

LEAVE RULES

- **Leave Rules:** Booked leave application, permission letters, NOC etc. should be sent at least 15 days in advance. No leave without the proper sanctioning will be allowed to be availed.
- Only 30% of the sanctioned nursing strength can be given leave at a time.
- For absenteeism, verbal report is valid for only 24 hours. Beyond that period, written leave must be submitted by the employee. Otherwise, absent report in writing to be sent by the SNO/ANS.
- In morning shift duties, half day casual leave (afternoon) starts from 11.30 am and not before that. **During evening and night duties no half days/CL/ Earned Leave is allowed. Only medical leave can be taken in emergency.**
- When OFFs are arranged for going outstation by any nursing personnel, an undertaking for the same should be taken by the SNO/ANS of the ward. Further, after returning from leave, the **SNO/ANS should deploy them only on morning shift** and not on evening and night shifts.
- Joining should always be taken in the forenoon only

ALL COMMUNICATION FOR AVAILING ANY KIND OF LEAVE SHOULD ALWAYS BE THROUGH PROPER CHANNEL