

Faculty Policies
Lahore University of Management Sciences

Policy #

LUMS/HR/01/00/15 Faculty

Leave Policy

Version 1.0 (Updated in December 22)

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1 Purpose

1. As defined in the statement of Principles of Leaves of Absence¹:

“Leaves of absence are among the most important means by which the teaching effectiveness of faculty members may be enhanced, their scholarly usefulness enlarged, and an institution’s academic program strengthened and developed. A sound program of leaves is therefore of vital importance to a college or university, and it is the obligation of faculty members to make use of available means, including leaves, to promote their professional competence. The major purpose is to provide opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, writing, and travel. Leaves may also be provided in appropriate circumstances for projects of direct benefit to the institution and for public or private service outside the institution.”

2 Faculty Presence on Campus

2. Faculty on academic year contract are required to devote full-time to their LUMS responsibilities during the entire period of the academic year, starting on the first day of Freshman orientation and concluding 10 months from that date. In fulfilling their obligations, faculty members are expected to have a substantial presence on campus during the academic year, and may be absent from the campus for greater than 10 days, only if they are on an approved leave. Unauthorized absence from the university may lead to sanctions against the faculty member, including dismissal from service.

3 Leave Programs

3. Leaves from teaching responsibilities are provided by the University to permit members of the faculty to participate in activities that will upon their return to LUMS:
 - a. Enhance their competence as scholars and teachers.
 - b. Utilize the special expertise of faculty in programs of broad interest (for example, programs sponsored by professional societies or by the government).
4. Leaves are also granted for medical reasons, and care of parental charges.
5. LUMS has limited resources at its disposal and, other than maternity leaves, the right to apply for a leave does not grant the faculty member the right to receive approval for the leave. The faculty member is also required, other than in an emergency, to apply for a leave well in time and proceed on leave only after approval of leave by the university.
6. The contract of faculty members who proceed on leave without approval or who fail to return after completion of the sanctioned leave period, will be expired and they will have to go through the standard procedure of re-employment. As detailed in the sections following, depending upon the type of leave availed, such faculty member may be legally obligated to refund LUMS for the salary obtained during the period of leave.

¹ Statement of Principles on Leaves of Absence, American Association of University Professors, <http://www.aaup.org/report/statement-principles-leaves-absence>

4 Types of Leaves

4.1 Sabbatical Leaves

7. Sabbatical leave of one-year is granted by the university to meet either or both of the following aims²:
- To provide time for research or other professional or creative activity;
 - To provide time for improvement of instructional materials and techniques or their administration.

4.1.1 Eligibility for Sabbatical Leaves:

8. In order for a faculty member to apply for a sabbatical leave it is necessary that the following conditions be met:
- The applicant is a full-time teaching track, tenure-track or tenured faculty member at the rank of assistant, associate or full professor, or an administrator holding academic rank.
 - The applicant is a full-time member of the faculty for six full years.
 - Leaves of absence without pay and any leave of duration greater than one month are excluded from the time required to qualify for a sabbatical leave.
 - The time counted towards the sabbatical leave begins to accumulate from the first day of work as a regular faculty member, in case of a first award and from the next appointment semester, in case of an applicant who has already availed a sabbatical leave.
9. Research and extension personnel paid wholly from other than University funds are not eligible to apply for sabbatical leaves.
10. A sabbatical leave cannot start during a semester.
11. In as much as the faculty member on leave is still considered to be a full-time employee, all LUMS regulations and benefits shall apply to the recipient while on sabbatical leave.

4.1.2 Procedure:

12. The processing of a sabbatical leave application is initiated by the faculty member wishing to proceed on sabbatical, who submits a completed application form to the Department Chair within the specified deadline. The justification of a sabbatical leave is determined primarily on the basis of a written proposal outlining the nature of the program to be undertaken and the benefits to the individual and to the University that may reasonably be expected.
13. A sabbatical leave must be planned by the faculty member well in advance to the date of departure to allow the Department to review the application carefully. The faculty member is required to submit a sabbatical application form through the department chair, at least twelve months prior to the proposed date of departure. The sabbatical leave application form needs to be filled out with care and is expected to contain complete justification for the proposed activity, including a substantive plan

²Taken from University of Delaware Faculty Handbook

in some detail explaining the nature of the project, location of the proposed activity as well as projected goals, indicating how the leave will promote the faculty member's professional development and benefit LUMS. The faculty member may not take up additional employment during the sabbatical leave period, except to the degree and terms and conditions specifically approved by LUMS.

