



HAJVERY UNIVERSITY (HU)

GOVERNMENT CHARTERED UNIVERSITY.
RECOGNIZED BY HEC, PEC & PHARMACY COUNCIL OF PAKISTAN.

LEAVE POLICY

1. LEAVE

- I. Leave cannot be claimed as a matter of right.
- II. In the matter of leave, the authority for the grant of leave shall be the Rector.
- III. The authority competent to grant leave shall be competent to refuse, revoke or modify leave already granted.
- IV. Except for the period during which he/she remains on leave, all the service rendered by an employee qualifies him/her to earn leave in accordance with these Statutes.

2. CASUAL LEAVE

- I. In unavoidable circumstances, casual leave may be granted to the teaching staff by the Chairperson and to the Chairperson by the Dean and to the Dean by the Rector up to a maximum of two days at a time. The granting authority may sanction casual leave up to a maximum of ten days in a year, but not exceeding two days at a time.
- II. Casual leave may be granted to the non-teaching staff by the Head of the Department and to the Head by the Rector on special grounds up to a maximum of twenty days in a year, but not exceeding two days at a time.

3. EXTRAORDINARY LEAVE WITHOUT PAY

- I. Extraordinary leave without pay may be granted on any ground up to a maximum period of three years at a time; Provided that the member of the teaching and non-teaching staff, to whom such leave is granted, has been in continuous service for a period of not less than ten years in the University and in case he has not completed ten years of continuous service in the University, extraordinary leave without pay for a maximum period of one and half year may be granted at the discretion of the Rector.
- II. Extra ordinary leave for the purpose of study can be granted to an employee of the University only on the submission of surety bond that he will serve the University for five years after completion of higher study otherwise he/she or his/her guarantors will pay Rs. twenty five Lacs to the University or reimburse expenses, if any, incurred by the University on his/her study, whichever is greater.

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4. STUDY LEAVE

An employee of the University desiring to pursue higher studies and holding a permanent post in the University may, if he has been in the service of the University for not less than five years, be granted leave on full pay, for a period not exceeding three years at the direction of the Rector.

5. EARNING AND ACCUMULATION OF LEAVE IN THE CASE OF THE ADMINISTRATIVE STAFF OF THE UNIVERSITY.

- I. An employee shall earn leave only on full pay to be calculated at the rate of two days for every calendar month of duty rendered and credited to the leave account as "Leave on full pay".
- II. A duty period of fifteen days or less, in a calendar month, shall be ignored and that of more than fifteen days shall be treated as a full calendar month for the purpose of calculation of earned leave.
- III. If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.
- IV. There shall be six month maximum limit on the accumulation of such leave.

6. EARNING AND ACCUMULATION OF LEAVE IN THE CASE OF THE TEACHING STAFF OF THE UNIVERSITY

A teacher may earn leave on full pay:-

- I. when he/she avails himself/herself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;
- II. when, during any year, he/she is prevented from availing himself/herself of the full vacation, he/she will be entitled to leave as in the case of the administrative staff of the University for that year; and
- III. when he/she avails himself/herself of only a part of the vacation as in (i) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

7. MEDICAL LEAVE ON FULL PAY

The maximum period of medical leave on full pay that may be granted at one time shall be 120 days, which will be debited to leave account.

8. LEAVE TO BE APPLIED IN TERMS OF DAYS

Leave shall be applied for, expressed and sanctioned in terms of days.

9. SPECIAL LEAVE

- I. A female University employee, on the death of her husband, may be granted special leave on full pay, when applied for, for a period not exceeding one hundred and thirty days.
- II. Such leave shall be debited to her leave account.
- III. Such leave shall commence from the date of death of her husband and for this purpose she will have to produce a death certificate issued by the

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competent authority either along with her application for special leave or, if that is not possible, the said certificate may be separately furnished to the leave sanctioning authority (Rector).

10. MATERNITY LEAVE

- I. Maternity leave may be granted on full pay, outside the leave account, to a female employee to the extent of ninety days in all from the date of its commencement as specified in the application for leave or forty five days from the date of her confinement, whichever be earlier.
- II. Such leave may not be granted for more than two times in the entire service of a female employee.
- III. Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female employee.

11. EX-PAKISTAN LEAVE

Leave ex-Pakistan may be granted on full pay, half pay or without pay, to an employee, who applies for such leave or who proceeds abroad during leave. The period of leave shall be determined by the Rector.

