Director. Umra leave may be considered as Ex-Pakistan Leave and sanctioned by the concerned authority. d) The Prescribed Leave application form along with supporting documents must be submitted one month prior to leave commencement. e) The Division/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. g) Hajj leave shall be sanctioned by the Hospital Director. It shall not be restricted to one time during the whole service. Umra leave may be considered as Ex-Pakistan leave and sanctioned by the concerned authority.</p> <p><b>11. Public Holidays:</b> Public Holidays will be observed in accordance with Government announcements and Notifications.</p> <p><b>12. Educational/Conference Leave (ECL):</b> a) Eligibility for Education/Conference Leave occurs after completing twelve months of continuous service. b) Source of funding for the conference must be declared to the IMC in writing c) A maximum of ten (10) days per annum will be available. d) Request for ECL must be accompanied by official notification of the conference/meeting by the Professional Society/University/Institution.</p>
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	<p>e) 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.</p> <p>f) The total time for ECL will not exceed the actual conference/meeting time by more than 3 days.</p> <p>g) 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.</p> <p>h) 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.</p> <p>i) 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. Educational/Conference Leave ECL shall be considered as duty.</p> <p>j) Educational/Conference leave (ECL) shall be considered as duty.</p> <p><b>NOTE:</b> leave for the purposes of participating in examinations/council meetings etc of recognized medical institutions/colleges, e.g. The CPSP, RCP, etc will be considered official leave and the time will not be deducted from ECL. Such official leave must still be approved and documented as noted above.</p> <p><b>13. Sabbatical Leave</b></p> <p>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.</p> <p>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.</p> <p>a) All permanent/full time Faculty will be eligible for Sabbatical Leave.</p> <p>b) Sabbatical leave is a privilege and not a right.</p> <p>c) Eligibility for sabbatical leave requires completion of 6 years of full time service.</p> <p>d) The maximum period of sabbatical leave is one year.</p> <p>e) Sabbatical leave is given only for the specific purpose of education and/or research.</p> <p>f) 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.</p> <p>g) 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.</p> <p>h) Faculty on sabbatical leave will receive full base salary for 6 months or half base salary for one year.</p> <p>i) No leave will accrue during the period of sabbatical leave.</p> <p>j) The maximum number of consultants per year eligible for sabbatical leave will be as decided by the Board of Governors.</p>
<b>Decision</b>	<b>Approved.</b>
<b>19 (2)</b>	<b>Delegation of financial powers:</b>
Case detail	<b>Delegation of financial powers:</b> The same issue was put at the agenda item No. 1 in 7 <sup>th</sup> IMC meeting and recommendations were made and emailed to all stakeholders for input.
Decision	<b>Provisionally approved, to be reviewed by D.F and submitted to BoG for formal approval.</b>