- a. For applicants intending to take the Spring Semester off as the first semester, applications for sabbatical leaves should reach the department chair by the last Friday of January of the prior year. Notification of the action on the grant shall be made not later than the first Friday in May following the request for sabbatical.
- b. For applicants intending to take the Fall Semester off as the first semester, applications for sabbatical leaves should reach the department chair by the last Friday of September of the prior year. Notification of the action on the grant shall be made not later than the first Friday in December following the request for sabbatical.
- c. The importance of early application and early notification for the University and for the individual faculty member cannot be overemphasized. Applications received with less than the lead time indicated may be accepted, but the disadvantages of risking later notification or lower priority rating should be recognized.

14. It is the responsibility of the department chair to evaluate the proposal's consistency with departmental needs and objectives, and to indicate to the dean the rating of the project and the manner proposed to absorb or fill the vacancy thus created. Normally, one is not granted a sabbatical leave for teaching courses elsewhere that are regularly taught at LUMS.

15. The dean will forward the sabbatical leave application, together with the recommendations of the department chair, for review to the Faculty Appointment and Promotion committee (FAPC) or School Appointments Promotion and Tenure Committee (SAPTC)³. Recommendations of the FAPC/SAPTC will be forwarded to the Dean of the School. The dean may consult with the faculty member about the plan and may make suggestions for modifications. Proposals may be rejected because of lack of merit or low priority or may be deferred because of staffing and/or budgeting problems. The applicant shall be notified of the action at each level of administrative review.

16. For tenure track faculty, the tenure clock will continue during the sabbatical. Most faculty is on 10-month academic year appointments, with a July 1 contract renewal date. While the salaries of 10-month faculty are paid over the full 12 month period, workload is assigned only during the fall and spring semesters of the academic year. To make it convenient for faculty on 10-month academic year appointments, half the appointment year (1st July to 31st December or 1st January to 30th June) is interpreted as one semester.

17. The final recommendation of the dean on the sabbatical leave application, along with a copy of the sabbatical leave application will be forwarded to the Vice Chancellor. Any exceptions concerning the terms and conditions of a sabbatical leave require the approval of the Vice Chancellor.

18. The sabbatical leave may not be combined with any other leave and the faculty member is required to rejoin the department on completion of sabbatical leave.

³ Faculty Appointment, Promotion and Tenure: Processes & Procedures, February 05, 2009, in line with LUMS policy #201- 08

4.1.3 Rejoining:

19. Faculty returning from sabbatical will notify the head of department on the date that he/she physically rejoins LUMS. In case the sabbatical period completes during summer, the faculty member is expected to be back at LUMS at least two weeks prior to the start of the fall semester. The faculty member must submit a detailed report to the departmental chair with a copy to the dean, summarizing sabbatical activities within 90 days of rejoining. The report should include a summary of the activities for the year, along with copy of a book, article, or papers submitted or written during the leave period. A presentation to the general school community may be appropriate. The quality of the leave accomplishment will be taken into account at the time of the next salary review in evaluating the total contribution of the faculty member to the school.

4.1.4 Post Sabbatical Service Requirement:

20. A faculty member who is awarded a sabbatical leave has a legal obligation to return to active University service immediately upon completion of the sabbatical leave. Following their return to the university, the faculty member is required to remain at the university for a period that is at least equal to the period of sabbatical leave. Failure to return to regular University employment immediately after sabbatical leave for a period at least equal to the period of the sabbatical leave shall create an obligation on the part of the appointee to refund the entire salary received for the period of a regular sabbatical leave. The university shall have the right to deduct the amount due from any funds of the faculty member at the university including the Provident Fund. The refund requirement will be reduced in proportion to the length of the time served.

