

BIRLA INSTITUTE OF TECHNOLOGY
MESRA RANCHI - 835215

Ref. No. GO/Estb/OO/2021-22/ 2375

19 July 2021

OFFICE ORDER

SUB: CLARIFICATION REGARDING TREATMENT/ REGULARIZATION OF HOSPITALIZATION AND QUARANTINE PERIOD DURING THE COVID-19 PANDEMIC.

Certain doubts/ queries are frequently expressed seeking clarifications related to Treatment/ Regularization of Leave for Hospitalization/Quarantine Period due to COVID-19 Pandemic.

As per the Government provisions, and keeping in view the hardships faced by the employees, it has been decided to treat the period of absence by giving some relaxation to the prevailing Leave Rules of the Institute, which are as under:

Sl.No.	Situation / Case	Treatment of Period of Absence and Method of Granting Leave
01	When the employee himself / herself is COVID Positive and he/she is in home isolation/quarantine.	(i) He/ She shall be granted Commuted Leave (Up to 20 Days) , if due and admissible, merely on production of COVID Positive report. (ii) If Commuted Leave is not available, he/ she shall be granted Earned Leave (EL) 'or' Half Pay Leave (HPL) , and in case no EL/HPL is available, he / she shall be granted Extra Ordinary Leave (Without Pay) without insisting for production of Medical Certificate ; however, the period shall be counted for qualifying service.
02	When the employee himself / herself is COVID Positive and he/she is in home isolation and has been hospitalized later on.	(i) He/ She shall be granted Commuted Leave / EL (Up to 20 Days) starting from the date having tested COVID Positive, if the period of Home Quarantine/ Discharge from hospital falls within 20 days, as per Sl.No.01 above. (ii) In case of hospitalization beyond the 20 th day from his testing COVID Positive, he / she shall be granted Commuted Leave , on production of documentary proof of hospitalization. (iii) If, however, after discharge from the hospital, the employee is required to remain at home for post-COVID recovery, he / she may be granted leave of any kind due and admissible to him / her, with the approval of the Leave Sanctioning Authority, as per the prevailing Leave Rules of the Institute.
03	When any dependent family member of Employee living with him/ her is COVID- Positive.	(i) He/ She shall be granted Quarantine Leave on production of COVID Positive and Negative report of the dependent family member/parents. (ii) In case of active hospitalization of any of the family member/parents the employee may be granted Quarantine Leave or leave of any kind due and admissible, till their discharge from hospital. (iii) After discharge of dependent family member/parents from the hospital, if the employee wishes to avail further leave, he / she may be granted leave of any kind due and admissible to him / her, with the approval of the Leave Sanctioning Authority, as per the prevailing Leave Rules of the Institute, subject to functional requirements and sanction of leave by the Leave Sanctioning Authority.
04	When the Employee comes into direct contact with a COVID-Positive person and remains in Home Quarantine.	(i) He / She shall be treated as on Duty/Work-from-Home for a period of 07 Days only. (ii) For any period beyond that, he / she may be granted leave of any kind due and admissible to him / her, with the approval of the Leave Sanctioning Authority, as per the prevailing Leave Rules of the Institute.



05	The Period of Quarantine spent by an Employee as a precautionary measure, due to residence in a Containment Zone.	He / She shall be treated as on Duty/ Work-from-Home, till the Containment Zone is de-notified. The proof of the containment zone notification and de-notification shall be submitted by the employee.
06	Situation/ Cases not covered as above (i.e., from Sl. No. 01 to 05) and Employee not found / tested Covid - Positive but continuous leave already availed in a Duty Roster System.	Leave of any kind due and admissible to him / her shall be applicable and debited from his/her leave account.
07	Situation/ Cases not covered as above (i.e. from Sl. No. 1 to 5) and Employee found / tested Covid - Positive but continuous Work from Home already availed in a Duty Roster System.	He/ She shall be granted Commuted Leave / EL (up to 20 Days) For any period beyond that, leave of any kind due and admissible to him / her shall be applicable and debited from his/her leave account.
08	Employee leaving respective Station of Duty before or during the Quarantine Leave / Medical Leave / Commuted Leave / Work from Home.	(i) No employee shall leave respective Station of Duty during the Quarantine Leave / Medical Leave / Commuted Leave / Work-from-Home. (ii) Work-from-Home shall not be granted to the employees who are outside the Duty Station. In such cases, he / she may be granted leave of any kind due and admissible to him / her, with the approval of the Leave Sanctioning Authority, as per the prevailing Leave Rules of the Institute.

This order shall be applicable w.e.f. 08.02.2021 for all employees of the Institute and shall continue until further orders. The past cases, even if settled, shall also be re-opened as and when required, and also where employee makes a written request for review, within 07 (Seven) days from the date of this notification, with supporting documents.


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