		<b>HUMAN RESOURCE</b> <b>DEPARTMENT MANUAL</b>	
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c) Recommendation & Decision: Nursing Superintendent / HOD's shall record its recommendation in writing and the final decision shall be communicated to the staff member.

#### 8.10.6. Denial of Privileges

a) If the staff member is found unsuitable for any privilege requested, the authorities have the right to deny the request for privilege.  
 b) A re-application may be permitted after the allotted time period for the next request.

#### 8.10.7. Confidentiality and Records

All deliberations, evaluations, and decisions under this Policy shall be treated as confidential. The HR Department shall maintain secure records of all applications and outcomes related to privileging.

#### 8.10.8. Compliance

Non-compliance with the procedures outlined in this Policy may result in administrative action, including disciplinary proceedings as per the institution's code of conduct.

#### 8.10.9. Review & Amendments

This policy shall be reviewed periodically and may be amended as deemed necessary to reflect organizational requirements and regulatory changes.

### 8.11. LEAVE POLICY

#### 8.11.1. Purpose

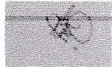



This Leave Policy outlines the entitlement, accumulation, utilization, and approval process of leaves applicable to all employees of Amala Institute of Medical Sciences. The policy is intended to ensure clarity and uniformity in administering employee leave while maintaining operational efficiency.


#### 8.11.2. General Leave Structure

a) Calendar Year Basis: Leave entitlements and calculations shall be based on the calendar year, commencing on January 1st and ending on December 31st of each year.  
 b) Leave Accumulation: Employees shall be entitled to carry forward up to 50% of their accrued Annual Leave (AL) into the following calendar year, subject to a maximum cap of 24 days of accumulated leave.

#### 8.11.3. Leave Entitlements by Year of Service

a) First Year of Service:  
 • Casual Leave (CL): 1 (one) day per month.  
 • ESI Leave: To be availed through application at the respective ESI Branch office.  
 b) Second Year of Service:  
 • Casual Leave (CL): 1 (one) day per month.  
 • Annual Leave (AL): 1 (one) day per month.  
 • Sick Leave (SL): Grant of sick leave shall be at the discretion of the management, applicable only to non-ESI staff.  
 c) Third Year Onwards:  
 • Maternity Leave: As per organizational protocol, either 6 (six) months or 3 (three) months based on the prevailing HR policy.

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Approved By	Fr. Deljo Puthoor CMI	Accreditation Coordinator	
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**8.11.4. Statutory Leaves**

ESI/ESI ML: ESI Medical Leave shall be allowed to all eligible employees subject to verification by the ESI Office.

**8.11.5. Duty Leave**

**a) Eligibility**

- Tenure Requirement: Duty Leave shall be available only to employees who have completed a minimum of two (2) years of continuous service with the Firm.

- Exceptions: Notwithstanding the above, Duty Leave may be granted to employees attending university examinations or in special circumstances, subject to the discretion of the management.

- Pay Conditions: Duty Leave shall ordinarily be granted on full pay. However, where the employee receives an honorarium, financial assistance, or reimbursement exceeding normal expenses for the event or activity, the Firm reserves the right to deny such leaves or grants it on reduced pay.

- Holiday Exclusion: Duty Leave shall not be applicable on Sundays or institutional holidays.

- Payment Restrictions: No additional remuneration, overtime, or compensatory payment shall be provided for periods covered by Duty Leave.

- b) The maximum number of Duty Leave days permissible for any employee in a single calendar year shall not exceed six (6) days.

**c) Approval Process**

- Final Approval: All Duty Leave applications shall require the express approval of the Director.
- Mandatory Consent: No application for Duty Leave shall be deemed approved in the absence of written consent from the Director.

**8.11.5. Marriage Leave**

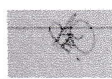

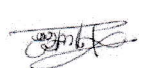

- a) First Year of Service: Entitled to 7 (seven) days including leave with Loss of Pay (LOP), if applicable.
- b) Second Year Onwards: Eligible for 14 (fourteen) days of marriage leave, including up to 10 (ten) days of LOP. Total leave duration and any prefix or suffix of leave must be explicitly mentioned in the application.

**8.11.6. Miscarriage Leave**


Miscarriage Leave shall be granted as per the advice and certification of the attending medical practitioner and organizational norms.

**8.11.7. Other Types of Leave**

- a) Duty Leave (DL): To be availed in accordance with the organization's protocol, with prior approval. A maximum of 3 additional days may be allowed in special circumstances.
- b) Abroad Leave: Leave for international travel must adhere to the prescribed organizational policy.
- c) Leave without Pay (LOP): Permitted under organizational discretion and applicable protocol.