4.2 Short Leaves for Academic Purposes

21. It is understood that a faculty member may be absent from campus for a period less than ten days for academic purposes including travel for conferences, workshops, seminars, research collaboration visits, etc., for which they will make suitable arrangements for make-up classes or alternate instructors during a semester. Any short leave for academic purposes of 10 days or longer, however, must be taken with the explicit written consent of the Dean. The faculty member going on short leave for academic purposes must submit a work plan providing details of the proposed activity along with a justification and itinerary to the Head of the Department for onward recommendation to the dean for approval. For tenure track faculty, the tenure clock will continue during the short leave period.

4.3 PhD Study Leave for Teaching Fellows

22. Full-time teaching fellows who have served at LUMS for at least two years may apply for PhD study leave to their respective deans through their department chairs. On the recommendation of the chair their respective deans, taking into consideration the strength of the proposal submitted and availability of budget for the requisite purpose, will make a recommendation to the Vice Chancellor regarding grant of PhD study leave granting the faculty member three years of basic salary on the condition that they successfully complete their PhDs and rejoin their departments thereafter.

23. Six months prior to the expected date of completing their PhD, teaching fellows must notify their department chair so that their case of appointment is processed by their respective school. Teaching fellows awarded PhD study leave have a legal obligation to immediately upon completion of their PhD

return to the university and serve for a period of at least three years. Teaching fellows failing to complete their PhDs or rejoin the university within 5 years of taking leave are legally obligated to refund the entire salary obtained by them from the university.

4.4 Leaves without Pay

4.4.1 Professional Leave

24. Faculty members may be allowed leave without pay, at the discretion of the university on case to case basis for professional purposes, after every three years of continuous service as a regular faculty member. Application for leave without pay should be submitted at least six months prior to the proposed date of departure. A leave without pay may be granted, provided the university is satisfied that the purpose for which a faculty member is seeking leave will enhance his/her professional capabilities in line with the interests of the university. The university, however, reserves the right to sanction such leave for faculty member consistent with his/her work requirements. Examples of such leave requests may include but are not restricted to leaves for setting up start-ups, leaves to work for a commercial entity for a limited period of time, fellowships or leaves for government service. Leaves without pay for a period less than one year would be granted by the dean of the school on the recommendation of the department chair.

25. Request for extensions beyond one year leave without pay, requires careful consideration by the department chair. The faculty member has an obligation to assist the Department in finding replacement instructors for his or her courses. Leaves for government service are a special case, and may be extended, at the discretion of the university, for the full term of the service, up to a maximum of three years. All cases of leave without pay for a period greater than a year require the approval of the Vice Chancellor.

26. For tenure track faculty, the tenure clock will continue during the leave period.

4.4.2 Personal Leave

27. Faculty members may be allowed leave without pay for personal reasons, after three years of continuous services for a maximum duration of one year. A leave without pay may be granted, on case to case basis to faculty by the dean on the recommendation of the department chair. Once again, faculty members applying for Personal leave shall inform the department Chair / associate dean / dean, of this leave at least six months prior to their leave plan.

28. All leaves without pay (Professional or Personal) will not be treated as service period for accumulated benefits or to claim seniority of service. Faculty on professional leave will be awarded inflationary adjustments given for the year they were away. The merit-based increments for faculty on professional leave will be decided on a case-by-case basis by the department chair and the dean.

29. For tenure track faculty, the dean of the school shall make the determination regarding stoppage of tenure clock during the leave period.

4.5 Medical & Maternity Leaves

4.5.1 Medical Leave

30. Faculty members requiring leave to recover from their own or their immediate family's serious illness can request for medical leave which will be dealt by on a case-by-case basis by the department chair.

