



Leave Policy of MOB Rural Health Centre

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I. ABOUT MOB RHC

MOB Rural Health Centre is a Non Governmental Organization run by a group of committed women. It had a simple beginning at Srirangapatna in 1992 following the request of Dr. Hema Reddy, then Joint Director of Health and Leprosy in Karnataka State. It is a society registered under Karnataka Society Registration Act 1960, whose founding director was Sr. Leela Cheenothuvattukulam who dedicated her life for the cause of poor and marginalized of the society. The main office of MOB RHC is situated in the premises of the Government Medical College, Mandya. It was started for the leprosy eradication program, understanding the felt needs of the society, from 1998 MOB RHC expanded its services to other areas like awareness program on HIV/AIDS, empowerment of Women, Children, Community Based Rehabilitation of the differently able, Ulcer care centre and destitute home.

Organization Vision, Mission:

A) **Vision**: Our vision is to promote equal opportunities for women, differently able and destitute men that will enable them to be self-reliant and to be integral part of main stream society.

B) **Mission**:

- To enhance livelihood opportunities for women from marginalized society



- To protect marginalized women from social, cultural and economic exploitation
- To empower persons with disability to enjoy their rights and entitlements
- Promote leadership and federations of persons with disabilities
- To ensure dignified and respectful ending of life for destitute at their end of life
- To provide homely atmosphere to destitute for their holistic development.

OBJECTIVES OF LEAVE POLICY

MOB Rural Health Centre believes that employees should have opportunities to enjoy time away from work to help balance their professional and personal lives. The Organization encourages all employees to spend time with family for leisure, taking care of personal work, or rest due to medical reasons.

LEAVE YEAR AND APPLICABILITY:

- ❖ Leave year is from 1ST January to 31st December.
- ❖ Eligible leave is credited to the employees on the 1ST of January every year.
- ❖ This policy is applicable for all permanent employees of MOB RHC.
- ❖ The different types of leaves given under the policy are:
 - Earned Leave (EL)
 - Casual Leave (CL)
 - Sick Leave (SL)



- Maternity Leave (ML)
- Loss of Pay (LOP)

EARNED LEAVE (EL)

1. All full time staffs are allowed 15days EL annually.
2. Earned leave is calculated as 1 day for each 20 days worked.
3. Employee should complete 290 full day's work in the Organization.
4. EL will be credited to permanent staff only on completion of one year of service with the organization.
5. EL is allowed to accumulate up to 2 years or 30 days of leave, there after this will automatically lapses.
6. EL is not allowed for half day leave.
7. Maximum in a year an employee can take EL 3 times, subject to availability.
8. Staff cannot take more than 10 days earned leave at a stretch.
9. Balanced EL remaining unutilized as on 31st December can be carried forward.
10. 10 day's notice is required if the staff is applying EL of more than 3 days.
11. In case of prolonged illness of an employee this can be clubbed with sick leave.
12. If the organization has financial resources then 50% of EL could be encased once in two years, otherwise just leave can be sanctioned.
13. At the time of resignation / retirement / termination the balance EL will be encased at the basic pay rate as on the day of resignation /retirement.



14. Accumulated EL over and above 90 days can be encased at the rate of last basic pay drawn on the 31st of March or during final settlement in case of resignation / retirement / termination.

CASUAL LEAVE (CL)

1. All full time staffs are allowed 8 days casual leave annually.
2. CL days can be either prefixed OR suffixed to any festival/National holidays or weekends, but not both.
3. No more than 3 days CL can be taken at a time.
4. CL cannot be accumulated from year to year, nor cashed in.
5. Notice of CL must be given at least the day before it is taken.
6. If CL extends beyond 3 days, then the excess days taken will be treated under LOP.
7. It is up to the Management's decision to sanction more than 3 days of CL at a stretch.
8. Intervening National / Festival / Declared holidays will NOT be counted as part of the leave.
9. Approved leave application should reach the HR department within 3 working days of re-joining.



SICK LEAVE (SL)

1. An employee is eligible for 8 days of sick leave in a year.
2. Sick Leave is accumulated up to 60 days maximum.
3. More than 3 days sick leave require medical certificate.
4. Once SL is exhausted, no salary can be drawn for the remaining period of sickness.
5. When festival/national holidays and weekends are both pre- fixed and suffixed by SL days, then the whole period will be counted as SL absence.
6. All SL must be notified to the head of Unit on the morning of the SL being taken, by phone. If it is more than three day then require email/post with medical certificate
7. If a staff has exhausted his/her Sick Leave and falls sick enough that disables him/her to attend office, he/she can convert his/her available Earned Leave into Sick Leave
8. Barring Sick leave, the superior or unit head has the full discretion to grant leave to any staff with reference to work exigencies.
9. In case adequate number of SL is not available with an employee, He can club EL with it. If EL is also not available, then it will be treated as LOP.
10. Approved leave application should reach the HR department within 3 working days of re-joining.