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 <b>AMALA</b> <small>INSTITUTE OF MEDICAL SCIENCES</small> <small>MEMBERSHIP SOCIETY</small>		<b>HUMAN RESOURCE</b> <b>DEPARTMENT MANUAL</b>	
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### 8.11.8. Leave Application Procedure

Leave applications shall be submitted in advance for approval by the reporting In-charge, Head of Department (HOD), or Chief Nursing Officer (CNO)/Nursing Supervisor (NS). All leave requests must clearly specify the type of leave sought and be submitted using the designated HR format.

### 8.11.9. Leave Utilization and Restrictions

- Employees must schedule leave so as to ensure minimal disruption to operations.
- Under no circumstance shall the total number of accumulated leaves exceed 24 days at any point in time.

### 8.11.10. Leave Approval Process

Supervisors shall evaluate leave applications to ensure sufficient staffing levels. In case of emergencies, leave may be granted at the discretion of authorities.

### 8.11.11. Leave and Off Guidelines

- CL and OFF may be combined up to 5 (five) days (e.g., 2 + 3 or 3 + 2).
- AL and CL are not combinable. SL shall not be combined with CL.
- AL must be pre-informed and cannot be availed retrospectively.
- Weekly Off (Compensatory Off) claims require four working days of service (3+1).
- Compensatory Leave must be explicitly marked as "Comp Off".
- DL requires prior permission and is treated equivalent to CL in records.
- Staff availing Holiday Off must be on active duty either before or after the holiday.
- ESI leave must be informed to HR post-approval from the ESI Branch Office.
- Retreat leave for Rev. Sisters is granted for those with 6 years of service.
- Staff in 12-hour night shifts may avail additional off in lieu of rest.
- A maximum of 2 CL may be availed during the notice/resignation period

### 8.11.12. Compliance and Review

All employees are expected to adhere strictly to the provisions of this policy. This policy shall be reviewed periodically and may be amended as deemed necessary to reflect organizational requirements and regulatory changes.

## 8.12. LEAVE FOR VISITING ABROAD POLICY

### 8.12.1. Purpose




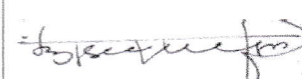
This Policy governs the granting of leave to employees intending to travel abroad for personal purposes. It outlines the procedure for seeking prior permission, documenting travel, and assessing eligibility for paid or unpaid leave.

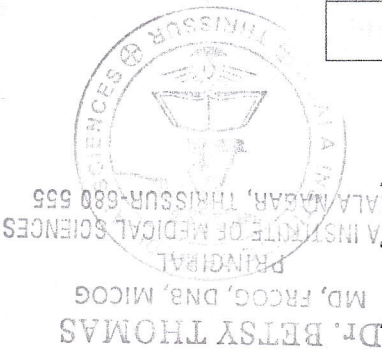
### 8.12.2. Applicability

This Policy shall apply to the employees of Amala Institute of Medical Sciences who intend to travel outside India for personal reasons and seek official leave for the said purpose.

### 8.12.3. Eligibility and Conditions

- Employees must submit a formal request in the prescribed format before undertaking any international travel.
- Leave for travel abroad shall be sanctioned only upon the review of past leave records, current leave eligibility, and operational exigencies.
- The number of eligible paid leaves shall be verified and sanctioned accordingly; any shortfall shall be treated as Leave without Pay (LOP).

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Issued By	Fr. Julius Arakkal CMI	Director	



*Betsy*

*Leave Rule*

Date: 01/02/2025

Office Order

Ref-AIMS:HR I (P) CON 1238

Subject: Leave Entitlement for Staff  
 In accordance with the institution's leave policy and to ensure proper administration, the following leave entitlements are granted to different categories of staff at Amala College of Nursing, Amala School of Nursing, Medical College (Dept of Anatomy, Pharmacology, Forensic Medicine and Physiology), and Hospital Staff. This policy shall be reviewed periodically and may be amended as deemed necessary to reflect organizational requirements and regulatory changes. This order supersedes any previous notifications related to leave entitlements.

