

KOMFO ANOKYE TEACHING HOSPITAL



GUIDELINES ON LEAVE

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LEAVE GUIDELINES

1. INTRODUCTION

The purpose of these procedures is to ensure that the various types of leave are managed fairly and consistently across the Hospital and to inform all members of staff of the procedures when applying for any leave.

2. TYPES OF LEAVE

- a) Annual Leave
- b) Casual Leave
- c) Compassionate leave
- d) Maternity Leave
- e) Paternity Leave
- f) Sick Leave
- g) Study Leave With Pay
- h) Study Leave Without Pay
- i) Leave Without Pay
- j) Disembarkation Leave

3. SCOPE

These procedures apply to all permanent and contract employees.

4. GENERAL PRINCIPLES

The leave procedures shall be guided by the following principles:

- a) Top management shall determine who will be the approving authority for the various types of leave
- b) In all cases, leave must be applied for by employees and the decision of the approving authority must be officially communicated to applicants
- c) Supervisors must report to the approving authority, the resumption of duty of employees within five days of their resumption from leave
- d) Overstay of leave of less than ten (10) working days without sanction or reasonable excuse, will be debited against offending employee's salary. However, overstay of ten (10) working days or more shall be treated as vacation of post.
- e) Employees and managers shall be educated on these leave procedures.

5. ANNUAL LEAVE

5.1 Purpose

The primary purpose of annual leave is to allow employees to have time away from the workplace for recreation, travel and relaxation among others so that they can renew their physical and mental capacity and remain fully productive. The Hospital strongly encourages employees to take their annual leave every year in order to achieve this purpose.

5.2 Annual Leave Year

The annual leave year runs from 1st January to 31st December. Annual Leave is mandatory. An agreement by an employee to relinquish his/her Annual Leave entitlement is void

5.3 Leave Entitlement

5.3.1 Leave Days

The number of leave days an employee is entitled to depends on the category into which he/she falls as set forth in the Table below. See Appendix I for the details of the Occupational Classes for the Categories

CATEGORY OF POST	LEAVE DAYS
Management	36 Working Days
Senior Staff	36 Working Days
Junior Staff	28 Working Days
Utility Staff	21 Working Days

Full leave days are for a calendar year of continuous service. Annual leave, however, accrues for each completed month of service. The leave days exclude week-ends and public holidays. Absence from duty due to sickness, pregnancy and confinement certified by a medical practitioner, which occurs before and during annual leave shall not affect an employee's annual leave entitlement.

Annual leave could be taken in parts and this is encouraged especially among staff in management/supervisory positions.

Absence from work, other than for official reasons, with or without permission shall be counted and shall be recorded and deducted from the annual leave entitlement.

As much as possible, leave for any year should be taken before December of that year and it should not extend into the following year.

5.3.2 Resignation, Leave without pay, Retirement and Annual leave

An employee who intends to resign or proceed on leave without pay shall be entitled to proportionate leave based on the number of months of service. Accrued leave not yet enjoyed can be used as part of the notice period required to be given by such employees. Where full annual leave has already been enjoyed the unearned leave must be paid for before the application would be considered.

Employees retiring in the course of the annual leave year shall also be entitled to proportionate leave based on the months of service.

5.3.3 Study Leave and Annual Leave

Where an employee attends a full time institution, with scheduled, he/she shall not be granted vacation leave for the period of training.

An employee who resumes duty from study leave part way through the annual leave year will have leave entitlement proportionate to the number of months left in the annual leave year.

5.3.4 New Employees and Annual leave

An employee who has worked continuously for six (6) months is entitled to an annual leave on pro rata basis. However, the employee may be allowed to proceed on leave earlier before the leave is earned under exceptional circumstances. The exceptions shall be limited in nature.

5.4 Leave Planning

Directorate and unit managers are responsible for ensuring that their employees have sufficient opportunity to take their annual leave. They are to prepare annual leave plans and circulate the approved leave roster to all employees by 20th December each year.

5.5 Taking Leave

5.5.1 Leave Application

Individual employees are responsible for ensuring that they take their annual leave. They should apply for annual leave by completing the Staff Annual Leave Application Form (Appendix II) available at directorates and units. They are required to give sufficient notice of at least two (2) weeks before commencement of the annual leave by completing Part A of the Form. Further, employees must comply with any rules that a directorate/unit may have concerning requesting for annual leave.

