



# SHREE RAM AYURVEDIC MEDICAL COLLEGE & HOSPITAL

(A Unit of Chitragupt Social Welfare & Educational Society) Approved by N.C.I.S.M/ Ministry of AYUSH, New Delhi,  
Affiliated to Mahayogi Guru Gorakhnath Ayush University, Gorakhpur / C.C.S. University Meerut  
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College Code- CCSU-1072 / MGGAU- AUMA-079

## LEAVE, ATTENDANCE AND EMPLOYEE WELFARE POLICY

### 1. PREAMBLE

This Leave and Attendance Policy has been framed to ensure discipline, transparency, accountability, and efficient functioning of the College and Hospital. All employees are required to adhere to the provisions contained herein regarding attendance, leave management, official duty, and employee welfare benefits.

### PART A – ATTENDANCE RULES

#### 2. ATTENDANCE REQUIREMENTS:-

1. Every employee shall report for duty on time and maintain regular attendance.
2. Attendance shall be marked through the Biometric Attendance System using thumb impression and/or face recognition.
3. Employees must punch attendance at both entry and exit timings.
4. In case of technical failure of the biometric system, the employee shall immediately inform the HR Department and record his/her attendance in the designated register.
5. Failure to mark attendance without valid justification may result in absence being recorded for the day.



## **Late Coming**

1. Three instances of late arrival shall be treated as Half Day Leave.
2. Employees reporting after 10:00 A.M. shall automatically be considered present for only Half Day.
3. Repeated late attendance may attract disciplinary action.

## **Late Coming Relaxation (LCR)**

1. Every employee shall be entitled to one Late Coming Report (LCR) per month.
2. LCR permits a relaxation of up to thirty (30) minutes beyond the scheduled reporting time.
3. Unused LCR shall not be carried forward.

## **PART B – LEAVE RULES**

### **3. CASUAL LEAVE (CL)**

1. Employees shall be entitled to One (01) Casual Leave per month.
2. Maximum entitlement shall be Twelve (12) Casual Leaves in a calendar year.
3. CL may accumulate during the same calendar year only.
4. Any unutilized CL shall automatically lapse on 31st December of the respective year.
5. One CL shall be credited upon completion of twenty (20) working days in a month.
6. An employee may avail:
  - Up to three (03) consecutive CLs;
  - Two (02) CLs clubbed with a Sunday;CL along with approved Compensatory Off, subject to approval.
7. One CL may be availed in two half-day portions during a month.
8. Employees shall not be entitled to CL during the first three months of probation.
9. Planned and pre-approved leave shall be treated as CL.
10. Leave taken without prior approval or proper intimation shall be treated as Loss of Pay (LOP).
11. In emergency situations, the employee must inform the Reporting Officer immediately and submit the leave application on the next working day.



#### **4. MEDICAL LEAVE (ML)**

1. Every employee shall be entitled to Ten (10) days Medical Leave annually.
2. Medical Leave shall be granted upon submission of a valid medical certificate whenever required.
3. Medical Leave shall not be carried forward.
4. Unutilized Medical Leave shall lapse at the end of the year.

#### **5. MATERNITY LEAVE**

1. Female employees shall be entitled to Maternity Leave in accordance with applicable laws and institutional requirements.
2. The College may grant up to Six (06) months of Maternity Leave to eligible female employees.
3. Maternity Leave shall be treated as authorized leave and shall not affect continuity of service.
4. During maternity leave, no adverse employment action shall be taken against the employee on account of pregnancy or childbirth.
5. The employee shall submit the required medical documents and leave application before proceeding on maternity leave, except in emergency circumstances

#### **6. CHILD CARE LEAVE (CCL)**

1. Child Care Leave may be granted to eligible female employees for the care and welfare of their children.
2. Grant of Child Care Leave shall depend upon the necessity of the case, institutional requirements, and approval of the Competent Authority.
3. The leave shall be sanctioned in accordance with applicable college rules and policies.
4. Child Care Leave shall not adversely affect the employee's service continuity and other lawful benefits.



## PART D – GATE PASS POLICY

### **7. COMPENSATORY LEAVE**

1. Employees working on Sundays or holidays will be eligible for Compensatory Leave.
2. A minimum of seven (07) working hours on a holiday shall qualify for one full Compensatory Off.
3. Less than seven hours but substantial duty may qualify for half-day Compensatory Off, subject to approval.
4. The employee shall submit a work report certified by the Reporting Officer/HOD.
5. Compensatory Off must be availed within the same month and shall lapse thereafter.

### **8. SANDWICH LEAVE RULE**

Where an employee avails leave immediately before and after a weekly off or holiday, the intervening holiday shall also be treated as leave and deducted from the employee's leave balance.

Example:

If leave is taken on Saturday and Monday, Sunday shall also be counted as leave.

## **PART C – OFFICIAL DUTY (OD)**

### **9. OFFICIAL DUTY**

1. Official Duty shall only be recognized when approved by the competent authority.
2. Planned OD must be sanctioned in advance.
3. In emergency situations, the OD application must be submitted by the end of the next working day.
4. Failure to submit the OD form within the prescribed time shall result in the absence being treated as Loss of Pay (LOP).



## PART D – GATE PASS POLICY

### 10. GATE PASS

1. One Gate Pass shall be permitted per employee per month.
2. Gate Pass may be utilized only after 03:00 PM.
3. Departure before 03:00 PM shall be treated as Half Day.
4. Employees utilizing Gate Pass shall not be eligible for LCR on the same day.
5. All Gate Passes require prior approval from the Reporting Officer.

## PART E – GENERAL PROVISIONS

### 11. LOSS OF PAY (LOP)

The following circumstances shall attract Loss of Pay:

1. Unauthorized absence.
2. Leave without prior approval.
3. Failure to submit leave application within prescribed timelines.
4. Failure to regularize Official Duty.
5. Violation of attendance procedures.

### 12. EMPLOYEE WELFARE AND BENEFITS

1. The Institution is committed to providing a supportive and employee-friendly work environment.
2. Female employees shall be provided Maternity Leave and Child Care Leave as per institutional policy and applicable law.
3. Medical Leave shall be granted to employees requiring medical treatment and recovery.
4. Eligible employees may avail Compensatory Off for duties performed beyond normal working hours or on holidays.
5. No employee shall be discriminated against for availing lawful leave benefits.

### 13. INTERPRETATION AND AMENDMENT

The Management reserves the right to interpret, modify, amend, or withdraw any provision of this policy at any time in the interest of the Institution. The decision of the Management shall be final and binding.

Dated: 01/07/2025

