

B. K. L. WALAWALKAR RURAL MEDICAL COLLEGE



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POLICIES DOCUMENTS FOR BENEFITS AND ENTITLEMENTS

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

- a) Casual leave
- b) Earned leave
- c) Maternity leave
- d) Special casual leave for teaching staff
- e) Leave without pay
- f) Restricted holidays

a) Casual Leave (CL)

1. An employee shall be eligible for 10 days casual leave in a year calendar to attend
 - 2. personal and unforeseen work
 - 3. ½ day leave can be applied in case of emergency
 - 4. Un-availed casual leave at the end of the year will not be carried forward.
Casual leave
 - 5. cannot be sandwiched/clubbed in between weekly offs and holidays, however it can be prefixed or suffixed.

b) Earned Leave (EL)

1. An employee shall be eligible for 15 days earned leave for the calendar year.
Employee
2. under probation shall not be allowed to avail earned leave.
3. Earned leave can be accumulated to a maximum of 30 days.
4. EL should be availed for minimum of 3 days.
5. An employee shall always apply at least two weeks in advance for availing earned leave shall obtain prior approval from the HOD.

c) Maternity Leave

At BKLWRMC and Hospital, all women employees are given 26 weeks of maternity leave as per maternity benefit act (1961).

d) Special casual leave for teaching staff

Special casual leaves can be availed by teaching staff for attending national/international


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Conferences, CDE programs and for examination purposes. A maximum of 10 days leave per year may be granted for presentation of research paper in national & international seminars subject to presentation of sufficient proof for the same. Conference leave more than sanctioned, publication fees, travel registration fees reimbursement will be at the discretion of the management.

e) Leave Without Pay (LWOP)

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

f) Public Holidays & Restricted Holidays

- 1) Employee shall be eligible for public holidays as per the RGUHS calendar.
- 2) Employee shall be eligible for 3 restricted holidays for the calendar year.
- 3) Employee can avail RH after completion of 6 months of continuous service in the organization.(HOD should ensure presence of 50% staff working in the department)

g) Absent

- 1) Unauthorized absence will amount to discontinuity of service and liable for disciplinary
- 2) Action. Such unauthorized absences of more than 10 days, without any communication
- 3) to the HOD itself will be proof of voluntary abandonment of employment and
- 4) Management has right to terminate service.

h) Medical Leaves-

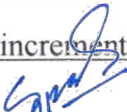
- 1) $\frac{3}{4}$ th bill is waved off for the staff and their dependents(mother, father, wife and children)

Purpose: The purpose of this policy and procedure is to define the organization's policies, terms and conditions for PF, Gratuity.

1. Provident Fund

- a. At BKLWRMC, eligible employees will be covered under EPF scheme as per Employees provident fund and miscellaneous provisions act 1952.
- b. Monthly returns will be filled and will be submitted through accounts department
- c. The periodical returns will be filled and will be submitted through accounts department.
- d. 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.

2. staff appraisal for dedicated staff in the form of increments in salary and intreme increment



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3. Welfare Facilities-

1. Olympic level SPORTS FACILITY for staff and their relatives
2. Reservation of admission to staff kids in the school owned by the trust
3. CC TV Camera for safety in the entire campus
4. 24 hour power back-up
5. Free Solar water boiler
6. Computing facility at workplaces
7. Crèche facility
8. Cafeterias
9. Free e-transport in campus
10. Identity cards
11. Shopping outlets for kirana and general items
12. ATM facility
13. Vegetables from Organic farm
14. Shivjayanti and other festivals celebrations
15. Gardens for staff kids
16. Free accommodation facility for staff and faculty


Director,
B.K.L.Walawalkar Rural Medical College

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