

Policies for Staff

LEAVE POLICY

Leave cannot be claimed as a matter of right. When the exigencies of service so required, the competent authority may refuse to grant leave or cancel leave already granted or change the nature of leave or recalled an employee before the expiry of his leave.

Leave Year: The leave year will begin on the first day of the fiscal year i.e., from 01 July to 30 June. The following kinds of leave shall be admissible to an employee of the Institute:

a) Earned leave b) Casual / Sick leave c) Maternity leave d) Short leave

a) Earned leave:

An employee will earn one and half days earned leave of every calendar month of the period of duty rendered and fifteen days or less to be ignored and those of more than fifteen days to be treated as full calendar month for the purpose. For clarification regarding the number of cashable leave, following is the illustration: Up to 75% earned leave not taken up to the end of the year shall be encashed and the balance shall be carried forward to the next year. Th., carried forwarded earned leave shall not be cashable; however, it can be used as and when needed. Suppose an employee doesn't avail any earned leave in a year. then 75% of 18 days 13.5 days rounded to 14 days) fourteen days leave will be cashable while the remaining four days will be carried forward to the next year. All such carried forwarded leave will not be cashable in the entire service of the employee.

For encashment of earned leave, running basic at 30th June will be used for calculation.

b) Casual / Sick leave:

An employee can avail maximum of eighteen days casual / sick leave in a year. Casual sick leave shall not be carried forward to the next year if not availed, nor can it be encashed. Casual / sick leave shall not be availed for more than six days at a time.

c) Maternity leave:

It can be granted outside the leave account to a female employee to the extent of ninety days with full pay and in the entire service, an employee can avail such leave up to three times only.

d) Short leave:

Duration of short leave in single instance is two hours at the maximum and an employee can avail it up to maximum of six hours in a single month. One day leave will be deducted from his / her earned leave account if total duration of short leave in a single month exceeds six hours.

• Any leave just before and after a holiday(s) will result in inclusion of said holiday(s) in the

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leave and will be deducted from the respective leave account. For example: If an employee doesn't attend his/ her duty on Saturday and Monday, then his Sunday will also be adjusted against his respective leave account including Saturday and Monday.

- Leave shall be availed subject to prior approval, except in emergencies and in such cases, circumstances of emergencies should be provided in writing otherwise such leave shall be made without pay. Absence without leave even for a single day is misconduct and makes an employee liable to disciplinary action.

Uniform/Dress Code Policy

This Uniform policy endeavors to enhance the image of the Institute and its staff members. Failure to comply with the policy will lead to the deducting a day off from his/her account or make her/him absent from duty.

SCOPE

This policy applies to all employees in all departments, including permanent and temporary/contingent employees.

POLICY

➤ PERSONAL PRESENTATION

A high standard of personal presentation is required from employees at all times while on duty. It is expected that items of personal hygiene are attended to daily and all clothing is clean, neatly pressed and in good condition.

- All staff members are expected to portray a professional image.
 - Must be clean and well-groomed.
 - All uniform must be clean and in good shape. Discernible rips, tears or holes aren't allowed.
- The following list of non-exhaustive items of clothing are considered inappropriate and are strictly prohibited:
- Casual T shirts, Jeans, Turbines etc.

➤ IDENTIFICATION CARDS

The wearing of identification improves visibility with the public and friendliness within the work environment. Employees should wear a form of visible identification card at all times.

➤ FOOTWEAR

As with uniform, all employees are expected to wear shoes which meet standards for their particular work area. The following non- exhaustive list of items of footwear may be considered inappropriate;

- Runners • Slip-ons • Ugg boots • Kickers. • Chappal/Sandal



➤ EXCEPTIONS

There may be exceptions to these guidelines that prevent employees from wearing the relevant uniform. Allowable exceptions include:

- Illness or accident
- Religious restrictions or requirements

PRINCIPLES AND PROCEDURE FOR DISCIPLINARY ACTION

Despite best efforts, acts of indiscipline occur and it becomes necessary to take a disciplinary action. While taking disciplinary action the following principles of natural justice should be followed:

- Disciplinary procedures apply to all staff and will be applied in a non-discriminatory manner.
- No action other than suspension where necessary will be taken until the allegations have been fully investigated.
- It is important to ensure national labor law and best practice is followed.
- The staff member will be advised in writing of the nature of the complaint and the possible sanctions.
- He/she will be given the opportunity to state his/her case before any decision regarding disciplinary action is made.
- At all stages the staff member will have the right to be accompanied by a work colleague or Trade Union representative.
- No staff member will be dismissed for a first breach of discipline except in the case of gross misconduct.
- The staff member will have the right to appeal misconduct and gross misconduct in accordance with the appeals procedure.

The main purpose of the disciplinary process is to encourage a staff member, whose standard of work or conduct is unsatisfactory, to improve. The aim is to ensure fair and consistent treatment for all.

- **Issue of Charge Sheet:** Management issues a charge sheet to the employee after the prima facie case of misconduct is established. Charge sheet is merely a notice of the charge and provides the employee an opportunity to explain his/her conduct. Charge sheet is generally known as a show cause notice. The charge sheeted employee is expected to show the reasons for such conduct of behavior. Each charge should be clearly specified in the charge sheet. There should be a separate charge for each allegation.
- **Consideration of Explanation:** The explanation of the charge sheeted employee should be considered. If it is found satisfactory, no disciplinary action needs to be taken. On the contrary, when the management is not satisfied with the employee's explanation, the management may initiate a full-fledged enquiry.



- **Suspension Pending Enquiry:** If the charge is major and serious, a suspension order may be served on the employee along with the charge sheet. According to the Industrial Employment (Standing Order) Act, 1946, the suspended worker is to be paid a subsistence allowance equal to one-half of his wages for the first ninety days of suspension. The three-fourths of wages for the remaining period of suspension is paid if the delay in the completion of disciplinary proceedings is not due to the worker's conduct. In accordance with the Code of Discipline, the management decides whether the charge is grave or serious.

- **Holding of Enquiry:** An enquiry officer should be appointed to hold the enquiry. The concerned employee will be served notice to this effect. The employee should not be denied the chance of explaining his / her point of view on the issue. The enquiry officer should give sufficient advance notice to the employee to provide an opportunity to prepare and present the case and make submission in his /her defense. The enquiry officer should proceed in a proper manner and examine witnesses. Fair opportunity should be given to the employee to cross-examine the management witnesses.

On the conclusion of the enquiry, the enquiry officer should record the findings and the reasons thereof. The enquiry officer should refrain from recommending punishment and leave it to the decision of the appropriate authority.

- **Order of Punishment:** Disciplinary action can be taken when the misconduct of the employee is proved. While deciding the nature of disciplinary action, the employee's previous record and precedents,, etc, should be considered. When the employee reports that the enquiry conducted was not proper and the action taken was unjustified, the employee must be given a chance to make appeal.