	Gujarat Adani Institute of Medical Sciences (GAIMS)	Document	Academic Department
		Effective From	01 January, 2024
		Policy No:	4026
Policy on Leave for Post Graduate Residents			

Version: 03

A. Scope & Applicability:

- i. These leave rules will be applicable to all PG students / residents of the Gujarat Adani Institute of Medical Sciences, Bhuj.
- ii. For the purpose of the Leave rules, the academic year as applicable to that particular PG batch (as notified by NMC) will be the base for all calculations and entitlements.
- iii. Leave cannot be claimed as a matter of right. It will be sanctioned at the discretion of the HoD / Dean.
- iv. Absence (No Punch) amounts to misconduct and no stipend will be payable for such days. Disciplinary action can be taken in addition to non- payment of stipend for habitual absence.
- v. Application for leaves should be submitted to the concerned HoD well in advance, giving sufficient time for processing and making alternative duty arrangements for patient care.
- vi. As per the National Medical Commission, **Postgraduate Medical Education Regulations, 2023, Chapter V, Clause 5.5,**

5.5 Leave Rules for Post-graduate Students - The following leave rules will be followed:

a. Every post-graduate student will be given minimum 20 days of paid leave (casual leave) per year.

b. Subject to exigencies of work, post-graduate students will be allowed one weekly holiday.


c. Female post-graduate students shall be allowed maternity leave as per existing Government rules and regulations.

d. Male post-graduate students shall be allowed paternity leave as per existing Government rules and regulations.

e. In addition to 20 days' paid leave, the candidates will be allowed academic paid leave of 5 days per year.


The training period shall be as per Chapter-II. If candidate avails leave in excess of the permitted number of days, his/her term of course shall be extended by the same number of days to complete the training period. However, one shall be able to appear in the examination if one has 80% (eighty per cent) of the attendance.




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B. Attendance and Leave

- i. All the 365 days of the year are deemed working days for Residents. The Resident should have a minimum percentage of attendance as stipulated by the Universities and National Medical Commission. During the term of work/training, the Residents shall be entitled for **20 days' casual leave** (leave with stipend) per academic year and to be used in same year (Not carry forwarded). However more than 6 days casual leave will not be permissible at a time.
- ii. **Maternity leave** (leave with stipend) as per government rules will be **90 days** for women (female residents). However, it may not be assumed to be approval of granting academic term by the university.
 - o The resident has to complete a prescribed period of training of 3 years (6 terms each of 6 months) to be eligible to appear in Final University examinations. She should have attended 80% or more of assigned duties / training in each term.
 - o Extended period due to Maternity Leave shall be non-stipendiary. Resident need to complete her term.
- iii. All Residents are eligible for **weekly off** by rotation by the respective Head of the Department in consultation with heads of unit under intimation to the Dean / PG director and medical superintendent of Hospital. The head of the department shall make necessary arrangements from amongst the existing residents in consultation with the head of the respective. Weekly-off cannot be accumulated.
- iv. CMEs, Workshops, and other academic programs conducted by recognized academic bodies are essential aspects of postgraduate training programs. Accordingly, residents will be allowed to participate in conferences and seminars after approval by the Head of Department and the period of which shall be deemed to be on duty. All Residents may be permitted **05 days Academic leave** (leave with stipend) to attend CMEs, Workshops, and other academic programs without affecting the routine working of the departments concerned, provided they apply for permission prior to the CME program and the Heads of the Department is convinced about the genuineness of the program and utility for the particular course. The Resident on returning from the program shall submit attendance certificate and report to the Head of the Department.