SUMMARY

NON	TEACHING	TEACHING	49
	ACON	69	53
	ASON	57	53
	MC 4		
	DEPTS	57	53
	PARAMED	57	53
	HOSPITAL		49

Details

- I. Teaching Staff of Amala College of Nursing
- Casual Leave (CL): 12 days
  - Annual Leave (AL): 12 days
  - Sick Leave (SL): 12 days
  - Public Holidays (PH): 13 days
  - Second Saturdays: 12 days
  - Additional Holidays: 8 days
  - Total Leave Applicable: 69 days



*[Handwritten signature]*



- Non-Teaching Staff of Amala College of Nursing
- Casual Leave (CL): 12 days
- Annual Leave (AL): 6 days
- Sick Leave (SL): 6 days
- Public Holidays (PH): 13 days
- Second Saturdays: 12 days
- Additional Holidays: 4 days
- Total Leave Applicable: 53 days

III. Teaching Staff of Amala School of Nursing

- Casual Leave (CL): 12 days
- Annual Leave (AL): 12 days
- Sick Leave (SL): 12 days
- Public Holidays (PH): 13 days
- Additional Holidays: 8 days
- Total Leave Applicable: 57 days

IV. Office Staff of Amala School of Nursing

- Casual Leave (CL): 12 days
- Annual Leave (AL): 12 days
- Sick Leave (SL): 12 days
- Public Holidays (PH): 13 days
- Additional Holidays: 4 days
- Total Leave Applicable: 53 days

College

V. Teaching Doctors (Anatomy, Physiology, Forensic and Pharmacology Departments) - Medical

- Casual Leave (CL): 12 days
- Annual Leave (AL): 12 days
- Public Holidays (PH): 13 days
- Second Saturdays: 12 days
- Additional Holidays: 8 days
- Total Leave Applicable: 57 days

VI. Office Staff of Medical College (Anatomy, Physiology, Forensic and Pharmacology Departments)

- Casual Leave (CL): 12 days
- Annual Leave (AL): 6 days
- Public Holidays (PH): 13 days
- Second Saturdays: 12 days
- Additional Holidays: 4 days
- Total Leave Applicable: 53 days





occasions can be granted maximum, to deduct a leave if exceeds the above said criteria.

2. Late F1 and early F2 request (1 hr permission) has to submit with HOD/Incharge signature. 5

1. Sick leave 12 can be surrender as 8 special casual leave upon staff request, which cannot be change to SL if once changed. SpCL has nature of CL. For every 03 month 02 SpCL.

Additional note

• Four additional Holidays of full time NON teaching Staff of ACON, ASON, Paramedical and Medical College is as follows: Onam, Christmas, Holy Saturday, and Vijayadasmi.

Additional two days each in connection with Onam and Christmas. Additional Four days namely on Holy Saturday, Vijayadasmi, Deepavali and Muharram.

• Eight additional holidays of Full time Teaching Staff of ACON, ASON, Paramedical and Medical College (Dept of Anatomy, Pharmacology, Forensic Medicine and Physiology) is as follows:

Note: Leave requests should be submitted in accordance with the established procedures. All staff members are advised to plan and submit their leave applications in advance for smooth functioning of the institution.

- Casual Leave (CL): 12 days
- Annual Leave (AL): 12 days
- Sick Leave (SL): 12 days
- Public Holidays (PH): 13 days
- Total Leave Applicable: 49 days

#### IX. Hospital Staff

- Annual Leave (AL): 12 days
- Sick Leave (SL): 12 days
- Public Holidays (PH): 13 days
- Additional Holidays: 4 days
- Total Leave Applicable: 53 days

#### VIII. Paramedical Office Staff

- Casual Leave (CL): 12 days
- Annual Leave (AL): 12 days
- Sick Leave (SL): 12 days
- Public Holidays (PH): 13 days
- Additional Holidays: 8 days
- Total Leave Applicable: 57 days

#### II. Paramedical Teaching Staff



DR. BETSY THOMAS  
PRINCIPAL  
MD, FRCOG, DNB, MICROG  
AMALA INSTITUTE OF MEDICAL SCIENCES  
AMALA NAGAR, THRISSUR-680 555

