

HIMALAYA MEDICAL COLLEGE & HOSPITAL



Run By:- Himalaya Educational Trust

Chiksi, (SH-69), Paliganj, Patna, Bihar - 801110

Contact: 9304637349, 9334767990

Email id - himalayauni.hmch@gmail.com

Website : www.hmcedu.in

WORKING HOURS & LEAVE RULES FOR NON-TEACHING STAFF

(w.e.f. 01/01/2023)

I Working Hours:-

To facilitate high quality of efficient and effective Hospital service, following rules/principles are to be adhered.

These rules will come into effect from 01/01/2023.

1. The working hours of Non- teaching staff are **9 am to 5 pm from Monday to Saturday.**
2. **The working hours can be increased or modified anytime.**
3. **Lunch time: a flexible lunch time of 30 min** is provided during 1 to 2 pm with following principles
 - a All the staff should not proceed simultaneously rather they should coordinate by mutual adjustment such that the work does not suffer during 1 to 2 pm.
 - b. Those residing in the campus can avail the facility of lunch at the quarter sticking to the limit of 30 minutes. If they are found to be overstaying, that particular day will be marked Leave without pay.
4. Attendance should be recorded as follows
 - a. On biometric attendance machine.
 - b. Manually in the departmental register.In both manners above, **attendance should be marked for incoming and outgoing.**
5. A “Movement register” must be maintained at departmental level for recording local movement (for more than 10 min).
6. Those on duty on Sundays, Gazetted Holidays and Emergency shall mark their attendance both for incoming and outgoing on Biometric only.
7. No Compensatory leave shall be granted for Emergency duty. **Compensatory leave will be given only to those who are on full day duty with availability in hospital and cross confirmed by relevant person (Not call duty) on Sunday and Gazetted holidays.** The compensatory leave should be availed **within 30 days otherwise it will lapse.** Record of such leaves will be maintained in the O/O HOD. In case of any doubt/controversy, decision of Chief Administrative Officer will be final.
8. Grace period for **Railway crossing barrier -15 min grace daily upto -09:15AM, with additional 15 min grace upto 09:30AM for 02 days in a month for any unforeseen contingencies on the barrier, subsequently late punching for 03/06 days casual leave of 0.5/01 day will be deducted in case casual leave is exhausted then salary will be deducted accordingly.**

II LEAVE RULES:-

1. **No leave is a matter of right of any employee. It can be rejected without assigning any reason.**
2. Leave rules can be modified at any time.
3. Following is the chart showing permitted Leaves during the year.

Leave	Non-TeachingStaff
Casual Leave	12
Sick Leave	12
Earned Leave	12
Total	36

4. Prior sanction of leave from competent authority is mandatory (Please use HR Leave mobile app **Realtime India (P) Limited. Intimation on SMS or WhatsApp and Mail is NOT ACCEPTED**). Please contact IT department for any issue related to mobile app.
5. Post dated sanction is **Not permitted**
6. **Half leave (Except CL and SL) is NOT permitted.**
7. **No leave is permitted after submitting resignation.**
8. Inter fix Sundays / Holidays shall be counted for earned / sick leave.
9. **In the first year of service, leave shall be allowed on pro rata basis i.e.1CL and 1 SL per month.**
10. **Casual & Sick Leave** – Medical certificate is necessary for availing **more than 2 days sick leave** and these leaves **cannot be carried forward to next year**. Not more than 6 leaves can be taken from the combined account of CL and SL. (For all practical purposes, CL and SL have been combined into one account). The application has to come at least 1 day before.
11. **Earned Leave** – Those who have **completed 01 year of service are eligible** to avail EL. These can be carried forward to next year and **accumulation is permitted up to 30 days**. Please apply at least 10 days before for sanction. **EL to be availed at any time is minimum 3-days.**
No leave encashment is permitted.
12. **Maternity leave** – Maternity leave will be granted as per Maternity Benefit Act.
13. The staffs if found habitual of late coming or early leaving, then disciplinary action will be taken which may be withholding salary or even termination.
14. **Continuous willful absence (Without prior approval) from duty (more than 2 weeks) will invite panel action including relieving from services.**
15. **Leave approving authority:-** Leave to be recommended by department **HOD** and approved by **Chief Administrative Officer.**