

## **NUTECH - EMPLOYEES LEAVE POLICY 2020**

Whereas the National University of Technology (NUTECH) regards leave as a privilege/benefit to the employees when an employee desires to get a leave of absence for personal reasons or to attend family errands or to attend emergencies, as the case may be. And whereas it is necessary to regulate leave admissible to the employee of the University.

Now therefore, the Competent Authority is pleased to approve following leave policy, namely,

### **1. Short Title, Application and Commencement**

- a. This policy may be called as “**National University of Technology (NUTECH) Leave Policy - 2020**”.
- b. It shall apply to all teaching or non-teaching employees of the University. Any employee on deputation or transferred to NUTECH for any purpose, shall be governed by the leave policy of parent organization unless otherwise provided in his/her contract of service.
- c. It shall come into force from the date of its approval from Rector NUTECH.
- d. Leave / NOC application requiring approval of Competent Authority must reach HR office at least 1 x month in advance for processing and approval. Late submission of application / NOC form may not be entertained.
- e. Encashment of any type of leave will not be allowed at any stage of service.

### **2. Definitions**

- a. “**NUTECH**” means the National University of Technology and the expression “University” shall be construed accordingly, for removal of any doubt, it is clarified that the expression “The University” wherever used in this policy, includes its constituent colleges and institutes, etc.
- b. “**Employee**” for leave entitlement means an employee appointed by the University on contract basis and includes all such employees (to be called borrowed employees) as are on the payroll of other establishments, institutions or formations but are working in the University either on a full-time basis or otherwise.
- c. “**Faculty Members**” means Professors, Associate Professors, Assistant Professors, Lecturers and Research Staff engaged on a whole-time basis by the University for teaching and allied purposes and includes such other person or class

of persons as may be declared to be a faculty member by the NUTECH except visiting faculty.

- d. **“Leave Account”** means leave balance record, arranged by each department, of leave availed by the employee and maintained in form II.
- e. **“Year”** means the year starting from the first day of January to the last day of December.
- f. **“Schedule”** means schedule attached to this policy.
- g. All other words and expressions used but not defined in this policy unless otherwise specified or intended, shall carry same meanings as assigned to them in the NUTECH Act, 2018 and the University Regulations made thereunder.

3. **Holidays**. The University may observe all gazetted holidays each year as scheduled by notification of the Government of Pakistan, Ministry of Interior, etc. Provided that to run the business of the University efficiently, the Competent Authority may by notification reschedule, cancel or alter the duration of any gazetted holiday for NUTECH employees.

4. **Leave Entitlement**

- a. The following types of leave may be admissible to the employees of NUTECH:-
  - (1) Short Leave
  - (2) Casual Leave
  - (3) Earned Leave
  - (4) Medical Leave
  - (5) Special Leave
  - (6) Marriage Leave
  - (7) Maternity Leave
  - (8) Paternity Leave
  - (9) Study Leave
  - (10) Professional Leave
  - (11) Ex-Pakistan Leave
  - (12) Extraordinary Leave

- b. For the purposes of any leave granted under para 4; Saturdays, Sundays and holidays intervening, shall be counted leave and debited from leave account.
- c. Except as provided for short leave, casual leave, earned leave and medical leave entitlement under this policy, all employees under ongoing probation may not be allowed any other type of leave. Provided that under special circumstances with the permission of Rector, any other leave may be allowed during probation with or without pay outside of leave account.
- d. Employees can not apply for any higher studies / jobs / research work and other progressive opportunities before completion of probation period. Upon completion of probation period, employees must seek prior permission from Competent Authority via prescribed from (**Annexure A**) to apply for any higher studies / job / research work and other progressive opportunities.

5. **Leave Definitions / Explanations**

a. **Short Leave**

- (1) An employee may be granted Short Leave in extreme emergency on the required basis by the immediate supervisor, Head of the Department, Dean/ Director etc.
- (2) The maximum period of Short Leave shall not exceed “**four (04) hours**” in a day. Provided that 02 short leaves in a month shall be considered as 01 casual leave.
- (3) Late return/attendance due to unavoidable reasons beyond one (01) hour up to two occasions in a month may be excused by the Competent Authority if convinced. On a third occasion or more, the employee may be marked as absent for the whole day and his pay for that day may be deducted.

b. **Casual Leave (CL)**

- (1) An employee may be given casual leave for up to “**15 days in a year**” on full pay. The employee, while on CL may not be treated as absent from duty. Casual leave may not be granted for more than 2 days in a month (with upper limit as 15 x days in a year).
- (2) Casual leave can not be carried forward to next month nor it can be taken in advance. Casual leave of only current month can be combined with any other type of leave.

