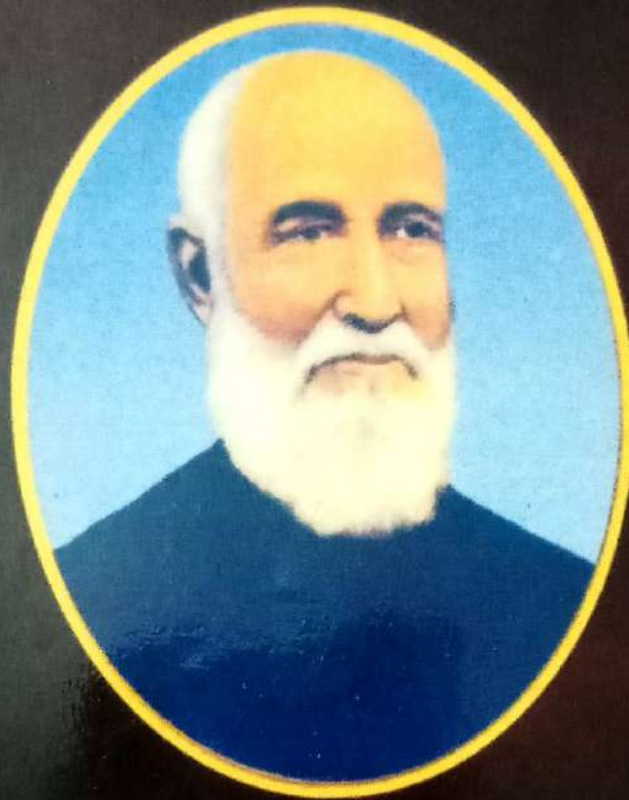


POLICY
DOCUMENT ON
WELFARE
MEASURES

FR MULLER CHARITABLE INSTITUTIONS

Fr Muller Road, Kankanady, Mangalore - 575 002.



RULES & REGULATIONS OF SERVICE

(for Teaching Staff)

OF FR MULLER INSTITUTE OF HEALTH SCIENCES

Comprising of :

**Fr Muller Medical College,
Fr Muller Homoeopathic Medical College,
Fr Muller S.O.N. & C.O.N.,
Fr Muller College of Allied Health Sciences.**

11. PAYMENT OF WAGES:

- a) Employees shall be paid their salary on the first working day of every succeeding month through the bank counter in the premises of the Institutions. If the first day of the month happens to be a Sunday or a bank holiday, then the salary shall be paid on the succeeding day.
- b) The salaries and allowances, if any, of all employees shall be paid subject to the following deductions:
 - i. statutory deductions.
 - ii. recoveries towards loan/advances.
 - iii. deductions required to be made as per orders of the Government or Court or other competent authorities.
 - iv. deductions for amenities such as house, room, food, laundry etc. provided by the Institutions.
 - v. deductions to make adjustments with salary advances, extra amounts paid earlier by error, if any.
 - vi. deductions to recover the amount of any credit bill standing against the account of an employee.
 - vii. deductions for damage or loss of property, equipments, belongings of the Institutions, or for loss of money which he is required to account for, if the damage or loss is due to his negligence.
 - viii. deductions for absence from duty without permission.
 - ix. penal deductions imposed through a written order by the Employer.

12. PROVIDENT FUND:

Eligibility to the statutory Provident Fund and related schemes shall be determined as per the Provident Fund Act and Rules in force from time to time.

13. GRATUITY:

All employees, except retired and re-employed, shall be eligible for gratuity as per the provisions of the Payment of Gratuity Act, 1972.

14. LOANS:

Requests for advances against salary will not be entertained except in very exceptional cases.

15. LEAVE FACILITIES:

- a) All permanent employees, subject to the following conditions, are eligible for the following leave facilities:
 - i) Casual Leave 12 days
 - ii) Special Casual leave 15 days
 - iii) Earned Leave 24 days
 - iv) Half pay leave 20 days
(Commutated)
 - v) Maternity Leave
 - vi) Study Leave
 - vii) Leave Without Pay
- b) Leave facilities for categories of employees other than permanent shall be mentioned in their respective letter of appointment.

Staff working on Institutional Holidays are permitted to take Compensatory Off.

i. CASUAL LEAVE

- a) Permanent employees are eligible for 12 days Casual Leave with full pay in a calendar year. Casual Leave could be availed for a maximum of 6 days at a time.
- b) Employees who are confirmed during the Calendar year shall be eligible for Casual Leave proportionate to the remaining period of the year.
- c) The Casual Leave may be combined with Sundays or other authorized holidays provided that the resulting period of absence from duty does not exceed 10 days. But in

calculating the total leave, the Holidays and Sundays will not be taken into account. When applying for Casual Leave combined with Sunday or other authorized Holidays, mention must be made of the Holidays and permission to avail the same must be sought if the employee is required to be on call duty on such holiday.