5.5.2 Approval of Leave

Employees are required to wait for the approval of their annual leave before commencing.

After completing Part A of the Staff Leave Application Form, employees should forward the form to their immediate supervisors for recommendations. Immediate supervisors are

required to complete Part B and also forward to the Designated Approving Authority for completion of Part C.

5.5.3 Notification of Employee

The immediate supervisor should notify the employee of the response to his/her leave application by giving him/her a copy of the approved/unapproved leave form at least one (1) week before the date of commencement of the leave. A copy should also be kept at the directorate/unit.

5.6 Interruption of Leave

In case of urgent necessity or exigencies of the service, an employee may be required to interrupt his/her leave and return to work. He/she takes the remainder of the leave later. Under such circumstances, the employee is entitled to have any reasonable expenses incurred due to the interruption of the leave paid.

5.7 Resumption from Annual Leave

Immediate supervisors are expected to report to the approving authority, the resumption of duty of employees within five days of their resumption from the leave.

An employee who overstays the approved leave without reasonable cause for ten (10) working days consecutively shall be deemed to have vacated post.

Where the employee overstays for less than ten (10) working days he/she shall forfeit that salary for the period of absence. Management at its discretion shall institute disciplinary action against that employee.

5.8 Forfeiture of Leave

Annual Leave not taken in any year or not approved to be carried over to the following year will be forgone.

5.9 Deferring of Leave

Managers/supervisors shall ensure that all employees take their annual leave. Employees who fail to proceed on annual leave shall be compelled to do so.

Deferring of leave shall generally not be allowed. Where the exigencies of work do not permit or allow for the annual leave to be taken, leave can be deferred for only one year but should be taken in the subsequent year. Employees are required to follow the procedure under Paragraph 5.5 and the supervisor/approving authority should provide reason why the employee cannot be allowed to take the leave in that year.

All deferred leave must be authorised by the Director of the Class or the Chief Executive if the former is the approving authority.

6. CASUAL LEAVE

Casual Leave is a short leave of absence granted to an employee after he/she has exhausted his Annual Leave.

6.1 Purpose

It is intended to be used to attend to urgent private and personal affairs. The burden of proof of the genuineness of the reason for such leave shall strictly be on the employee.

6.2 Number of Days

An employee may be granted Casual Leave of up to ten (10) working days within a calendar year.

6.3 Taking Casual Leave

6.3.1 Leave Application

An employee who intends to take casual leave shall apply in writing, through the immediate supervisor to the approving authority, at least 5 days prior to the intended start date.

6.3.2 Approval of leave

An Employee is required to wait for the approval of his/her request before proceeding on the leave. On receiving the employee's request, the immediate supervisor is expected to review the application, check on eligibility and make recommendations on it and forward for the consideration of the approving authority.

Casual leave may be denied or withheld from an employee who has a poor record of attendance and poor performance.

Management may approve applications for casual leave when all requirements for the approval have been satisfied

6.3.3 Notification of Employee

The approving authority shall notify the employee on the response to his/her leave application in writing through the immediate supervisor.

6.4 Resumption from Casual Leave

Immediate supervisors are expected to report to the approving authority, the resumption of duty of employees, within five days of their resumption from the leave.

7. COMPASSIONATE LEAVE

7.1 Purpose

Under special circumstances, for example in the case of a tragedy involving an employee or the immediate family (father, mother, spouse, children and ward) of the public servant, that employee may be granted compassionate leave.

An employee may be granted compassionate leave in the event of the death of an immediate relation including wife, husband, father, mother and a child or on the production of medical certificate or convincing evidence that an immediate relation is critically ill or other urgent personal matters.

If it is found that an employee gave false information in an application for compassionate leave, he/she shall be liable to disciplinary action.

7.2 Number of Days

A maximum of ten (10) working days compassionate leave shall be granted in one calendar year. Compassionate Leave shall not be deducted from Annual Leave.

7.3 Taking Compassionate Leave

7.3.1 Leave Application

An employee who intends to take compassionate leave should apply in writing, through the immediate supervisor to the approving authority, at least 3 days prior to the intended start date.

7.3.2 Approval of leave

An employee is required to wait for the approval of his/her request before proceeding on the leave. On receiving the employee's request, the immediate supervisor is expected to review the application, check on eligibility and make recommendations on it and forward for the consideration of the approving authority.

7.3.3 Notification of Employee

The approving authority shall notify the employee on the response to his/her leave application in writing through the immediate supervisor.