- (3) The Competent Authority under special circumstances may allow casual leave up to 15 x days at one time.
- (4) Duty period of fifteen days or more may be treated as a full calendar month for the purpose, the duty of fewer than 15 days may be ignored for the grant of casual leave.
- (5) Encashment of total casual leave shall not be allowed at any stage of service.

c. **Earned Leave (EL)**

- (1) An employee may be granted earned leave at the rate of 02 days leave for every month of duty rendered and shall be credited to the leave account as a leave on full pay.
- (2) EL may be allowed for a maximum of 24 days in a year with full pay credited to the leave account. EL accumulated in previous one year only may be carried forward to the next year.
- (3) Encashment of total EL shall not be allowed at any stage of service.

d. **Medical Leave**

- (1) Medical Leave may be granted to an employee in case of illness and subsequent hospital admission for at least 3 x days or more on the production of Medical Certificate (hospital admission and discharge certificate) from an authorized Medical Officer/Hospital or on the recommendation of NUTECH Competent Authority in this regard.
- (2) Medical Leave may be granted for a period, up to 60 days in a year, first 30 days with full pay, the next 30 days with half pay. Medical Leave eligibility condition is hospitalization of at least 3 x days or more duly supported by valid original admission/discharge certificate from an authorized hospital.
- (3) Balance Earned Leave or Casual Leave of current month would be counted towards Medical Leave. The leave sanctioning authority may, at its discretion, secure a second medical opinion from authorized Medical Officer/Medical Centre, as the case may be, to have the applicant medically examined.
- (4) In case of non production of Medical Certificate by an authorized Medical Officer, Medical Leave would be counted towards balance of earned leave or unpaid leave. Provided that in cases of special circumstances, the Rector may approve Medical Leave with or without pay for 60 days or more as the case may be.

- (5) Medical Leave for any duration must be processed and sanctioned as per approving channel as highlighted in **Annexure B**.

e. **Special Leave**

- (1) A female University employee on the death of her husband may be granted Special Leave on full pay outside of her leave account, when applied, for a period not exceeding one hundred and thirty days.
- (2) Such leave shall commence from the date of the death of her husband. Production of death certificate issued by the Competent Authority either along with her application is necessary or if it is not available, the said certificate may be separately furnished to the leave sanctioning authority.

- f. **Marriage Leave**. All employees may be allowed up to a maximum of 10 days of Marriage Leave with pay outside of leave account when they marry, any Earned Leave balance may be allowed together with Marriage Leave, provided that Marriage Leave combined with any other type of leave does not exceed a total of 30 days.

g. **Maternity Leave**

- (1) A female employee may be entitled to Maternity Leave on full pay for a period not exceeding 60 days outside of her leave account. Provided that Maternity Leave should not exceed six weeks beyond the date of her confinement.
- (2) Such leave may not be granted for more than three (03) times in the entire service of a female employee.
- (3) For confinements beyond the third one, the female employee would have to take leave from her normal leave account of EL.
- (4) Maternity Leave may be granted with EL. Continuation of or combination of EL with Maternity Leave if any as due, may be admissible to a female.

h. **Paternity Leave**

- (1) A male employee of the University may be allowed a maximum of 10 days of leave outside of leave account on full pay, immediately before or after the birth of a child. Provided that such leave shall be admissible only two times in the entire service.
- (2) For the Paternity Leave application, it is necessary to provide sufficient evidence of confinement or birth certificate of the child. If the birth certificate is not available immediately it shall be submitted immediately after leaving.