MATERNITY LEAVE

1. Maternity leave can be used a maximum of two (2) occasions during an employee's tenure with the Organization. All intervening holidays and weekends falling during this period of maternity leave are counted.
2. Women get eligibility only after they complete minimum 160 days of work in the organisation Eligible expecting women employees are entitled to maximum of 90 days of maternity leave.
3. Employees undergoing medical termination of pregnancy under medical advice or miscarriage are entitled to 6 weeks of maternity leave.
4. A duly registered attending medical practitioner should certify this & a medical certificate should be obtained.
5. This leave is granted based on circumstances of each case and should necessarily be recommended by the sanctioning authority HOD and approved by the Head HR.
6. Organization or Superior cannot discharge her or change her conditions of service while she is on maternity leave
7. If a woman entitled to maternity benefit dies due to any circumstance before receiving such maternity benefit or amount, the employer shall pay such benefit or amount to the person nominated by the woman, in case there is no such nominee, to her legal representative.



COMPENSATORY LEAVE

1. If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he/she is eligible for Compensatory off on any other working day.
2. Compensatory leave to be granted within 15 days from the date of compensation work, otherwise it will automatically expire
3. An employee should not be allowed to work more than once a month on compensatory basis Official Journey timings, transits, residential training programmes and other staff capacity building programmes do not attract compensation
4. Only two days of compensatory offs can be combined and availed at a stretch
5. Compensatory off when not availed within the stipulated time period will lapse.

LEAVE WITHOUT PAY / LOSS OF PAY

1. LOP can be applied by an employee when no other leave is available.
2. Leave without pay for an employee is authorized based on exceptional circumstances and attentive to the business impact.



3. Leave without pay must be applied under exceptional circumstances. An employee can apply for leave without pay only when there is no leave remaining to the employee's credit.
4. All such leaves must be sanctioned by the concerned authority/HOD, in agreement with the Head of HR.
5. Leave without pay may be granted to employees up to 36 days per year.
6. No components of the employee's salary / benefits are paid during this period, and the Associate is not granted any benefit linked to attendance during the duration of the unpaid leave.

PROCEDURE FOR APPLYING LEAVE

The available leave balance is to be checked by the employee with the HR department and the leave to be applied by duly filling up the leave application form or through Secure Net. The application has to be forwarded by the employee to their department head for approval. The department head is authorized to either grant or disapprove the leave on valid grounds. The approved leave application has to be submitted to the HR department for recordings and subsequent processing.

CANCELLATION OF LEAVE

The department head can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave then



those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

EXTENSION OF LEAVE

As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as absence from duty.

RESPONSIBILITY OF THE EMPLOYEE

1. Employees are required to apply well in advance for approval of long annual leave.
2. Employees have to keep his/her Supervisor/HOD informed in case of any extension of leave.
3. Act of proceeding on leave without approval in writing will be treated as an act of misconduct and the employee will be liable to disciplinary action, if deemed necessary.
4. In cases of approved leave without pay on medical grounds, the employee has to provide all the relevant medical documents to HR within 7 days from the start of such leave.



RESPONSIBILITY OF THE IMMEDIATE REPORTING AUTHORITY / HOD:

1. The immediate reporting authority has to inform the HR Team in case of leave without pay and abscond in cases within seven (7) days from the start of such leave.
2. It is the responsibility of the immediate reporting authority to inform the HR department, if an employee does not report to office, after using the sanctioned leave within three (3) days from the end of such leave.

MOB RHC HOLIDAY CALENDER - 2019

SI No	Date	Day	Festival/ Celebration
1	15/01/2019	Tuesday	Makara Sankranthi
2	26/01/2019	Saturday	Republic Day
3	13/04/2019	Tuesday	Mahashivaratri
4	06/04/2019	Saturday	Yugadi
5	19/04/2019	Friday	GoodFriday
6	01/05/2019	Wednesday	May Day
7	15/08/2019	Thursday	Independence Day
8	02/09/2019	Monday	Ganesha Chathurthi
9	28/09/2019	Saturday	Mahalaya Amavase
10	02/10/2019	Wednesday	Gandhi Jayanti
11	08/10/2019	Tuesday	Dasara



12	29/10/2019	Tuesday	Deepavali
13	01/11/2019	Friday	Kannada Rajyothsava
14	25/12/2019	Wednesday	Christmas

Signature of the Board Members:

Date: 29/12/2019

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MOB RURAL HEALTH CENTRE MANDYA