

Agenda Item No. 19 (1)	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> <p>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.</p> <p>Chairman of the Department shall have the power of sanctioning casual leave.</p> </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>



