K. D. MEDICAL COLLEGE

HOSPITAL & RESEARCH CENTER

24 KM Milestone, Mathura - Delhi Road, NH#2, Post Akbarpur, Chhatta, Mathura
E-mail: kdmchrc@gmail.com/ hrkdmc@gmail.com Website www.kdmch.in

Ref. No. KDMCHRC/HR/2016/ **Date: - 30.05.2016**

WORKING SCHEDULE FOR FACULTY

1. The working Hours for all Faculty of all departments of college and hospital shall be from 09:00 A.M. to 04:00 P.M. from Monday to Saturday.
2. Lunch time will be between 01:00 P.M. to 02:00 P.M. However Lunch time should be adjusted in such a manner so that the work should not suffer.
3. Incoming and outgoing attendance shall be recorded by biometrics machine. For mid-day outgoing and incoming, movement register will be maintain in the department.
4. Attendance on Sunday, Holiday and emergency will be recorded by Biometrics Machine Only.
5. Compensatory leave will be granted to those who are on **full time duty at work place** on Sunday and Gazetted Holidays. Working for One or Two hours on call will not be considered for compensatory leave.

WORKING SCHEDULE FOR RESIDENT

1. Senior Residents and Junior Residents have to work as per rotational duty roster from (1) 08:00 A.M. to 02:00 P.M. (2) 02:00 P.M. to 08:00 P.M. and (3) 08:00 P.M. to 08:00 A.M. (Night Shift).
2. No compensatory off will be given to Senior Residents/ Junior Residents.
3. It is compulsory for all Senior Residents/ Junior Residents to work on Night duty as per roster on rotation basis.
4. All Sunday and Gazetted Holidays shall be working for Resident Doctors.
5. Weekly off will be permissible to all Residents.

WORKING SCHEDULE FOR NURSING STAFF

1. Nursing staff have to work as per rotational duty roster prepared by Nursing Superintendent from (1) 08:00 A.M. to 02:00 P.M. (2) 02:00 P.M. to 08:00 P.M. and (3) 08:00 P.M. to 08:00 A.M. (Night Shift)

2. All Sundays and Gazetted Holidays will be working for Nursing Staff.

3. Weekly off will be permissible for all the Nursing Staff.

4. No. compensatory off will be given to Nursing Staff.

WORKING SCHEDULE FOR NON-TEACHING STAFF

1. Working hours for Non-teaching staff will be from 09:00 A.M. to 05:00 P.M. from Monday to Saturday.

2. Lunch time for Non-teaching staff will be from 01:00 P.M. to 01:30 P.M.

WORKING SCHEDULE FOR (I.P.D.) INDORE PATIENTS DEPARTMENT

Numbers	Doctors	Time
1st Round	Full Unit excluding One or Two Doctors in O.P.D.	09:00 A.M. to 11:00 A.M.
2nd Round	---- do ----	03:30 P.M. to 04:00 P.M.
3rd Round	SR & JR	08:00 P.M. to 09:00 P.M.

WORKING SCHEDULE OF O.P.D.

Monday to Saturday	09:00 A.M. to 04:00 P.M.
Gazetted Holidays	09:00 A.M. to 02:00 P.M.

WORKING SCHEDULE FOR OPERATION THEATER

Days	Timing
Monday to Saturday	09:00 A.M. to 04:00 P.M.
Emergency	24 Hours x 7 days

WORKING SCHEDULE FOR EMERGENCY CERVICES

Emergency Services shall be round the clock 24 Hours x 7 days on all days including Sunday and Gazetted Holiday.

LEAVE POLICY

Type of Leave	Teaching Faculty	SR & JR	Non-teaching & Nursing Staff
1. Casual Leave	14	A total of 30 days in one year on prorated basis	14
2. Earned Leave	15		15
3. Vacation (Summer & Winter one week each)	14		-
4. Academic Leave	10		-
5. Medical Leave	07		07
Total	**60**	**30**	**36**

- **CASUAL LEAVE:**

Casual Leave will be permitted on prorated basis. For 3 days late coming or early going (15 minutes), one casual leave will be deducted from the total casual leave. Disciplinary action including termination of service shall be proceed for frequent late coming or early leaving or mid-day leaving the department

➢ EARNED LEAVE

Faculty, Non-teaching & Nursing Staff who has completed one year of service shall be eligible for earned leave. Earn leave can be accumulated upto maximum 60 days. Earn leave encashment is not allowed. 15 days prior sanction of earned leave in necessary.

➢ VACATION LEAVE

Only Faculty who has completed six months of service shall be eligible for vacation. 50% of the staff can proceed on vacation at a time. Vacation may be changed if there is MCI or University inspection.

➢ ACADEMIC LEAVE

Faculty who has completed six months of service shall be eligible for Academic leave for attending Workshop/Seminar/ CME/Conducting Examination/ or on Inspection duty of MCI after submission of documentary proof 15 days in advance.

➢ MEDICAL LEAVE

Medical leave will be granted on submission of medical certificate from a registered medical practitioner with counter signature of medical superintendent.

- Leave is not a right of the employee and leave can be rejected without assigning any reason.
- Inter fix Sundays/Gazetted Holiday shall be counted for Vacation/Earned/Academic and Sick leave

➢ MATERNITY LEAVE

Maternity leave will be granted for a maximum of period 90 days without pay.

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HOLIDAYS – 2016 FOR MEDICAL COLLEGE & HOSPITAL

S. No	Holiday	Date	Day
1	Republic Day	26th January, 2016	Tuesday
2	Maha Shivratri	7th March, 2016	Monday
3	Holi	24th March, 2016	Thursday
4	Dr. Ambedkar Jayanti	14th April, 2016	Thursday
5	Ram Navami	15th April, 2016	Friday
6	Mahavir Jayanti	20nd April, 2016	Wednesday
7	Buddha Poornima	21th May, 2016	Saturday
8	ID-UL-Fitar	06th July, 2016	Wednesday
9	Independence day	15th August, 2016	Monday
10	Janmashtmi	25th August, 2016	Thursday
11	ID-UL-Zuha	12th September, 2016	Monday
12	Gandhi Jayanti	02nd October, 2016	Sunday
13	Dussehra (Vijaya Dashami)	11th October, 2016	Tuesday
14	Diwali	30 October, 2016	Sunday
15	Goverdhan Pooja	31st October, 2016	Monday
16	Bhai Duj	01st November, 2016	Tuesday
17	Guru Nanak Jayanti	14th November, 2016	Monday
18	Christmas Day	25th December, 2016	Sunday

Note:-

1. Holidays are subject to approval by Management.
2. O.P.D and Emergency Services will be as per roster as usual on Holidays.