*Betsy*

Director

Fr. Julious Arakkal CMI

3. 01 month period to compensate for Second Saturdays duty, is extended upto 60 days (MC non teaching Staff of Dept of Anatomy, Pharmacology, Forensic Medicine and Physiology).
4. 02 yr completed Amala Staff is eligible for Maternity leave of 182 days for 1<sup>st</sup> & 2<sup>nd</sup> baby and from 3<sup>rd</sup> baby onwards 84 days maternity leave with pay-(Basic, VDA, extra allowance, grade pay & interim only)
5. 02 yr completed Amala doctors is eligible for Maternity leave of 06 month with pay (Fixed salary only) for 02 months and leave without pay for 04 months. This pay is released once they joined back for duty through salary of worked month as 'other' payment.
6. For general staff from second year onwards is eligible for 01 Annual leave instead of 1/2 Special leave. 01 Casual Leave per month remains same. (to bring uniformity)
7. For quarantine leave due to an infectious disease, staff must notify the concerned department, the HIC department, and the HR department through email with evidences without delay. After quarantine, a fitness certificate must be submitted to HR before resuming duty along with the rejoining application.
8. Staff should check their leave balance and apply the same before applying for leave without pay (LOP). If they don't apply for leave properly, particularly during month end, an additional eligible leave will be automatically deducted without further notice.
9. Duty Leave: Applications for duty leave should be submitted using the Duty Leave Request form.
10. Leave for Marriage: Staff who have completed one year of service at Amala are eligible for 14 days of leave for marriage, including LOP and eligible leave. Staff with less than one year of service can avail 10 days of leave for marriage purpose.
11. Leave for Going Abroad (comes under Travel Policy): should submit application through proper channel.
12. Long Medical Leave : Supporting documents, such as a doctor's prescription, investigation report, and leave advised certificate, should be attached. And the decision is up to the management.
13. Staff can avail 5 days of leave with the incharges permission, including combinations like 3 off and 2 CL or 3 CL and 2 off. If staff shortage is suspected, the incharges should inform NS / HOD. For more than 05 days of continuous leave, written application with permission from HOD / CNO is required.



Department on the next working day.

**8. Proof of Attendance**  
**Submission:** sufficient evidence to substantiate your attendance, must be submitted to the HR

through the HR Head for proper documentation and record-keeping.

**7.c Documentation:** Once approved, the final paperwork must be submitted to the HR Department

**7.b Approval Requirement:** No leave is considered approved without the Director's written consent

**7.a Final Approval:** The final approval for Duty Leave must come from the Director.

**7. Approval Process**

**6.b Request Form:** Request forms can be collected from the HR Department.

**6.a Advance Notice:** All Duty Leave requests must be initiated well in advance through Hod/ In charge & concerned Joint Director/Associate Director to allow adequate time for review and processing.

**6. Request Submission**

**5. Payment Restrictions:** Staff are not eligible for additional payment or overtime payment or additional off on Duty Leave days.

**4. Holidays:** Sundays and institutional holidays are not eligible for Duty Leave.

3.b.i	Denied
3.b.ii	Granted with reduced pay
3.b.iii	Granted without payment

**3.b Financial Assistance:** If the staff member receives a fellowship, honorarium, or any other financial assistance exceeding normal expenses, Duty Leave may be:

**3.a Full Pay:** Duty Leave may be granted on full pay.

**3. Pay Conditions**

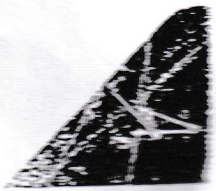
**2. Eligibility**  
**Tenure Requirement:** Only staff members who have completed Training and Probation period are eligible for Duty Leave, with the exception of university exams or in special cases at the management's discretion.

**1. Duty Leave** is a type of leave granted to employees to attend to official duties, professional development activities, or events that are beneficial to both the employee and the organization. The primary goal of Duty Leave is to support staff members in enhancing their skills, knowledge, and professional networks with salary benefit of leave days. This type of leave acknowledges the importance of continuous professional growth and institutional representation in various external engagements.

**DUTY LEAVE POLICY**

01/2205/HR/POE

01.06.2024





AMALA INSTITUTE OF MEDICAL SCIENCES  
PRINCIPAL  
MD, FRUG, DNB, MICOG  
Dr. BETSY THOMAS



*Betsy*

Fr. Julius Arakkal CMI  
Director

Fr. Antony Perincheri CMI  
Joint Director (HRD)

13. Inspection Day Duty  
Duty Leave is applicable for staff on inspection duty (NABH, NABL, etc.). Staff hired or helped from other departments for inspection duty are eligible for either off or additional duty allowance.

12. In-House CME  
Staff attending in-house Continuing Medical Education (CME) events on working days or holidays from the same department are not eligible for Duty Leave or off. Staff from other departments are eligible for Duty Leave with prior approval from management.

11. Accreditation body/ Council members  
Staff members attending accreditation body or council meetings or inspections are allowed duty leaves (without allowance as per duty leave policy clause no. 5 b iii) for up to a maximum of three events.

10. Travel Allowance (TA) and Daily Allowance (DA)  
Staff members attending management-initiated training programs are eligible to receive Travel Allowance (TA) as per our travel policy and Daily Allowance (DA) to cover food and accommodation expenses.

9. Number of Duty Leaves  
Annual Limit: The maximum number of Duty Leave days in a calendar year is '6'. (Except university purpose)