- d) Employees can avail Casual Leave for half day.
- e) Casual Leave can be combined with any other type of leave.
- f) Casual Leave not applied for or availed in the calendar year will be credited to the Commuted Leave account.

ii. SPECIAL CASUAL LEAVE:

- a) An employee may be permitted to take Special Casual Leave to attend conference, workshops, CME programmes, present papers in the respective field of their study of specialization for which he is appointed in the Institutions or to go as an examiner to RGUHS for the period required to conduct the necessary examinations. Special Casual Leave will be granted for and shall be inclusive of both for the journey and attending the programmes mentioned above.
- b) Absence of employees from Institutions for the purposes mentioned here below shall be treated as 'on duty':
 - 1) When an employee is summoned to serve as an assessor or to give evidence before a Court in the Indian Union as a witness in the civil or criminal cases in which his private interests are not involved.
 - 2) Employee summoned to give evidence in medico-legal cases pertaining to the Institution.
 - 3) Employee summoned to give expert evidence before any Court of law.

- c) Whenever an employee is offered Exam duty in any University, he should first obtain permission from the Management before accepting the same.
- d) Special Casual Leave may be combined with Casual Leave only in cases where the employee applying for such combined leave is proceeding for examination duty or for attending All-India or State medical conferences. In all other cases Special Casual Leave can be combined with Casual Leave only with prior permission of the Sanctioning Authority.
- e) The Special Casual Leave that can be granted to an employee for the above purposes is restricted to 15 days in a calendar year.
- f) Whenever an employee avails Special Casual Leave for any of the purposes mentioned under these rules, the same should be supported by appropriate attendance certificates which should be submitted for processing his leave.

iii. PRIVILEGE / EARNED LEAVE

- a) All permanent employees are eligible for 24 days of Privilege or Earned leave in a calendar year. Privilege Leave will accrue at the rate of 2 days for every completed month of service provided the employee concerned has worked for a minimum of 25 days in that month including the period of sanctioned leave with pay. The period under Leave Without Pay will not be considered as service period for calculation of Privilege Leave.
- b) Employees confirmed during the calendar year shall be eligible for Privilege leave proportionate to the remaining period of the calendar year from the date of their confirmation.
- c) Privilege Leave must be availed for a minimum of 3 days at a time. Application for Privilege Leave must be made at least 15 days in advance.

- d) Privilege Leave can be accumulated for a maximum period of 180 days. All leave beyond this period will automatically lapse.
- e) All permanent employees are permitted to encash Privilege Leave @ the basic pay as terminal benefits upto 180 days at the time of retirement.
- f) Employees are permitted to encash 30 days of Earned/ Privilege Leave once in a block period of 2 years.
- g) Employees are advised to avail their Earned leave in proper time, according to the convenience of their Departmental routine and they are expected to co-operate with the Departmental Heads in the preparation of the Departmental Leave rosters at the beginning of every calendar year.
- h) Privilege Leave admissible shall be inclusive of all holidays occurring during the period. But if holidays precede or follow the sanctioned Privilege leave, they will not be considered as days of leave.

iv. COMMUTED LEAVE (HALF PAY LEAVE)

- a) All permanent employees are eligible for 20 days of leave on half pay, commutable to 10 days on full pay during a calendar year to be availed in case of sickness & to attend to personal work.
- b) Employees confirmed in service during the calendar year shall be eligible for Commuted Leave proportionate to the remaining period of the year.
- c) Accumulation of Commuted Leave including the leave of current year is permissible to the maximum of 180 days at half pay or 90 days with full pay.
- d) Any employee suffering from any communicable, contagious, infectious diseases on the advice of the Staff Medical Officer may be sent on compulsory leave. If any Privilege or Commuted Leave is due to him, the same will be adjusted in accordance with the leave rules of the Institutions. If no leave is due, the same will be treated as Leave without Pay.

