	Gujarat Adani Institute of Medical Sciences (GAIMS)	Document	Academic and HR Department
		Effective From	01 May, 2020
		Policy No:	4026
Policy on Leave for Post Graduate Residents			

Version: 02


A. Scope & Applicability:

- i. These leave rules will be applicable to all PG students (Residents) of the Gujarat Adani Institute of Medical Sciences, Bhuj with effect from Academic Year 2020-21.
- ii. For the purpose of the Leave rules, the academic year (May to April) will be the base for all calculations and entitlement.
- 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 should be submitted to the concerned HoD well in advance, giving sufficient time for processing and making alternative duty arrangements for patient care. The HOD shall forward application to HR dept. with information to Acad. dept.
- vi. As per the Medical Council Of India Postgraduate Medical Education Regulations, 2000 (Amended Upto May, 2018) states Clause 13.3


"The Post Graduate students undergoing Post Graduate Degree/Diploma/Super-Specialty course shall be paid stipend on par with the stipend being paid to the Post Graduate students of State Government Medical Institutions / Central Government Medical Institutions, in the State/Union Territory where the institution is located. Similarly, the matter of grant of leave to Post Graduate students shall be regulated as per the respective State Government rules."

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 MCI/NMC. During the term of work/training, the Residents shall be entitled to **15 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. **15 days medical / sick leave** (leave with stipend) per academic year can be granted. For availing medical/sick leave more than 3 days a medical certificate issued/attested by Civil Surgeon / Chief / Additional Medical Superintendent is required.

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- Whenever PG Student (Resident) claims for ML, all the documents pertaining to his/her sickness/hospitalization shall be submitted to support the claim else it will be considered as CL / LWP as the case may be.
- Medical Leave cannot be combined with CL and / or maternity leave.
- iii. **Maternity leave** (leave with stipend) as per government rules will be **90 days** for women however, it may not be assumed to be approval of granting academic term by the university.
 - The resident has to complete 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.
 - Extended period due to Maternity Leave shall be non-stipendiary. Resident needs to be complete her term.
- iv. 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. 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.
- v. The residents will be allowed to participate in conferences and seminars as approved by the Head of Department the period of which shall be deemed to be on duty.
- vi. CMEs, Workshops and other academic programs conducted by recognized academic bodies are essential aspects of postgraduate training program. During residency/training programme **10 days'** leave (leave with stipend) granted for **academic / conference purpose leave** with respective subject. All Residents may be permitted to attend such 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.
- vii. Those who take leave without prior sanction are to be considered as on unauthorized absence. If he/she is on unauthorized absence for more than 10 days, he/she will be terminated from the training program and liquidated damages will be levied.

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- viii. They may also be entitled to leave without stipend for period of one month in the first year, one month in the second year and one month in third year. The leave without stipend shall be granted by the Dean. The term will be extended accordingly.
- ix. As the teaching and training of resident doctors is time bound, local university rules regarding leaves shall also be applicable.
- x. Regulation for residency program when 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 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. 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.
- v. PG Resident shall apply for leave online through HOD and once approved by HOD then only shall proceed on leave. Offline format of leave application to be used to such time till online leave application module for residents is functional.
- vi. All the leaves should be sanctioned prior.
- vii. All leaves shall be considered as full day leave.
- viii. Any holiday preceding, succeeding or intervening the above leaves will not be counted as part of leave.
- ix. 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.
- x. Any work outside, duly approved by Dean or Chief / Additional Medical Superintendent shall also be considered as "On Duty" and respective biometric punch(es) shall be adjusted.
- xi. Leave can be sanctioned / rejected depending on the work exigencies without assigning any reason at the sole discretion of the sanctioning authority.

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- xii.** 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.
- xiii.** No leave shall be granted during MCI assessment or any other statutory body assessment. If the PG Student is on leave then he/she is required to resume the duty on the day of assessment.
- xiv.** The candidate will not be eligible to appear in the University examination till the completion of the study period (6 terms) as per the MCI guidelines (Duration of the course).
- xv.** 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.
- xvi.** The Dean 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's Office periodically.
- xvii.** 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.

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