4.5.2 Maternity Leave

31. The University is committed to supporting faculty members to balance their employment and family commitments. Maternity leave is applicable to all permanent and long-term contract female faculty members. Faculty is eligible to apply for maternity leave of up to twelve weeks. Under normal circumstances, a maternity leave application should be submitted to the department chair at least three months in advance. Leave can start anytime during six weeks prior to the expected delivery date. However, in case of medical complication, leave can be taken as advised by the doctor. The approval would require submission of valid medical certificate by competent medical authority. If the faculty member is unable to return to work after the completion of her maternity leave due to complications arising out of pregnancy (to be certified by the competent medical authorities) the period of absence in excess of the maternity leave will be considered medical leave and be subject to the provisions governing medical leave.

32. Faculty members proceeding on maternity leave may, within 3 months, request to stop the tenure clock for a period up to one year, which would be allowed.

4.5.3 Paternity Leave

33. Fathers are eligible for 10 working days of paternity leave.

5 Implementation:

- a. This policy would be implemented starting July 1, 2015

6 Roles and Responsibilities:

6.1 Faculty Member

- a. Submission of Request for leave within the time lines specified, prior to expected date of departure from the university
- b. Ensure that they are eligible to apply for the leave requested.
- c. Return to active duty at LUMS immediately upon completion of leave period.
- d. Submit reports as required for the type of leave availed.

6.2 Department Chair's Office

- a. Confirm that the faculty member is eligible for the type of leave applied.
- b. Ensure that the leave form is completed properly and all supporting documents are attached.

- c. Ensure that adequate arrangements are made to deal with the absence of the faculty member requesting the leave.
- d. Ensure that sufficient budget is available to cater to the requirements resulting from the expected absence of the faculty member.
- e. Write a succinct memo to the Dean listing the budgetary impact of the proposed leave on the department's operations and provide recommendations regarding the leave application.

6.3 FAPC/SAPTC

- a. Review the Sabbatical proposal submitted by faculty along with the recommendations of the Department Chair
- b. Evaluate the relevance of the proposal to the faculty's teaching and research at LUMS.
- c. Forward its recommendations to the Dean.

6.4 Dean's Office

- a. Review leave application along with the recommendations of the department chair and make a determination regarding the leave application.
- b. Recommend and forward all cases of leave without pay for a period greater than a year to the VC Office for approval.
- c. Inform the faculty member regarding the result of the leave application.
- d. In case the leave application is approved to forward a copy of the approval to the VC Office.
- e. Inform the VC office of any changes to the leave status or duration.
- f. Inform the VC office on resumption of duty by the faculty member.

6.5 VC Office

- a. Approve all cases of leave without pay for a period greater than a year, sabbatical leaves, PhD leaves.
- b. Forward a copy of the leave approval information to the HR Office.
- c. Inform HR office regarding resumption of duty by the faculty member.

6.6 HR Office

- a. Record leave information in the requisite software
- b. Inform Finance and Accounts Office regarding stoppage of salary during period of leave without pay
- c. Inform Finance and Accounts Office regarding payment of salary following resumption of duty by the faculty member after period of leave without pay

7 Exemptions and revisions

34. The University, its officers, or any other person or entity associated with them shall have no liability whatsoever for any losses, damages, claims, legal costs, or other expenses that a person may suffer or incur, whether directly or indirectly (including any loss of profit or damage to reputation) by reason of any proceedings instituted or measures taken pursuant to these procedures.

35. These procedures may be revised by the University from time to time in its absolute discretion provided that any revision or amendment in the procedures shall not apply to any proceedings that have commenced or affect the validity of any decision or anything done prior to the revision.

8 Related Documents:

- Faculty Appointment, Promotion and Tenure: Processes & Procedures, February 05, 2009, in line with LUMS policy #201-08
- Faculty Leave Form
- Sabbatical leave application form S-1

9 FORMS SECTION

9.1 Sabbatical Leave

Name _____ **Emp ID** _____
School _____ **Department** _____
Date of Employment _____

Type of Leave	Start Date	End Date	Institution
Sabbatical Leave			

Proposed Sabbatical Leave Programme

- Purpose – What is the nature and significance of the proposed program?
- Work to be accomplished - Please describe what, how and where you plan to carry out the proposed work.
- Projected results - What results do you expect at the end of the leave? (e.g., publication, exhibition, sharing of new pedagogical techniques or materials, etc.)
- Justification – What is the relevance of the programme to your teaching and research at LUMS; and the value of the programme to your Department/School.