7.4 Resumption from Compassionate Leave

Immediate supervisors are expected to report to the approving authority, the resumption of duty of employees, within five days of their resumption from the leave.

8. MATERNITY LEAVE

8.1 Purpose

Female employees should be able to successfully combine their reproductive and productive roles. Thus, a pregnant female employee shall be granted maternity leave on production of a medical certificate issued by a registered medical practitioner or midwife indicating the expected date of her confinement,.

8.2 Number of Days

A female employee who is pregnant shall be entitled to at least twelve (12) weeks Leave with pay to enable her give birth and nurse her baby. The leave days include week-ends and public holidays. Maternity leave shall be additional to annual leave entitlement.

The period of Maternity Leave shall be extended for at least two (2) additional weeks where the confinement is abnormal or where in the course of the same confinement two or more babies are born.

8.3 Taking Maternity Leave

8.3.1 Leave Application

A female employee shall apply for maternity leave by sending her medical certificate to her immediate supervisor who will in turn forward it to the HR Unit.

8.3.2 Notification of Employee

The HR Unit shall notify the employee on the response to his/her leave application in writing through the immediate supervisor

8.4 Daily Breaks for Nursing

On resumption of duty, a nursing mother shall be allowed two (2) hours off duty each working day for the nursing of the Child up to a period of twelve (12) months.

9. PATERNITY LEAVE

9.1 Purpose

A male employee shall be entitled to Paternity Leave to support his registered wife (1) who has given birth.

9.2 Number of Days

A male employee whose registered wife has delivered shall be entitled to five (5) working days Paternity Leave in addition to any period of annual leave to which he is entitled.

9.3 Taking Paternity Leave

9.2.1 Leave Application

Paternity Leave is subject to the submission of a medical certificate by the male employee to the immediate supervisor who shall in turn forward it to the HR Unit.

9.2.2 Notification of Employee

The HR Unit shall notify the employee on the response to his/her leave application in writing through the immediate supervisor

10. SICK LEAVE

10.1 Purpose

Sick leave shall be granted to an employee for an ailment for which absence from duty for a continuous period of seven (7) days is recommended by a registered medical practitioner.

10.2 Written Notice

An employee who is unable to attend to duty on account of ill-health or other medical cause shall send a written notice to the immediate supervisor as soon as practicable.

10.4 Excuse Duty Form

The employee shall obtain an Excuse Duty Form from a registered medical practitioner to cover absence from duty for medical reasons on account of sickness stating the cause of absence, and the probable date of resumption of duty.

10.5 Requirements for Sick Leave

- i. Where an employee suffers from an illness which necessitates continued absence from duty for a period of up to one (1) week, the employee shall furnish the

- immediate supervisor with a medical report from a registered medical practitioner.
- ii. Where the illness requires the continued absence from duty beyond the period of one (1) week, the employee may be dispensed from discharging duties without loss of salary for a period of not more than six (6) months including the date of first dispensation.
 - iii. Where an illness necessitates the absence from duty of an employee beyond the period of six (6) months, the Chief Executive may extend the dispensation for a further six (6) months.
 - iv. An employee granted dispensation is required to furnish the Chief Executive with a report from a registered medical practitioner at intervals of one month from the date of the first report.
 - v. An employee who has been sick for a period up to one (1) year shall be paid full salary subject to periodic review and recommendation by a recognised medical practitioner.
 - vi. At the end of the one (1) year period if the medical practitioner certifies that further absence of duty is necessary the employee shall be granted another period of sick leave not exceeding one (1) year on half salary.
 - vii. Two (2) months before the end of the 2nd year the Chief Executive shall request for a medical board to evaluate the condition of that employee. If the medical board finds that the employee is not fit to work, it shall recommend to the Chief Executive for the discharge of that employee at the end of the 2nd year. Payment of salary to the employee shall cease immediately after the discharge of the employee.

10.6 Taking Sick Leave

An employee is required to send his medical report or certificate to his immediate supervisor who is expected to forward it through the Director of Class for the attention of the Chief Executive.

When an employee remains on Sick Leave for more than one year the immediate supervisor is required to notify the Chief Executive through the appropriate channels of communication.

