



## **EMPLOYEES WELFARE POLICY**

The Board of Trustees of the KMCT Group of Institution provides different welfare measures for their employees and their families like different insurance schemes, Gratuity, Staff accommodation, Security, cafeteria, Bank facility, Yoga center, Gym and playground.

The Insurance schemes includes;

- ESI scheme
- Health Insurance (Optional)
- Maternity Leave Under ESI Scheme

The employees can opt for any two welfare schemes available within the first ten days of appointment.

## **EMPLOYEES STATE INSURANCE SCHEME**

The is an integrated measure of Social insurance embodied in the Employees' State Insurance Act and it is designed to accomplish the task of protecting 'employees' as defined in the Employees' **State Insurance Act, 1948** against the impact of incidences of sickness, maternity, disablement and death due to employment injury and to provide medical care to insured persons and their families. The Employees of the college drawing wages up to Rs.21,000/- a month, are entitled to social security cover under the ESI Act. The ESI Scheme is financed by contributions from employers and employees. The rate of contribution by the employer is 4.75%of the wages payable to employees. The employee's contribution is at the rate of 1.75% of the wages payable to an employee.

## **GUIDELINES FOR MATERNITY LEAVE UNDER ESI SCHEME**

. Eligibility for Paid maternity leave under ESI scheme is provided under the general provisions of the Maternity benefit Act. Under this legislation, women staff of the College, those who are covered under ESI scheme are entitled to maternity leave for each pregnancy for a period of 26 weeks. This period includes 6 weeks compulsory maternity leave following the birth of the child. Maternity leave is applicable for a woman only up to two existing children.

a. Process to avail Maternity Leave



Expecting women must apply for maternity leave and provide 10 weeks' notice before the expected date of delivery. This must be followed by sending an application to the respective Principal, Administrative Officer and HR Manager indicating the intention to take maternity leave, the likely date of commencement and the period of leave required. A doctor's certificate confirming pregnancy must be provided.

c. Commencement of maternity leave

Women staff may commence maternity leave any time prior to the expected date of birth of the child, provided the overall period of maternity leave does not exceed 26 weeks after the birth of the child

d. Combining maternity leave with accumulated leave balance.

Women staff may take part or full accumulated leave along with maternity leave.

e. Extension of Maternity leaves

Post completion of maternity leave as per the act the woman staff may extend leave by a further period of 3 months. However, to avail this benefit of extension, the staff must first avail the balance leave to credit, and the remaining period up to and inclusive of the extended 3 months will be treated as leave without pay. This leave is not the right of the employee and hence can be availed only upon approval from the management.

f. Leave in unfortunate event of Miscarriage

a period of up to 6 weeks with pay will be granted from the day of the miscarriage, subject to doctor's certificate under the ESI Scheme. The staff and practitioner is required to inform the Principal and HR Manager so that the leave dates are updated on their Service Register

g. Voluntary resignation during Maternity Leave

Women staff on maternity leave, would be expected to report to work post availing the leave. However, if the women staff is desirous of resigning from the services, and not resume work; it would be expected of her to intimate her intention of resigning or exiting from the firm during the extended period of leave. The extended leave will be considered as notice period.



### **MATERNITY LEAVE (UNPAID)**

Those employees who have not been covered under ESI are eligible to take unpaid leave for maternity with prior permission from the Principal and HR manager with medical records.

### **STAFF ACCOMMODATION**

Institution provides accommodation such as apartments and hostels in the lush green campus for needed employees. Facilities of Gymnasium, Playground, Yoga Centre etc. are also available for all employees of the institute.

### **SECURITY**

The campus is monitored by CCTV and full time security guards are posted inside the campus

### **BANK**

To fulfill the financial needs, Campus has a Nationalized Bank "Union Bank of India" with ATM facility inside the campus

### **CAFETERIA**

Multiple Cafeteria and coffee shops are available near to the college

### **GRATUITY**

Is a sum of money customarily given by employers to their long –serving employees due to their loyalty and commitment. A person is eligible to receive gratuity only if he has completed five years of service with this organization. These five years must be continuous and there should not be any gap in the services of the employee with this college.



# KMCT

## COLLEGE OF NURSING

Recognized by Indian Nursing Council & Kerala Nurses and  
Midwives Council & affiliated to Kerala University of Health Sciences

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