



### 6.3.1. Effective Welfare Measures for Teaching and Non-teaching Staff of RajaRajeswari Medical College

#### 1. POLICIES AND PROCEDURES: The Policies and procedures of Benefits and Entitlements

The following are the types of leave that may be granted to the employees:

1. Casual Leave
2. Earned Leave
3. Maternity Leave
4. Special Casual Leave only for teaching staff
5. Leave without pay
6. Restricted holidays
7. Compensatory Casual Leave
8. Leave without pay

#### CASUAL LEAVE (CL):

An employee shall be eligible for 12 days Casual Leave in a calendar year to avail personal and unforeseen work.

½ day leave can be applied in case of emergency.

Un-availed Casual Leave at the end of the year will not be carried forward.

If CL is exhausted Earned Leave can be availed

#### EARNED LEAVE (EL):

An employee shall be eligible for 20 days Earned Leave for the calendar year.

Earned Leave can be availed only after completion of one year of service

Employee under probation shall not be allowed to avail Earned Leave

Earned Leave can be accumulated to a maximum of 60 days.

An employee shall always apply at least two weeks in advance for availing Earned Leave and shall obtain prior approval from the HOD.



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Earned Leave can be availed for maximum of 3 occasions in a calendar year.

Earned Leave cannot be sandwiched/clubbed in between weekly offs and holidays, however it can be prefixed or suffixed.

**Special Casual Leave:**

A. The Teaching faculty can avail Special Casual Leave for 15 days in a calendar year for attending Conferences/CMEs and Examination duties within and outside the State.

B. For representing the Institution in Universities as Board members/ACM/Senate and Syndicate meetings OOD is sanctioned.

**PUBLIC HOLIDAY & RESTRICTED HOLIDAY:**

Employee shall be eligible for 11 public holidays for the calendar year.

Employee shall be eligible for 2 restricted holidays for the calendar year.

Employee can avail RH after completion of 6 months of continuous service in the organization.

**COMPENSATORY LEAVE:**

Employee shall be eligible for a compensatory leave only when he/she works on a Sunday/Festival/National Holidays.

The compensatory leave has to be availed within 30 days from the date of work performed on holidays. After which it lapses.

Compensatory Leave cannot be availed continuously for more than 2 days

**MATERNITY LEAVE:**

At RRMCH Hospital, all women employees are given 24 weeks of maternity leave as per *maternity benefit Act (1961)*.

**LEAVE WITHOUT PAY (LWP):**

If any employee takes leave with the approval of the HOD but does not have sufficient, eligible leaves, then it would be considered as leave without pay.

**ABSENT:**



  
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Unauthorized absence will not count towards continuous service and liable for disciplinary action. Such unauthorized absence's more than 10days, the employee will lose leave on his employment & management has rights to terminate.

## 2. EMPLOYEE BENEFITS

**PURPOSE:** The purpose of this policy and procedure is to define the organization's policies, terms and conditions for PF, Gratuity, medical benefits and ESI.

**SCOPE:** This policy and procedure is applicable for all class of employees.

### a) PROVIDENT FUND

At RRMCH Hospital, eligible employees will be covered under EPF scheme as per Employees Provident Fund and miscellaneous provisions Act 1952.

Monthly returns will be filed as per PF formats by accounts departments

The periodical returns will be filled and will be submitted through accounts department.

It may be noted that if any employee resigns from his/her position in the organization, he/she is entitled to make an application for his/her PF claim.

### b) EHS (ESI)

Employees are provided EHS facility as per norms. Employee State Insurance Scheme is applicable for all employees drawing a salary of Rs 21,000/- or less.

## 3. MOBILE PHONE SIM:

At RRMCH, either sim card been provided based on nature of job profile of employee or mobile phone charges reimbursement made as per the grades subject to pre-approved limits.

## 4. Additional Remunerations:

- A. Teaching Staff who are presenting papers at National Specialty Conferences/International Conferences will be paid Rs 5000/- to Rs.10,000/- as additional remunerations.
- B. The staff are provided with free facility in form of investigations at 0 to very nominal cost from the Hospital for Research Projects.

5 Fee concessions is provided for wards of Staff studying in the Institution.



  
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6. Free Health services which includes OP, admission, investigations and treatment are provided for both the teaching and nonteaching faculty and their immediate blood relations.
7. Salary in advance can be availed by the Staff who are in need.
8. Uniforms /Aprons are provided for Nurses, Technicians, attenders and house keeping.
9. Lap top facility to all departments.
10. Free Internet facility
11. Loan facility for Non-teaching staff
12. Free Gymnasium and Swimming facility
13. Bus facility is provided to all the staff at concessional rates.
14. Free gifts for staff annually
15. Sports and Cultural activities are conducted for both teaching and non-teaching faculty annually.
16. Yoga classes are conducted to relieve stress for the faculty.
17. **Doctors Day Celebration**

Every year July 1<sup>st</sup> is celebrated as Doctor's Day. On the occasion of Doctor's Day senior faculty are felicitated for their services. Eminent guests are invited for the function. Awards- mementos and certificates are given.



  
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