11. LEAVE WITHOUT PAY

11.1 Purpose

This is a privilege granted an employee to:

- a) take care of uncontrollable events that interfere with his/her ability to meet his/her employment responsibility
- b) take up a public or international job
- c) join spouse who is overseas either on business or on training or an attachment course in the case of married employees

An employee on such leave of absence without pay shall have no rights reserved, and shall not be entitled to annual leave, seniority, retirement and or other benefits in respect of such absence. In other words, the period of absence which is regarded as a temporary break in service shall not count as service with the Hospital.

11.2 Period Granted

An employee may be granted leave of absence without pay for a period up to a maximum of two (2) years. However, under special circumstances, longer period may be approved. On resumption, a minimum interval of four (4) years must, however, elapse before he/she may be considered again for similar leave of absence without pay.

11.3 Conditions for the grant of Leave without pay

Applicants should satisfy the following conditions to be eligible for the grant of leave without pay:

- i. 3 years continuous service after first appointment or reappointment
- ii. Applicant's absence must not have adverse effect on the job
- iii. There must not be any disciplinary action pending against applicant
- iv. The applicant must not be indebted to the hospital or the government of Ghana
- v. The applicant must not be under any form of bond

The employee shall vacate his official accommodation within three (3) months of the commencement of the Leave without pay.

11.4 Taking Leave Without Pay

11.4.1 Leave Application

An employee who intends to take leave without pay shall apply in writing, through the immediate supervisor and head of directorate/unit through the Director of Class to the Chief Executive who is the approving authority, at least two months prior to the intended start date.

11.4.2 Approval of leave

An employee shall wait for the approval of his/her request before proceeding on the leave. On receiving the employee's request, the immediate supervisor and the head of directorate/unit shall review the application, check on eligibility and make recommendations on it and forward for the consideration of the Chief Executive.

11.4.3 Notification of Employee

The Chief Executive should notify the employee on the response to his/her leave application in writing through the head of directorate/unit.

11.5 Resumption from Leave Without Pay

The Head of directorates/unit shall report to the Chief Executive, the resumption of duty of the employee, within five days of his/her resumption from the leave.

12. STUDY LEAVE

12.1 Purpose

Study leave is a facility that is provided to an employee to enable the employee to undertake an approved course of study in a local or overseas training institution. This is to enable the employee keep abreast of current trends and broaden the scope and experiences of the employee for the benefit of the Hospital.

There are two types of study leave:

- i. Study leave with pay and
- ii. Study leave without pay.

12.2 Study leave With Pay

12.2.1 Eligibility for the grant of Study Leave Pay

An employee shall satisfy the following conditions to be eligible for the grant of study leave with pay:

- i. 3 years continuous service after appointment or reappointment
- ii. Should not be serving a bond. However, an employee under a bond may be granted a waiver by the Management through fair and transparent selection processes, if the expertise gained from the course is a priority
- iii. Course must be an approved course of study
- iv. Course must be relevant/priority to the hospital
- v. Applicant's absence must not have adverse effect on the job
- vi. Applicant should have continuous satisfactory performance evidence in appraisal reports
- vii. Should not have been alleged to have committed a major offence which is under investigation
- viii. Employees above fifty (50) years shall not qualify for study leave with pay for long courses (programmes beyond two semesters or one academic year). However special consideration may be given to employees who have documentary evidence that they have distinguished themselves on the job

In determining eligibility for study leave with pay, preference shall be given to an employee who is a first time applicant over previous beneficiaries.

12.2.2 Conditions for Study Leave With Pay

Study leave approval shall be subject to the following

- i. Signing of a bonding agreement by the employer and the applicant which is twice the length of training but not more than 5 years. In default payment of the cost incurred on the training plus salaries received during the period at prevailing interest rate.
- ii. the approved course shall not be changed without the written permission of the hospital
- iii. a beneficiary shall not, on completion of the approved course, pursue an additional course of study without explicit approval from the hospital
- iv. the facility will be enjoyed for the normal duration of the course and the continued enjoyment of the facility is dependent on the beneficiary's satisfactory performance while on the course
- v. the beneficiary shall cause to be transmitted by the training institution to the sponsoring hospital, semester reports on the performance of the beneficiary during the course of the training
- vi. a beneficiary shall not modify the duration of the course without the written permission of the hospital

- vii. in the event of breach of the conditions spelt out above, the promotion of the beneficiary shall be put on hold for the number of years that the beneficiary was on the study leave and similarly, a certificate acquired by the beneficiary in the event of a change in course shall not be recognised by the hospital
- viii. the period of study leave with pay is leave-consuming and not leave-earning that is, no leave credits are earned for the period of the study leave

12.3 Study Leave without pay

Study Leave without Pay shall be granted as an alternative in a situation where Study Leave with Pay cannot be granted to an employee. However, the employee must fulfil the other conditions (i.e. iv-ix)

The qualification acquired by an employee granted Study Leave without Pay shall not automatically qualify him/her for promotion, upgrading or conversion.