i. **Study Leave**

- (1) Study Leave may be granted to an employee without pay, in combination with Earned Leave account for 2 years extendable for 01 year after approval of Rector NUTECH.
- (2) Study Leave may be granted to an employee for obtaining higher qualification/training without pay.
- (3) The Study Leave may be granted on full pay up to the balance of EL. Provided that Study Leave may be granted on full pay when the Competent Authority is satisfied that such study/research/training leave is in the larger interest of NUTECH and such employee by signing a bond pledge to serve NUTECH for 5 years or more after completion of such study, research or training.
- (4) On proceeding for any research, training or academic program sponsored by NUTECH, an employee shall execute a bond acknowledging that the study is fully/partially funded by NUTECH and shall sign a bond with surety to serve NUTECH after completion of studies on such terms and conditions as the Competent Authority may determine.
- (5) A staff member on Study Leave shall submit to the University the name of the Supervisor/Director who may be contacted to send a periodical report about his performance, failing which NUTECH may cancel his/her Study Leave.

j. **Professional Leave**

- (1) **Type – I.** To allow NUTECH employees to attend thesis defense of their students, act as an accreditor, to present papers or to represent the University as keynote speakers in conferences/ seminars/ workshops/ symposiums, NUTECH has provided Professional Leave policy. This will also assist faculty/support staff in doing research work with National / International research groups. The duration of such leave would be decided on a required basis by the Competent Authority with or without pay, as the case may be.
- (2) **Type – II.** To assist the faculty/employees in undertaking professional development or public service opportunities in Pakistan and abroad, NUTECH may grant Professional Leave Type - II upto one academic year leave without salary.

k. **Ex-Pakistan Leave (EPL)**

- (1) EPL may be granted to an employee for a period up to 60 days without pay, to proceed abroad or to take leave while on duty abroad and makes a specific request to that effect.
- (2) During EPL, salary shall be payable to the employee subject to an available balance of EL, if any.
- (3) EPL shall be deducted out of the EL balance of an employee if outstanding.
- (4) Hajj leave may be granted with full pay, for upto 45 days outside of leave account once only during service. The employee must provide documentary proof of visas, forms/tickets, and reservations for performing hajj.
- (5) Umra or other pilgrimage leave may be granted on full pay for one time during service up to 20 days other than leave account.
- (6) For any leave covered under this section, the application must be submitted at least 30 days in advance for leave.

l. **Extraordinary Leave (EOL)**

- (1) An employee who has put in at least two years' service in the University may be granted EOL without salary at the discretion of the Competent Authority.
- (2) The EOL so granted shall not exceed (02) years throughout the entire service of an employee.
- (3) The EOL shall be granted only when the Competent Authority is satisfied that such leave is essential and also is in the larger interest of the University.
- (4) EOL will be governed as follows: -
  - (a) To avail EOL, the employee must have been removed from probation.
  - (b) EOL cannot be granted beyond the end of the contract date or date of retirement.
  - (c) While on EOL, no increments will be admissible to the employee.
  - (d) EOL shall be granted without salary.

6. **Part-Time Study**

- a. NUTECH may allow part-time studies undertaken by employees for career development. This support will be primarily for part-time studies in employees' own time and on the employees' own expense.
- b. Approval procedure of part-time study is as under: -

- (1) Concerned Director/Dean after approval of Head of Department may approve applications for such studies. Applications for the permission of a part-time study will be submitted before the commencement of studies.
- (2) The following factors will be taken into consideration before the grant of permission: -
  - (a) The work performance history of the employee.
  - (b) The relevance of the studies in respect of the career development plan of the employee.
  - (c) The costs of the course and the credibility of the academic institution.
  - (d) Timings and schedules of course lectures and examinations.
- (3) For rejected cases, employees may file an application to Director HR for the hearing of any grievance.
- (4) All costs and fees associated with the study program will be borne exclusively by the employee.
- (5) The employee will adhere to all rules, orders, and standard duty obligations during the study period.

7. **Leave of Faculty.** Notwithstanding anything contained in this policy, no faculty member shall be allowed to avail leave for more than 10 calendar days during the ongoing semester, exam or ongoing teaching activity, without prior arrangement of a replacement faculty member at the place of faculty member applying for leave.

8. **Recalling from Leave.** Except as provided for special leave or maternity leave under this policy, an employee may be recalled from leave after the approval of leave sanctioning authority.