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- v. Those who take leave without prior sanction are to be considered as an unauthorized absence. If he/she is on unauthorized absence for more than 10 days, strict disciplinary action shall be initiated against the defaulter.
- vi. As the teaching and training of resident doctors is time bound, local university rules regarding leaves shall also be applicable.
- vii. The regulation for residency program framed by Govt. of Gujarat and as amended from time to time by GOG shall be applicable to all the postgraduate residents. (R1, R2, R3)

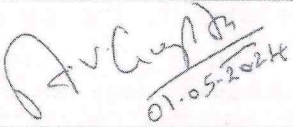
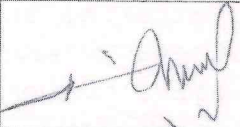

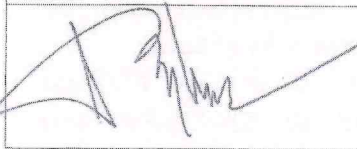
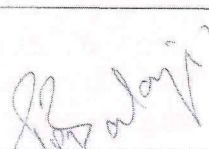
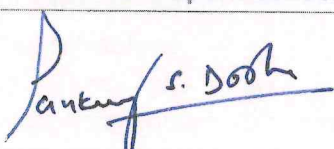
C. General:

- i. All previously issued residents leave rules shall not be applicable.
- ii. Biometric / FRS punching details will be the base for considering all attendance/absenteeism.
- iii. Ordinarily two punches a day at minimum interval of 8 hours shall be considered as duty. However, in view of duty demands and emergency services at least one punch a day in exceptional cases is required to count resident duty.
- iv. Only Three Miss punches are allowed in a month, more than three miss punches will be considered as LWP.
- v. Stipend is processed from 1st to 30th / 31st of the month & attendance from 22nd of the preceding month till 21st of the present month, therefore leave availed till 21st of the present month will be taken in order to calculate monthly stipend. Stipend will be paid only for 36 months. Leaves availed from 22nd to 31st of the present month will be calculated in the succeeding month.
- vi. PG Resident shall apply for leave online through HOD and once approved by HOD then only shall proceed on leave. If required, offline format of leave application may be allowed.
- vii. All the leaves should be sanctioned prior.
- viii. All leaves shall be considered as full day leave.
- ix. Any holiday preceding, succeeding, or intervening the above leaves will not be counted as part of leave.
- x. Clinical rotation for exposure to super-specialty work in the department concerned inside/outside the institute shall be considered as "On Duty" and shall not be treated as absent.
- xi. The District Residency Program outside the institute shall be considered as "On Duty" and shall not be treated as absent.
- xii. Any work outside, duly approved by Dean or Medical Superintendent shall also be considered as "On Duty" and respective biometric / FRS punch(es) shall be adjusted.



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- xiii. Leave can be sanctioned / rejected depending on the work exigencies without assigning any reason at the sole discretion of the sanctioning authority.
- xiv. Due to work exigencies, sanctioning authority may cancel the sanctioned leave before it starts or even at a later stage but before expiry of the leave.
- xv. No leave shall be granted during the NMC assessment or any other statutory body assessment. If the PG Student is on leave, then he/she is required to resume the duty.
- xvi. If candidate avails leave in excess of the permitted number of days, his/her term of course shall be extended by the same number of days to complete the training period.
- xvii. The PG resident shall not be eligible to appear in the University examination till the completion of the study period (6 terms) as per the NMC guidelines (Duration of the course).
- xviii. However, one shall be able to appear in the examination if one has 80% (eighty per cent) of the attendance.
- xix. Further, if the students take more leave than the prescribed leave or remain absent from training, he/she shall not be allowed to appear in the University examination until he/she completes the short fall days of training, which may have occurred due to extra leave / unauthorized absence, by undergoing further training beyond normal duration of the course.
- xx. The HR department will issue a notice to the students who remain absent / avail leave without permission of competent authority for a period exceeding 7 days. HR Dept. will provide details of such incidences to the Dean, GAIMS periodically.
- xxi. The above leave rules are subject to amendment or modification by the Institute at its sole discretion at any time. In case of any dispute or discrepancy, the decision of the Dean will be final and binding.

		
Mr Arunkumar Gupta Head - Academics	Mr Vishal Garg Head - HR	Dr Narendra Hirani Medical Superintendent
		
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