

GOVERNMENT OF THE KHYBER PAKHTUNKHWA
HEALTH DEPARTMENT

NOTIFICATION

Peshawar, dated the 29TH January, 2015

No. SO(H&E)/2-65/2014.-In exercise of the powers conferred by section 10 of the Khyber Pakhtunkhwa Regulation of Lady Health Workers Program and Employees (Regularization and Standardization) Act, 2014 (Khyber Pakhtunkhwa Act No. XXVI of 2014), the Government of Khyber Pakhtunkhwa is pleased to make the following rules, namely:

THE KHYBER PAKHTUNKHWA REGULATION OF LADY HEALTH
WORKERS PROGRAM AND EMPLOYEES LEAVE RULES, 2015

1. Short title, application and commencement.---(1) These rules may be called the Khyber Pakhtunkhwa Regulation of Lady Health Workers Program Employees Leave Rules, 2015.

(2) It shall apply to all the Program employees of the Program.

(3) They shall come into force at once.

2. Leave rules applicable to program employees working on regular basis.---A Program Employee working on regular basis, other than Community Embedded Employees, shall be allowed leave in accordance with the Khyber Pakhtunkhwa Leave Rules, 1981.

3. Admissibility of leave to Community Embedded Employee. (1) Leave shall be applied for, expressed and sanctioned in terms of days. An employee shall earn leave only on full pay. It shall be calculated at the rate of two days for every calendar month of the period of duty rendered and credited to the leave account as “leave on full pay” duty period of 15 days or less in a calendar month being ignored and those of more than 15 days being treated as a full calendar month, for the purpose.

(2) A Community Embedded Employee shall be allowed leave in the following manner:

- (i) Hajj Leave to a maximum of 41 days in a calendar year.
- (ii) Leave for the performance of Umra up to a maximum of 30 days in a calendar year.
- (iii) Medical Leave as admissible to civil servants under the Revised Leave Rules, 1981.

(3) Maternity leave may be granted on full pay, outside the leave account, to a female Community Embedded Employee to the extent of ninety days in all, from the date of its commencement or forty five days from the date of confinement, whichever is earlier.

(4) Maternity leave may not be granted for more than three times in the entire service of a female employee.

(5) For confinement beyond the third one, the female employee would have to take leave from her normal leave account.

4. Special leave to female program employees.---A female employee may, on the death of her husband, be granted special leave on full pay not exceeding 130 days. This leave shall not be debited to her leave account and will commence from the date of death of her husband. For this purpose she will have to produce death certificate issued by competent authority, either alongwith her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority.

5. Leave Preparatory to retirement for community embedded employees.---The maximum period to which a Program Employee may be granted leave preparatory to retirement shall be 365 days only. It may be taken subject to availability in the leave account, either on full pay or partly on half pay, or entirely on half pay, at the discretion of the employee and it will not extend beyond the age of superannuation.

6. Encashment of leave preparatory to retirement for community embedded employees.---Where an employee opts no to avail the leave preparatory to retirement admissible to him/her under rule, he/she shall be allowed leave salary for the period for which leave preparatory to retirement is admissible, subject to a maximum of 365 days. The payment of leave pay in lieu of leave preparatory to retirement may be made to employee either in lumpsum at the time of retirement or may at his option, be drawn by

him/ her monthwise, in arrears, for and during the period of leave preparatory to retirement.

7. In service death etc. for community embedded employees---In case a program employee dies, or is declared permanently incapacitated for further service by a medical board, while in service, a lumpsum payment equal to leave pay up to 180 days out of the leave at his/her credit shall be made to his/her family as defined for the purpose of the family pension in the Khyber Pakhtunkhwa province civil servants pension rules.

8. Absence from duty.---If a community embedded employee remains absent from duty and the competent authority is of the opinion that disciplinary proceedings against delinquent employee is not necessary, Extra Ordinary Leave (leave without pay) may be granted retrospectively in leave of such absence without leave.

9. Casual Leave.---(1) Maximum casual leave which can be granted is 25 days during a calendar year.

(2) The Community Embedded Employees are not entitled to casual leave as of right. Casual leave is granted by way of grace to enable community embedded employees to attend their private affairs of casual nature. It is entirely within the discretion of the sanctioning authority either to sanction or refuse leave.

(3) Casual leave may not ordinarily exceed ten days at a time.

(4) Casual leave may be granted in conjunction with Sunday or public holiday but not with any other kind of leave or joining time. When it is combined with holidays the total period shall not exceed fifteen days at a time.

(5) Casual leave may be sanctioned to a community embedded employee by the incharge of the Health Facility.

10. Other leaves.---Any other kind of leave as admissible to civil servants under the revised leave rules, 1981 shall be at the discretion of the leave sanctioning authority provided that rules (6), (7) and (8) shall not apply to program employees working on contract basis after the commencement of the Khyber Pakhtunkhwa Regulation of Lady Health Workers Program and Employees (Regularization and Standardization) Act, 2014.

***SECRETARY TO GOVT. OF KHYBER PAKHTUKHWA
HEALTH DEPARTMENT***

Endst: No & date even.

Copy of above is forwarded to:

1. The Registrar, Supreme Court of Pakistan. Islamabad.
2. All Administrative Secretaries, to Govt. of Khyber Pakhtunkhwa.
3. The Accountant General Khyber Pakhtunkhwa.
4. The Principal Secretary to Governor, Khyber Pakhtunkhwa.
5. The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
6. The Advocate General, Khyber Pakhtunkhwa.
7. The Director General, Health Services Khyber Pakhtunkhwa
8. PSO to Chief Secretary Khyber Pakhtunkhwa.
9. The Manager, Government Printing Press & Stationary Department Peshawar for publication in the Government t Official Gazette after publication 10 copies may be forwarded to this Department.
10. The Director Information Khyber Pakhtunkhwa Peshawar
11. The Deputy Director (IT) Health Department for uploading in the official website.
12. PS to Secretary Health Department.

(Kashif Iqbal Jilani)
Section Officer (E.II)