9. **Maintenance of Leave Account.** Leave account in respect of each University employee shall be maintained by each department as a part of employees' service file on **form II of Annexure A** and each department shall update one copy to HR on 15<sup>th</sup> and last date of every month. Provided that every department shall submit a replacement officer name on leave sanctioning performa with signature to perform duty at the place of the employee applying for leave.

10. **Approval of Leave.** The Dean/Head of Department/Director/Principal shall be responsible to smoothen the leave affairs of employees without jeopardizing the University affairs. The leave may be sanctioned by the University officials as per **Annexure B**.



**Permission Application Form-I (For Study/Research/Job Opportunities)  
National University of Technology**



Name..... Designation: .....

Dept./Inst./Office: ..... Employee ID:.....Tel # .....

PERMISSION CATEGORY	Location (City, Country, Name of University/ Employer )	
Study Opportunity		
Research Opportunity		
Job Opportunity		
.....		
<b>Position Title:</b>		
<b>Job/Study/Research Opportunity Description:</b>		
<b>SUPPLEMENTARY INFORMATION: (use a separate page if necessary)</b>		
<b>Note : Kindly attach advertisement/announcement along with relevant details (brochure/prospectus etc.) for all job/study/research opportunities.</b>		
Signature of Applicant .....		
<b>Recommendation of Immediate Supervisor/HoD/Dean/Director</b>	<b>Approval of Competent Authority</b>	
Name: _____	Name: _____	
Designation: _____	Designation: _____	
Signatures: _____	Signatures: _____	
Date: _____	Date: _____	

**Note: This form is to be processed via minute sheet to be initiated by respective Dept/Office via HR Office.**

## Leave Application Form-I

### National University of Technology



**Name**..... **Designation:** .....  
**Dept/Inst/Office:** ..... **Tel.:** .....

LEAVE CATEGORY	Number of Days/ Months	DURATION		CONTACT DETAILS WHILE ON LEAVE
		From	To	
Casual Leave				Address:
Earned Leave				
.....				Tel.:
				E-mail:
<b>Availbilty of Casual Leave:</b>				
<b>Availbilty of Earned Leave:</b>				
SUPPLEMENTARY INFORMATION: (use a separate page if necessary)				

Signature of Applicant .....

Date.....

Recommendation of Immediate Supervisor/HoD/Dean/Director	Approval of Competent Authority
Name: _____	Name: _____
Designation: _____	Designation: _____
Signatures: _____	Signatures: _____
Date: _____	Date: _____

Note: This form is to be processed via minute sheet to be initiated by respective Dept/Office via HR Office.

**Annexure B**

To NUTECH Leave Policy 2020

**COMPETENT AUTHORITY FOR APPROVAL OF LEAVE**

<b>Type of Leave</b>	<b>Competent Authority for Approval</b>
Short Leave	i. Immediate Supervisor/HoD/Dean/Director/Pro-Rector etc.
Casual Leave	
Earned Leave	i. Immediate Supervisor/HoD/Dean/Director/Pro-Rector etc. ii. Earned leave above 15 days. a) NCPS 16 and below: Director/Dean. b) NCPS 17 and above: Pro-Rector.
Medical Leave	i. NCPS 16 and below: Pro-Rector after Approval of immediate Supervisor/HoD/Director/Dean. ii. NCPS 17 and above: Rector after approval of immediate Supervisor/HoD/Director/Dean.
Special Leave	
Marriage Leave	
Maternity Leave	
Paternity Leave	
Job Opportunity	
Study Leave	
Professional Leave	
Ex-Pakistan Leave	
Extraordinary Leave	
Part-Time Study	

**Leave Maintenance Register Form-II**  
**National University of Technology**



Name..... Designation: .....  
 Dept/Inst/Office: ..... Tel: .....

Leave Category	Number of Days/ Months	Total Leave Account Authorized	Duration	
			From	To
Casual Leave		15		
Earned Leave		24		
..... (Any other leave)				
<b>Remaining Balance of Casual Leave:</b>				
<b>Remaining Balance of Earned Leave:</b>				
SUPPLEMENTARY INFORMATION: (use a separate page if necessary)				

An additional copy of the form may be used if necessary.