- e) Commuted Leave may be combined with Casual and Earned Leave provided the employee has actually served for complete one year excluding all periods of absence, if any.
- f) Commuted Leave cannot be encashed.
- g) Commuted Leave cannot be availed once notice of resignation is given.

v. MATERNITY LEAVE

- a) Female employees are eligible for maternity leave and benefits as per the provisions of the Maternity Benefit Act 1961. Provided that such benefit shall be restricted to first two deliveries only.
- b) No Casual leave or Privilege leave will accrue during the period of Maternity leave.

vi. STUDY LEAVE:

If the Management deposes any employee for any study programme such an employee will be granted 'Special Study Leave' on full, part or no payment of his salary as per the circumstances and at the discretion of the Employer.

Study Leave can also be in the form of:

- A. Short Term Fellowship
- B. Long Term Fellowship
- C. Sabbatical Leave.

A. SHORT-TERM FELLOWSHIPS:

With the permission of the Employer, Short Term Fellowships may be used by an employee for visits to academic centers for clinical, research or for teaching activities in the field of his specialization for which he is appointed in the Institutions.

The following conditions will apply:

- i. Only confirmed employees at the level of Assistant Professor or higher will be eligible provided they have put in a minimum of three years of service in FMCI.
- ii. The period of fellowship may extend up to three months.
- iii. Only Privilege leave available can be made use of for this purpose. The applicant must have the necessary leave accumulated in his account.
- iv. There would be no financial commitment on the part of the Institutions.
- v. In case of more than two eligible candidates, the senior applicant will be accorded priority.
- vi. The applicant shall be entitled to maintain his inter-se seniority while on leave.

B. LONG TERM FELLOWSHIPS

Long Term Fellowships are to be utilized by an employee at the discretion of the Management for obtaining advanced training in the field of his specialization for which he is appointed in the Institutions, which may or may not lead to a degree or diploma.

The following conditions will apply:

- i) Employee should have put in a minimum service of 5 years in the Institutions.
- ii) Normally Leave up to one year will be allowed for Long Term Fellowship. However in special cases, it can go up to two years in case the employee goes for higher studies.
- iii) Neither will the employee be entitled for any emoluments during this period nor will this period be considered for any increments and / or promotions.
- iv) Employee applying for Long Term Fellowship Leave will have to execute a two year service bond for every year of leave. A failure to carry out the said terms, the employee is liable to pay a sum equivalent to his one year's emoluments at the last drawn rate of salary to the Institutions and in this regard he shall provide a bank guarantee for the said amount.

- v) Long Term Fellowships will not earn any leave to one's credit.
- vi) There must be a clear gap of five years between two spells of Long Term Fellowships.
- vii) Leave on Loss of Pay exceeding one month shall not be reckoned as service for this purpose.

C. SABBATICAL LEAVE

Sabbatical Leave is to be utilized for the purpose of engaging in academic and/or professional pursuit at an Institution of outstanding academic merits subject to the following conditions:

- a) Sabbatical Leave of one year will be permissible for any ten years of service as faculty member in FMCI.
- b) In special cases, a maximum of two years Sabbatical Leave may be granted for 15 years of service as faculty member in the Institutions.
- c) The Governing Council shall be the Sanctioning Authority for Sabbatical Leave.
- d) A service bond to serve the Institutions for a period of at least 2 years after his return from such leave will have to be given by the Faculty concerned. The amount of the bond will be equivalent to one-year emoluments and in addition a sum of Rs 15,000 as penalty, which may be revised from time to time.
- e) Faculty on Sabbatical Leave will receive only the basic pay admissible to him without any allowances.
- f) Faculty on Sabbatical Leave will be required to rejoin his post in the Institutions immediately on expiry of his leave.
- g) Sabbatical Leave may be combined with Privilege leave of the employee standing to his credit. However, grant of Privilege leave in continuation of Sabbatical Leave is at discretion of the Governing Council who will take into consideration the teaching arrangements.

- h) If the faculty on Sabbatical Leave returns to duty in the Institutions without utilizing the full period of leave, he may avail the balance of Sabbatical Leave after completing a further service in the Institutions for a period of atleast 3 years.
- i) The Governing Council may sanction Sabbatical Leave on the recommendation of the Principal.
- j) Sabbatical Leave does not earn any leave to one's credit.
- k) Not more than one Faculty member will be permitted to go on Sabbatical Leave at a time in a department.

vii. LEAVE WITHOUT PAY:

- a) When no other kind of leave is at the credit of an employee, "Extra-Ordinary Leave Without Pay" may be granted to him, if the Employer or any other person authorised by the Employer to grant such leave, is satisfied of the necessity for the grant of the same.
- b) An employee, remaining absent for ten days without permission beyond the period for which Leave Without Pay was granted to him will be deemed to have abandoned his service and his appointment will automatically cease on the 11th day.

