

Aga Khan University
Postgraduate Medical Education
Earned Leave for Residents and Fellows

Issue Date : July 01, 2009

Policy Number : PGME/106/09

Revision # : -

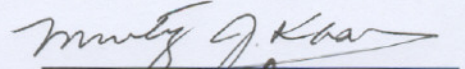
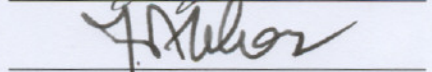
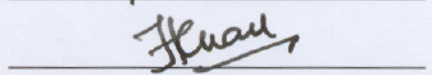
Effective Date : July 01, 2009

Approved By :

Associate Dean, PGME

Interim Dean, Medical College

Medical Director & Associate Dean, Clinical Affairs

1. POLICY STATEMENT

It is the policy of Postgraduate Medical Education at Aga Khan University to grant Earned leaves to Residents and Fellows.

2. DEFINITIONS

Earned leaves entitlement for Residents and Fellows is a period of 23 working days per annum.

3. SCOPE

All AKU Residents and Fellows who are enrolled in the Postgraduate Training Programme.

4. OBSERVATIONS

- a. Earned leave can normally be taken after completion of 6 months in training programme. However, if circumstances so require, Earned Leave for the year may be permitted earlier subject to the approval by the Programme Director/ Coordinator.
- b. 50% of the earned leave entitlement is en-cashable provided an employee avails leave for an equivalent number of days; Residents/ Fellows can avail the facility of encashment only when availing earned leave.
- c. In the event of resignation/ termination, accrued earned leave days will be en-cashed and will be included in the Resident's/ Fellow's final settlement of dues from the organization.
- d. Earned leave days will be recorded on the basis of working days during the leave period, excluding weekly holidays and public holidays falling during that period.
- e. Residents and Fellows can use a maximum of two weeks of the annual earned leave which is applicable for any one of the following purpose:
 - i. For hajj
 - ii. For marriage
 - iii. For examination

For the above leaves, a prior notice of 3 months will be required.

- f. Residents and Fellows are not entitled for Casual leave.

5. PROCEDURE

- a. A Resident / Fellow requiring to proceed on Earned Leave must inform his/her Chief Resident and submit a leave application form (Annexure: PGME/106/09-01) before starting the rotation.
- a. In case of overlap of leave with another rotation, the Chief Resident of another rotation will also be informed in writing.
- b. The Chief Resident will forward the leave application to Programme Director/ Coordinator, who will forward it after approval to Human Resources for processing.
- c. The resident / fellow are required to submit a completed Duty Resumption Report (Annexure: PGME/106/09-02) to her Programme Director / Coordinator, with a copy to Human Resources, within 3 days of duty resumption.

The Aga Khan University
Leave Application Form
Human Resource Division

Annexure: HR/BN-01-1

| | | | |
|-----------------------------|--------------------|-------------------|---------------------------|
| Name _____ | Employee No. _____ | | |
| Position Title _____ | Department _____ | | |
| <u>Type of leave</u> | <u>From</u> | <u>To</u> | <u>No. of days</u> |
| Earned | _____ | _____ | _____ Working Days |
| Sick | _____ | _____ | _____ Calendar Days |
| Maternity | _____ | _____ | _____ |
| Other | _____ | _____ | _____ |
| | Last Working Day | Return To Work On | Total # of Calendar Days |
| Reason for leave _____ | | | |

For earned leave encashment and advance salary only

| | |
|--|---------------|
| Encashment for leave _____ | calendar days |
| Salary advance for the month/s of _____ | _____ |
| Address (during leave period) _____ | _____ |
| | Tel # _____ |
| *Mention dates of public holidays/off days during earned leave / date(s) _____ | |
| _____ | |

| | | | |
|-----------------------------|-------------|--------------------------------------|-------------|
| Signature of Trainee | Date | Programme Director's Approval | Date |
| _____ | _____ | _____ | _____ |

For HR use

| | | |
|--|-------------|------------------------------------|
| Total earned leave to trainee's credit | _____ | working days as on _____ |
| Earned leave approved for | _____ | working days |
| Encashment approved for | _____ | working days = _____ calendar days |
| Balance earned leave | _____ | working days |
| Advance salary for the month/s of | _____ | _____ |
| Treat leave with pay for/from | _____ | to _____ |
| Treat leave without pay for/from | _____ | to _____ |
| Signature | Date | |
| _____ | _____ | |

The Aga Khan University
Human Resource Division
Duty Resumption Report

Name _____ Employee No. _____

Position Title _____ Department _____

Approved Leave*/ Absent Without Leave: From _____ To _____

*Expected date of return: _____ Actual date of duty resumption _____

Date

Signature of Trainee

To be completed by the Programme Director

Remarks (if any) _____

Date

Signature of Programme Director

For HR use

Expected date of return: _____ Actual date of duty resumption _____

Remarks / Action _____

Date

Signature

For Finance use

Remarks / Action _____

Date

Authorized Signature