

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>LEAVE POLICY (Leave Regulations) MTI-KMC/KTH/KCD</p> <ol style="list-style-type: none"> 1. Scope: To outline and implement rules governing employee vacations/leave. <ol style="list-style-type: none"> a. These rules may be called as leave regulations MTI-KMC/KTH/KCD 2017 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"> a. at the end of every calendar year b. On inquiry by the employee 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). 4. Ex-Pakistan leave 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. 5. Institutional employees within the meaning of the MTI Act 2015 shall not be allowed deputation outside the institution. 6. Scheduled vacations shall not be counted as leave. 7. Leave other than covered by these Regulations shall not be granted. <ol style="list-style-type: none"> 2. Method: <ol style="list-style-type: none"> a) The MTI leave year is from 1st January to 31st December. 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>. c) The department of human resources is responsible for maintaining employee leave records and balances. 3. Earned Leave (EL): <ol style="list-style-type: none"> a) All permanent and full time confirmed Institutional employees are entitled to avail Earned Leave. b) Earned Leave is not applicable to the initially recruited employees during probation period. Those promoted to a higher grade shall not be affected. c) Employees will accrue 1 days leave for every 13 days worked, i.e. 22 working days per year, excluding weekends. d) Earned Leave beyond 365 days shall be lapsable. Earned leave already accumulated before the approval of the leave regulations 2017 shall remain intact. 4. Casual Leave: <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> 5. Sick Leave (SL): <ol style="list-style-type: none"> a) Employees will be entitled to sick leave after 6 months of continuous employment in the Institution. b) Upto maximum 545 days leave on medical grounds by authorized medical attendant. However, sanctioning authority has the right to obtain second opinion. c) Utilization of sick leave by the individual will require a medical certificate documenting the sickness and inability to perform his/her duties. 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. 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



