



vydehi

INSTITUTE
OF MEDICAL SCIENCES
AND RESEARCH CENTRE

VIMS & RC/CP/CIR/HR./110/2024-25

Date: 31-08-2024

CIRCULAR

It is hereby informed to all the employees of Vydehi Group of Institutions that there is an amendment to the existing Leaves Policy Ref. No. VIMS & RC/07/2023-24

The following are the changes in the Service and Leave rules, with effect from **1st September, 2024:**

- 1. Leave Rule 2.1.1 : Casual Leaves (CL): Total no : 7 No's in a calendar year.** Applicable for all on-roll employees, except Super-specialty faculty members. Minimum half day and maximum three days CL may be availed in a continuous basis, applicable on a pro-rata basis. Casual leaves will lapse at the end of the calendar year. CL's cannot be combined with any other forms of leave (EL/SL/ML).
- 2. Leave Rule 2.1.2 : Earned Leave (EL): Total no: 15 No's in a calendar year.** Applicable for all On-Roll employees, except those on Annual Contract employment. The leave entitlement is calculated based on No. of days worked (**one for every 20 working days**), which is accrued on Pro-rata basis to employee leave balance. **Only for Super-Specialty faculty members, such accrued EL's can be availed on a pro-rata basis for the current year. No advance ELs will be allowed.** For the rest of faculty and staff, ELs accrued for the present year will get added to EL Balance in January month of the following year and can be availed only the following year. **Unused EL's from previous year will be encashed the following year.** Minimum one day leave and up to a maximum of 15 days EL may be availed in a calendar year, based on availability and necessary approvals. For resigned employees, any unused EL will get encashed along with Full and Final settlement. **EL's may be combined with SL's / ML's under special circumstances only, post approval from In-charge and HOD/ Principal/ Head of Institution.**
- 3. Leave Rule 2.1.3 : Maternity leave (ML's) : Total 182 days.** Maternity leave can be availed by a female employee who has worked at least twelve months in the organization, preceding the date of delivery. **26 weeks of ML can be applied, out of which 8 weeks prior to delivery and 18 weeks post -delivery can be availed.** For employees who are under ESI , their ML's will be processed as per ESI norms. **Employees covered under ESI norms will have to avail the Maternity benefit from ESI only.**
- 4. Sick Leaves (SLs):**Total no. 7 days in a calendar year. All employees are eligible for 7 days of sick leave in a calendar year, except super-specialty faculty members. Minimum half day and if an employee takes more than two days sick leave, he / she will have to submit a Doctor's certificate.

K. S. DA.

CHAIRPERSON



H-2019-0672

Copy to All Principals and HODs of Vydehi Group Institutions.™

healing you

82, EPIP Area, Nallurahalli, Whitefield, Bengaluru-560 066.

P +91 80 4906 9000 F +91 80 28412956 / 28416199

E info@vims.ac.in www.vims.ac.in



NABL ACCREDITED
CERT. NO. M0882