



## Jawaharlal Institute of Postgraduate Medical Education & Research

(An Institution of National Importance Under Ministry of Health & Family Welfare, Govt. of India)

Dhanvantari Nagar, Puducherry – 605 006

### Academic Section

## Leave regulations for Junior Residents (3-year MD/MS/MDS program and 1 to 3 years of 6-year DM/MCh program)

### Leave:

Junior residents are permitted to avail leave as under during their three-year term:

Year	Leave permitted*
First	30
Second	36
Third	36

\*Calculated on pro-rata basis (i.e., during the first year of their tenure, they will be sanctioned leave only based on the number of days that they have already earned).

### General leave rules:

- Junior residents are not entitled to any other leave except as above.
- Junior residents can, in addition, avail academic leave to attend conferences, CMEs, workshop, symposium, etcetera, up to a maximum of 9 days in three years, after approval by the Dean (Academic).
- Unavailed leave of the first or second year cannot be carried forward to the future year.
- Any leave or absence from duty beyond the permissible limit in any year shall be treated as extraordinary leave (EOL) without pay. The maximum permissible EOL is 30 days in the 3-year tenure, and the candidate will have to work beyond the end of the originally scheduled 3-year term to compensate for a period equivalent to that of EOL. Salary will be paid for this work.
- EOL or any other absence beyond 30 days would be sanctioned only in exceptional circumstances on medical grounds, after examination of the applicant by and on the recommendation of a JIPMER medical board duly constituted by the Dean (Academic).
- If the EOL availed exceeds 30 days, the Residency period will be extended for the total period of EOLs, and final examination of the candidate shall be held after completion of the residency tenure in the next session.
- Unavailed leave can be encashed on completion of tenure period after submission of final no-dues from the concerned departments.
- Foreign National Candidates will be treated similar to Indian Nationals as far as leave rules are concerned.
- Sponsored Candidates are not entitled for leave encashment. If they take leave beyond the permitted leave, they can take EOL and their sponsor will be intimated of the same. If the EOL exceeds 30 days, the residency period will be extended and the final examination delayed as for the residents paid by the Institute.

- Overstay on leave without proper sanction/wilful absence from duty will render a resident liable to disciplinary action and his/her name may be struck off the rolls and appointment as Junior Resident terminated.
- In case of unauthorized absence, a notice may be sent to the resident to join within 10 days. If he/she does not join within the stipulated period, a second notice may be sent to the candidate and his/her parents. If after the two notices, the candidate still does not join or fails to submit an explanation, then a final notice will be issued as a last opportunity to join in another ten days, failing which, his/her name may be struck off the rolls and appointment as Junior Resident terminated.
- Leave cannot be claimed as a matter of right and all leave should be sanctioned by the Dean (Academic). At any time, teaching or patient care services should not be affected. Therefore, leave application shall be scrutinized by the Head of the Department (HoD) on merits and in keeping with institutional exigencies, patient care, and academic activities, and forwarded to the Dean (Academic). More than 40% of residents in a department cannot go on leave during a particular period unless a special permission is obtained from the competent authority for a valid reason.
- If a Junior Resident posted in a location other than the parent department (peripheral posting) wants leave for any reason, the application should be forwarded and duly recommended by the HoD/Chief of concerned Department/Centre wherein the resident is posted during the intended leave period and HOD of the parent department is the competent authority to recommend his/her leave.
- For long leave (more than 7 days), it is mandatory to apply to the Dean (Academic) through proper channel with proper justification well in advance, (at least ten days before proceeding on leave). Dean (Academic) is the Competent Authority for sanctioning such leave.

### **Maternity leave:**

Female Junior Residents (MD/MS/MDS) are entitled for maternity leave as per the Government of India rules during their course with full pay. Their period of training will be extended for a period equal to the leave availed. The candidates will have to work for the extended period and the final examination of the candidate shall be postponed to the next examination session to allow for/ensure completion of the extended period of training.

Maternity leave period will be treated in a manner similar to EOL for the purpose of calculation of extension of tenure and postponement of exams. The period of registration and training will be extended for the number of days of Maternity leave and any examinations postponed accordingly.

### **Leave encashment:**

As per instruction contained in CCS Leave Rules, 1972, Junior Residents (Academic) are entitled for leave encashment for unavailed leaves (out of total 102 days' leave as above) on completion of tenure period after submission of final no-dues from the concerned departments. This does not apply to foreign nationals and sponsored candidates.

This is issued with the approval of the competent authority.

**Dean (Academic)**