



DATTA MEGHE INSTITUTE OF MEDICAL SCIENCES
[Declared as Deemed to be University Under Section 3 of UGC Act, 1956]
Conferred 'A' grade Status by HRD Ministry, Govt. of India
Re-accredited by NAAC (3rd Cycle) with 'A+' Grade (Score 3.53 on 7 Point Scale)
Placed under Category-I (Graded Autonomy) by UGC

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Ref. No. DMIMS (DU)/2021-22/864

Date: 10th January, 2022

Circular

Updated Policy for grant of leaves for Teaching and Non-teaching Staff during COVID-19 pandemic

In terms of the new guidelines issued by the Ministry of Health and Family Welfare, Govt. Of Maharashtra, dated 9/01/2022, and as approved by the Competent Authority DMIMS(DU), the following revised policy guidelines are issued in supersession of previous guidelines dated 15th Sept 2020. The revised guidelines shall be applicable for grant of leaves to the staff working under the DMIMS(DU), during COVID 19 pandemic.

High Risk Staff (Health Care Workers)	Low Risk Staff (Non-Health Care Workers)
All Nursing Staff working in isolation wards, ICUs, OTs & other wards including temp. staff	All other Staff working in hospital but not covered under High Risk Staff : Example : <u>Staff under following Depts.:</u> MRD, Registration / Receipts/ renewal counters, Accounts, Biomedical, EDP, EPBAX, Departmental Clerks & Attendants, Blood Bank, Maintenance Dept., Other office staff, SVL Lab., HFC/ Billing, Front Desk, Endoscopy, Marketing, ECG/EMG, CSSD, OPDs, Pharmacy, Stores, Sanitary, Stores etc. or any other such staff.
All Attendants working in isolation wards, ICUs, OTs & other wards including temp. staff	
All Housekeeping Staff working in isolation wards, ICUs, OTs & other wards including temp. staff	
All Medico Social Workers - those are deployed for COVID duties including temp. staff	
All staff deployed at COVID Lab., Central Lab., Radiology, Dialysis, Cath Lab., CVTS, including clinicians, technicians, Nursing Staff, Attendants & housekeeping staff etc. including temp. staff	
All Ambulance drivers including temp. staff	
All clinicians working in AVBRH	All other teaching and non teaching staff working in Colleges, University Office, Security etc.

The policy for staff is as under:

Category of Staff	Leaves applicable
<u>Health Care Workers</u>	
Found positive while performing duty and require admission and/or home quarantine for specific days after discharge	The period of admission/ quarantine shall be treated as Special leave on recommendation of the committee. These special leaves shall not be debited to the regular leave account of an employee. Employee need to apply & get it sanctioned from the sanctioning authority.
Found in contact of positive staff/ patient during duty and requires home/ institutional quarantine for specific period	As per the new guidelines by MoHFW dt 9/01/2022, no isolation/quarantine required for those fully vaccinated asymptomatic contacts. Symptomatic contacts should do RTPCR test and if positive, shall be treated as per guidelines & their such period shall be treated as special leave.
Staff not on duty but required to be home quarantine in containment /Buffer Zone home/ institutional quarantine as per advice of the Hospital/ Local Administration.	On recommendation of the quarantine committee the period of home quarantine in containment /Buffer Zone, home/ institutional quarantine as per advice of the Hospital/ Local Administration shall be treated as Earned Leave, if Earned leave is not in balance then it shall be treated as Medical Leave and even if Medical leave is not in balance then the absence shall be treated as leave without pay
<u>Non - Health Care Workers</u>	
Found positive while performing duty and require admission and the home quarantine for specific days after discharge	On recommendation of the quarantine committee, the period of Admission and quarantine shall be considered as Medical Case and the absence shall be treated as Medical Leave, if Medical leave is not in balance then it shall be treated as Earned Leave and even if Earned leave is not in balance then the absence shall be treated as leave without pay.
Found in contact of positive staff/ patient during duty and requires home/ institutional quarantine for specific period	No isolation/quarantine required for those fully vaccinated asymptomatic contacts. Symptomatic fully vaccinated contacts should do RTPCR test and if positive, shall be treated as per guidelines & their such period shall be treated as Medical leave.
Staff not on duty but required to be home quarantine in containment /Buffer Zone home/ institutional quarantine as per advice of the Hospital/ Local Administration.	On recommendation of the quarantine committee the period of home quarantine in containment /Buffer Zone, home/ institutional quarantine as per advice of the Hospital/ Local Administration shall be treated as Earned Leave, if Earned leave is not in balance then it shall be treated as Medical Leave and even if Medical leave is not in balance then the absence shall be treated as leave without pay

Note:

1. The said policy shall only be applicable for the present pandemic situation and shall cease by a specific order issued by the competent authority as & when the situation normalizes.
2. In case of any ambiguity, the decision of the quarantine committee shall be final, binding and conclusive.
3. The Quarantine Committee may review and recommend relaxation/ alteration in the above policy on case to case basis.
4. The quarantine committee is already been notified vide notification no. 96 of 2020 dated 10th September, 2020.
5. **Any staff, who is not vaccinated (both doses) shall not be eligible for any privilege of above policy and any of his/her absence shall be treated as LWP.**
6. As per new policy, the quarantine/home isolation period shall be maximum for 7 days.
7. Staff found in contact with positive person & if fully vaccinated and asymptomatic, are not required any quarantine/isolation.



Registrar
DMIMS (DU)

Copy to:

1. All the Heads of Institutions, DMIMS (DU), including the Off campus centre.
2. All Deans of the Faculties
3. CMS, (AVBRH, SMHRC, SPDC, SMSC, MGAC)
4. CEO, Hospitals
5. All Directors
6. OSD, DMIMS(DU)
7. HR Manager, Wardha
8. HR Manager, Nagpur
9. CAO/AOs/AAOs
10. Director PP

Copy for information:

1. Hon Pro Chancellor
2. Hon'ble Vice Chancellor, DMIMS (DU)
3. Hon'ble Shri Sagarji Meghe, Member-BOM
4. Hon'ble Pro Vice Chancellor, DMIMS (DU)
5. The Chief Coordinator, DMIMS (DU)