12.4 Taking Study Leave

12.4.1 Leave Application

An employee who intends to take study leave with pay shall first apply in writing, through the immediate supervisor and head of directorate/unit to the Chief Executive who is the approving authority.

12.4.2 Approval of Study Leave

Employees are required to wait for the approval of their request before proceeding on the leave. On receiving the employee's request, immediate supervisors and heads of directorates/units are expected to review the application, check on eligibility and make recommendations for the consideration of the Chief Executive. If approved, employees would be required to complete Study Leave Application Forms.

12.4.3 Notification of Employee

The Chief Executive shall notify the employee on the response to his/her leave application in writing through the head of directorate/unit.

12.5 Resumption from Study Leave

On resumption employees shall submit a full report on the work done while on study leave.

Heads of directorates/units are expected to report to the Chief Executive, the resumption of duty of employees, within five days of their resumption from the leave.

13. DISEMBARKATION LEAVE

13.1 Purpose

An Employee who returns from abroad to resume duty after an approved course of study or duty tour shall be granted disembarkation leave to settle down.

13.2 Number of leave Days

An employee shall be entitled to disembarkation leave as follows:

- i. Three (3) to six (6) months course – Seven (7) working days
- ii. One (1) year and above course – Fourteen (14) working days

The effective date of the disembarkation leave shall be from the day following the date of disembarkation. The employee shall communicate the notice of arrival to the immediate supervisor the next day after disembarkation.

13.3 Taking Disembarkation leave

Employees shall first report for duty and then apply for the leave using the Staff Annual Leave Application Form. The application shall go through the same procedure as taking Annual Leave.

13. ADVICE AND SUPPORT

An employee who feels that his/her leave(all types of leave) has been unreasonably denied or who feels victimized for requesting for leave shall in the first instance raise the matter with the HR Unit and if dissatisfied with the decision of the HR Unit shall petition the Chief Executive.

For advice and support regarding the application of these procedures, please contact the HR Unit.

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CHIEF EXECUTIVE

Effective Date
1st January 2017

DETAILS OF GRADES FOR STAFF CATEGORIES

SENIOR STAFF	JUNIOR STAFF	UTILITY
Accountant	Accounts/Audit Officer	Caretaker
Administrative Manager	Artisan	Hospital Orderly
Architect	Biostatistics Asst	Labourer
Audiologist	Community Health Nurse	Lift Operator
Auditor	Cook	Messenger
Biomedical Scientist	Dental Clinic Assistant	Mortuary Attendant
Biostatistics Officer	Diet Cook	Porter
Blood Donor Organiser	Dispensing Assistant	Watchman
Catering Officer	Driver	Waiter
Clinical Engineering Manager	Enrolled Nurse	
Clinical Psychologist	Field Technician	
Dental Surgeon	Health Assistant	
Dental Technician/Therapist	Laboratory Assistant	
Dental Technologist	Launderer	
Dietician	Occupational Therapy Assistant	
Entomologist	Optical Technician	
Environmental Health Technologist	Physiotherapist Assistant	
Estate Manager/ Officer	Receptionist/Telephonist	
Executive Officer	Records Assistant	
Field Technician	Records Superintendent	
Finance Officer	Seamstress/Tailor	
Health Education Officer	Security Guard	
Health Research Officer	Staff Cook	
Health Service Administrator	Stenographer	
Health Planner	Sterilisation Machine Operator	
Hospitality Manager	Storekeeper	
Human Resource Manager	Technical Assistant	
IT Manager	Technician (Estate/Engineering)	
Laundry Superintendent	Typist	

Mechanical Engineer Medical Officer Midwives Officer Nursing Officer Nutrition Officer Occupational Therapist Optometrist/Optician Personnel Officer Pharmacist Pharmacy Technician Physician Assistant Physiotherapist Private Secretary Procurement Manager Public Health Officer Quantity Surveyor Radiographer Staff Nurse/Midwife Statistician Supply Manager/Officer Technical Officer Technologist Transport Manager Transport Officer Prosecutor		
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