



SYMBIOSIS

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D.
(Awarded Padma Bhushan and Padma Shri by President of India)

NOTIFICATION

(S/N/2021/38(A) dated 11 January 2021)

Subject: Addendum to Human Resource Policy Manual for amended Medical Leave Rules

Authority: Board of Management Resolution No. [A 9] dated 3rd October 2020 and
Managing Committee Resolution No. [MC/2020/3/6] dated 5th October 2020 and
Managing Committee Resolution No. [MC/2020/4/2] dated 29th December 2020

It is hereby notified for information of all concerned that amendments to Medical Leave rules are approved by the Managing Committee of Symbiosis in its meeting held on 29th December 2020 and accordingly this addendum to Notification S/N/2020/38 dated 30th November 2020 Human Resource Policy Manual, is issued.

- (1) The Symbiosis Centre of Health Care (SCHC) provides primary health care services to all the staff and students of Symbiosis. The Symbiosis University Hospital & Research Center (SUHRC) augments this further by providing tertiary care services.
- (2) The SCHC will conduct the Pre-Employment Medical Checkup of selected candidates and Annual Health Checkup of all employees & students at S.B. Road campus, Vimannagar Campus, SIC campus Hinjawadi and at all Off Campus Centres at the respective campuses; and the same would be conducted by SCHC at SUHRC, respectively for selected candidates, staff and students of institutes/ departments/ centres operational at Lavale Campus.
- (3) The amended 'Rule 5.7 Medical Leave' of Human Resource Policy Manual is as follows:

Rule 5.7: MEDICAL LEAVE

Medical leave is provided for unforeseen sickness or may be required for planned surgeries and rehabilitation from long term illnesses. Falling sick suddenly is an emergency situation for employees and needs to be dealt with compassion. Health related matters are personal and are required to be handled with compassion and confidentiality. It is essential that such information is not accessible to unauthorized persons. In addition to the General Leave Rules following rules will be applicable to Medical leave.

- (A) Employees completing one year of continuous full time service shall be entitled to (10) Ten days of Medical Leave per year.
 - (i) A proportionate number of days of Medical Leave (considering 10 days per year) shall be credited for the period from the date of completion of first year till 31st December.
 - (ii) Thereafter 10 days of medical leave will be credited on 31st December every year.
- (B) Non-availed Medical Leave may be carried forward and accumulated for a maximum of one hundred twenty (120) days. An employee can apply earned leave for medical reasons following the procedure laid down for availing medical leave.
- (C) Management may grant leave on medical grounds in exceptional cases even when no leave (earned or medical) is available in the credit balance of the employee. This will be

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considered by the Principal Director/ Vice Chancellor on a case to case basis, based on the submission of the Head of the institute/department and remarks of Chief Executive Officer (CEO) SUHRC.

- (D) The rules are specified for the following duration :
- Medical Leave up to 3 days
 - Medical Leave for more than 3 days but up to 10 days
 - Medical Leave for more than 10 days

A separate process is specified for employees who are medical doctors.

The mandatory document, authenticating authority, and leave sanctioning authority for each of the above mentioned medical leave duration is attached as **Annexure A**.

- (E) The Competent authority mentioned in para 5.4 (B) of the Human Resource Policy Manual shall be the 'Sanctioning Authority' for 'Medical Leave' up to 10 days. For any Medical Leave of more than 10 days the 'Sanctioning Authority' shall be Vice Chancellor SIU for teaching staff and statutory officers of SIU, and Principal Director Symbiosis for all other employees.
- (F) The SUHRC authorities will always forward a copy of approval document to SCHC, irrespective of the duration of medical leave.
- (G) SCHC/SUHRC will not retrospectively authenticate any absence due to sickness which has not been notified by the concerned employee to SCHC/ SUHRC.
- (H) In case of medical leave for planned treatment / planned surgery (non-emergency), prior approval by the appropriate sanctioning authority is mandatory.
- (I) Procedure to avail Medical Leave:
- Any absence due to sickness should be notified by the concerned employee or his relative to the authorized officer of the institute and to the Campus Medical Officer (CMO) SCHC / CEO SUHRC (as applicable), on the first day of illness on phone / SMS / E-mail / WhatsApp / in person.
 - The employee shall submit a medical leave application along with a medical certificate to the Head of Institute / Department.
 - The institute / department shall obtain remarks of authenticating authority on the medical certificate submitted by the employee.
 - The sanctioning authority shall approve / disapprove based on the authentication remarks / comments and leave balance to the credit of the employee.
 - After availing Medical Leave of more than Ten (10) days, the concerned employee should submit a 'fitness certificate to join duties' of treating doctor to SCHC / SUHRC (as applicable) at the time of rejoining duties. A fitness certificate is not



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essential for a medical leave of less than 10 days. This certificate given by the treating doctor will be authenticated by SCHC/SUHRC. If no certificate is given by the treating doctor, then SCHC/SUHRC can issue a fitness certificate. The concerned employee will not be allowed to join duties without a fitness certificate.

- (J) In case the employee falls sick when on leave or on duty at the outstation, then information of such sickness should be given to the CMO SCHC/ CEO SUHRC (as applicable), at the earliest possible opportunity. The authorities at SCHC/SUHRC will inform the individual about further action, if any.
- (K) Medical Leave can be combined with Earned Leave and/ or with Maternity Leave but not with casual leave.

This addendum to Human Resource Policy Manual will be applicable with immediate effect and the amended 'Rule 5.7 Medical Leave' will supersede the existing Rule 5.7 of the Human Resource Policy Manual.

S/ 29/181
11th January 2021

Pathare J R
Chief Human Resource

To:

All the Heads of Symbiosis Institutes/ Departments/ Centres/ Schools
All the HoDs of SS
All the HoDs of SIU



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Annexure A

Duration of Medical Leave	Mandatory document		Authenticating Authority		Sanctioning Authority
	Employee who is a Medical Doctor (Group A)	Employee who is not a Medical Doctor (Group B)	Employee who is a Medical Doctor (Group A)	Employee who is not a Medical Doctor (Group B)	For both (Group A) and (Group B) Employees
Up to 3 days	Certificate by self / Medical certificate by treating doctor	Medical Certificate of the treating Doctor	Self-authentication	CEO, SUHRC for employees of Lavale campus. ----- CMO, SCHC for employees of all other campuses	The Competent Authority as per rule 5.4 (B) of the Human Resource Policy Manual
More than 3 days up to 10 days	Medical Certificate of treating doctor duly authenticated by: CEO, SUHRC for employees of Lavale campus ----- CMO, SCHC for employees of all other campuses		CEO, SUHRC for employees of Lavale campus ----- CMO, SCHC for employees of all other campuses		The Competent Authority as per rule 5.4 (B) of the Human Resource Policy Manual
More than 10 days	Medical Certificate duly authenticated by: Medical Board of Symbiosis		Medical Board of Symbiosis		Vice Chancellor, SIU, for teaching staff and statutory officers of SIU. Principal Director Symbiosis, for all other employees