12. LEAVE PREPARATORY TO RETIREMENT

- I. The maximum period upto which an employee may be granted leave preparatory to retirement shall be three hundred and sixty five days.
- II. Such leave may be taken subject to availability, either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the employee.
- III. An employee may opt for encashment of leave in lieu of leave preparatory to retirement as admissible.

13. IN-SERVICE DEATH

In case a University employee dies or is invalidated, while in service, lump sum payment equal to full pay upto one hundred and eighty days, out of the leave at his/her credit, shall be made to his family as defined for the purpose of family pension.

14. OVER STAY AFTER SANCTIONED LEAVE

- I. Unless the leave of an employee is extended by the Rector, an employee, who remains absent after the expiry of his/her leave, shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him/her, double the period of such absence shall be debited against his leave account.
- II. Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

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15. COMBINATION OF DIFFERENT TYPES OF LEAVES

- I. One type of leave may be combined with any other type of leave otherwise admissible to an employee; Provided that leave preparatory to retirement shall not be combined with any other kind of leave.
- II. A University employee, on leave, shall not resume duty before its expiry without permission.

16. LEAVE TO LAPSE WHEN A UNIVERSITY EMPLOYEE QUILTS SERVICE

All leave at the credit of an employee shall lapse when he quits service.

17. SENIORITY

- i. The seniority inter se of persons appointed to posts in the same scale and cadre shall be determined: -
 - a. in the case of persons appointed by initial recruitment in accordance with the order of merit assigned by the selection authority:
Provided that persons selected for appointment to the scale in an earlier selection shall rank senior to the persons selected in a later selection;
 - b. in the case of persons appointed otherwise, with reference to the dates of their continuous appointment in the scale.
Provided that if the date of continuous appointment in the case of two or more persons appointed to the scale is the same, the older if not junior to the younger in the next below scale, shall rank senior to the younger person;
- II. 2. For proper administration of service, the Rector shall cause the preparation and maintenance of separate and scale wise seniority lists of employees.
- III. 3. Seniority in a post to which an employee is promoted shall take effect from the date of regular appointment to that post.
Provided that the employees, who were selected for promotion to a higher post in the same batch and on the same scale, shall, on their promotion to higher posts, retain their inter se seniority, as in the lower posts.

18. WHOLE TIME EMPLOYEE

- I. Except as otherwise provided, the whole time of an employee shall be at the disposal of the University and he may be required to perform, without additional compensation, such duties as the competent authority may deem fit in the interest of the University.
- II. An employee may be transferred from one post to another in the same scale of pay;
Provided that the employee shall not suffer monetarily because of such transfer, except when a post is retrenched and the employee is offered a post in a lower scale of pay.
- III. No regular employee shall engage himself/herself directly or indirectly in tuition work, any business, trade or occupation other than that which may be incidental to the performance of his duties such as examination work, study tours or writing books/ articles:
Provided that no such work shall be undertaken without the prior permission of the Rector.

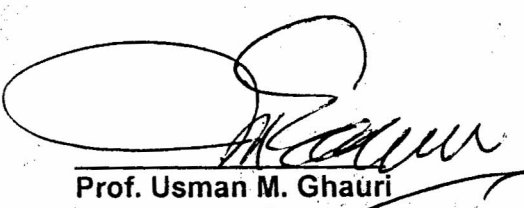
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19. RESIGNATION AND TERMINATION OF SERVICE:

- I. If an employee wishes to resign from service, he/she shall have to give one month's notice to the Rector in advance or deposit pay for that period in lieu of notice and if no such period has been mentioned in the appointment order, one month's notice shall be given or one month's pay shall be deposited in lieu thereof.
- II. In the case of appointment to a temporary post, the appointing Authority may terminate the service of an employee on one month's notice without assigning any reason or on payment of one month's salary in lieu thereof.
- III. A permanent employee whose post has been retrenched or abolished shall be given three months notice by the Rector for termination of service or three months pay in lieu thereof.
- IV. In the event of abolition or reduction of posts, the services of the most junior person in such cadre or service shall be terminated.
- V. An employee appointed to a higher post or to a higher scale on temporary basis shall be liable to reversion to his/her lower post or lower scale without notice.

Atif Mushtaq
Chairman,
Board of Governors.



Prof. Usman M. Ghauri
Registrar