

SCHIZOPHRENIA RESEARCH FOUNDATION (INDIA), MADRAS.

I/6/01

CIRCULAR

2/12/94

Re : Working hours, holidays and leave entitlements of staff of rehabilitation homes at Tiruverkadu and Mahabalipuram.

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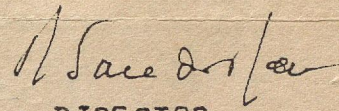
Excepting the Medical Superintendent who is at present incharge of both the rehabilitation homes all other staff are residential. The following working arrangements are ordered with immediate effect.

1. The Medical Superintendent shall attend the home from 8.30 a.m. to 2.00 p.m. He will avail holidays on sundays only. The working hours of the Medical Superintendent may be extended on individual days for any emergency on crises management.
2. The Psychiatric Social Worker, Nurse and Dy. Warden may avail a days weekly rest by turns so that atleast 2 of them would be available on any one day.
3. 10 days of casual leave is admissible to every employees of Bhavishya Bhavan. However casual leave is not admissible for more than 4 days on each occasion.
4. Privilege leave at the rate of 5 days for every 4 months is admissible. This leave can be accumulated for a maximum period of 60 days in entire service.
5. Medical leave at the rate of 10 days per year is admissible on grounds of sickness when it is duly supported by a medical certificate from a registered medical practitioners. This leave can be accumulated upto a maximum of 30 days.
6. All leave should be applied for well in advance to enable alternats arrangements being made.
7. The Medical Superintendent will maintain the leave accounts of all employees of Bhavishya Bhavan and send a monthly absentes statement indicating the extent and duration, and nature of leave

availed of by employees during the month along with the pay bill.

8. The leave account of the Medical Superintendent will be maintained at SCARF office and his leave applications should be sent to the Director for sanction.

  
Dy. Director (F&A)

  
DIRECTOR.