16. LEAVE RULES:

- a) Leave of any kind cannot be claimed as a matter of right but may be availed of only/after due sanction by the Employer/Sanctioning Authority or the person authorized in this behalf.
- b) Normally not more than $\frac{1}{3}$ rd of employees can avail of any leave in any Department at a time.
- c) Grant of leave will be governed by exigencies of service and the arrangement that can be made by the Department/Sectional Head concerned for efficient discharge or the duties of the absentee, during the period of his leave.
- d) Leave of any kind shall be applied for in the prescribed form made available through their Sectional/Departmental Heads.

- e) Every leave application should be forwarded to the Leave Sanctioning Authority through proper channel.
- f) Application for leave for 2 days or less shall be made at least 24 hours prior to the time from which the leave is required, except in cases of exceptional circumstances beyond the control of the employee. Application for such leave shall be cleared as early as possible, but not later than 12 hours from its submission.
- g) Application for leave for any period beyond 3 days shall be made at least 15 days prior to the day from which leave is to commence. Application for such leave shall be cleared within 2 days of its submission.

Exceptions may be made of unusual circumstances at the discretion of the Sanctioning Authority.

- h) No leave shall be considered as granted unless sanctioned in writing by the Sanctioning Authority.
- i) In case of unforeseen emergency, such as sudden illness or death of a near relative, leave may be availed of in anticipation of sanction, provided concurrent information is given through the Dean/Principal/Medical Superintendent as the case may be and/or the Personnel Officer stating the reason thereof. It shall be the duty of the employee concerned to apply for leave at the earliest opportunity and substantiate his absence through valid reasons. If the reasons and circumstances stated are found to be frivolous or false, such an act shall be considered as misconduct and, in addition, the period may be treated as absence.
- j) No employee on leave shall take up service of any kind anywhere during his period of Leave without obtaining due sanction in writing from the employer.
- k) Extension of leave already granted is ordinarily not allowed. If however, extension of leave is needed, application for extension of leave must be submitted and approved by the Sanctioning Authority before the expiry of leave already sanctioned.

- l) All employees must specify their address during leave period in the leave application form so as to enable the Sanctioning Authority to communicate with him in case of need or emergency. Any subsequent change in such address shall also be intimated to the Sanctioning Authority. After availing any leave, which exceeds more than 10 days, the employees shall give a joining report in writing in the prescribed form, which is appended hereto while rejoining duty.
- m) Overstay of the sanctioned leave will be treated as Leave Without Pay and will constitute a break in service.
- n) Employees applying for leave are required to mention the name of the person who will be responsible in their absence and also take their signature in the prescribed Leave Application Form.
- o) Employees applying for leave have to ascertain that the person responsible will attend to his duties in his absence and not take leave. If the person responsible himself is on leave (this will be allowed only in case of emergency) then the employee who had applied for leave will have to cancel his leave and report back for duty. (shall be called back by the Management).

17. LEAVE SANCTIONING HAVE AUTHORITY:

All leave application should be applied through proper channel i.e. HOD, Dean/Principal for sanction to the Sanctioning Authority. The Sanctioning Authority will be the Administrator of the respective College.

In case of non-availability of the Sanctioning Authority, his nominee or his superior officer may sanction, refuse or revoke leave.

18. HOLIDAYS:

All employees are eligible for holidays as declared by Institutions from time to time subject to the provisions of Rule 16 (b)

19. MEDICAL BENEFITS AND RULES:

I. Employees are eligible for medical benefits subject to the following conditions:

- i) Employees will be provided with a Health-Record-File to be kept in the Medical Records Section to be produced at any medical or surgical consultation.
- ii) Employees desiring to consult the Doctors will ask for his Health Record File from the Medical Records Section and will have to sign on the register for having received and returned the same.
- iii) Only orders written in the case sheet filed in the - Health Record for any investigations, services and drugs by the Medical Officers of the Institutions will be honoured.
- iv) It is the responsibility of the employee concerned to see that the Health Record is returned to the Medical Records Department on the same day along with all the investigation reports, except when the person is hospitalized.

II. For the purpose of availing medical benefit the staff and employees of the entire Institutions are divided into three categories. They are as follows:

Category:

- A. Sweepers, Attenders, Nursing Orderlies, Gardeners, Helpers, Cobbler, Farm and General Workers, Hospital Aides, Drivers, Cleaners, Leather Technicians, Tailor.
- B. All other Non Teaching Staff Excluding Officers.
- C. Administrative Officers and all Teaching Staff.