Supporting documents

- Curriculum vita.
- Letters of invitation from collaborators and/or host institutions or agencies (if applicable)

Arrangements for Teaching/Plan for Makeup Classes while on Leave

Course Title	Start Date	End date	Instructor	Comments

Details of Previous Leaves

Type of Leave	Duration	Year	With Pay	Without Pay
Sabbatical			<input type="checkbox"/>	<input type="checkbox"/>
PhD Leaves			<input type="checkbox"/>	<input type="checkbox"/>
Medical			<input type="checkbox"/>	<input type="checkbox"/>
Leave Without Pay			<input type="checkbox"/>	<input type="checkbox"/>

Signature of Teaching Fellow

**Department Chair/Associate
Dean**

Comments (if any) _____

Recommended

Not Recommended

If you approve of the applicant's proposed programme, please indicate how the programme will be of particular interest to the:

Applicant

University

Name _____

Signature _____

Dean

Comments (if any) _____

Recommended

Not Recommended

Name _____

Signature _____

Vice Chancellor

Comments (if any) _____

Approved

Not Approved

Name: _____

Signature _____

9.2 Short Leave for Academic Purpose

Name _____ **Emp ID** _____
School _____ **Department** _____
Date of Employment _____

Details of Leave Requested

Arrangements for Teaching/Plan for Makeup Classes while on Leave

Course Title	Start Date	End date	Instructor	Comments

Signature of Applicant

Department Chair/Associate Dean

Comments (if any)

Recommended

Not Recommended

Name

Signature

Dean

Comments (if any)

Approved

Not Approved

Name

Signature

9.3 Teaching Fellow PhD Leave

Name _____ **Emp ID** _____
School _____ **Department** _____
Date of Employment _____

Type of Leave	Start Date	End Date	Institution	With Pay	Without Pay
PhD Leave				<input type="checkbox"/>	<input type="checkbox"/>

Academic Program

Details of PhD program to be pursued:

Program Funding

Details of Scholarship Awarded(if any)

Arrangements for Teaching/Plan for Makeup Classes while on Leave				
Course Title	Start Date	End date	Instructor	Comments

Details of Previous Leaves

Type of Leave	Duration	Year	With Pay	Without Pay
Sabbatical			<input type="checkbox"/>	<input type="checkbox"/>
PhD Leaves			<input type="checkbox"/>	<input type="checkbox"/>
Medical			<input type="checkbox"/>	<input type="checkbox"/>
Leave Without Pay			<input type="checkbox"/>	<input type="checkbox"/>

Signature of Teaching Fellow

**Department Chair/Associate
Dean**

Comments (if
any) _____

Recommended

Not Recommended

Name _____

Signature _____

Dean

Comments (if
any) _____

Recommended

Not Recommended

Name _____

Signature _____

Vice Chancellor

Comments (if
any) _____

Approved

Not Approved

Name _____

Signature _____

9.4 Leave without Pay

Name _____ **Emp ID** _____
School _____ **Department** _____
Date of Employment _____

Type of Leave	Start Date	End Date	Location at which leave will be availed	Professional	Personal
Leave without Pay				<input type="checkbox"/>	<input type="checkbox"/>

Leave Rationale and Plan

Program Funding

Details of external funding if any

Arrangements for Teaching/Plan for Makeup Classes while on Leave

Course Title	Start Date	End date	Instructor	Comments

Details of Previous Leaves

Type of Leave	Duration	Year	With Pay	Without Pay
Sabbatical			<input type="checkbox"/>	<input type="checkbox"/>
PhD Leaves			<input type="checkbox"/>	<input type="checkbox"/>
Medical			<input type="checkbox"/>	<input type="checkbox"/>
Leave Without Pay			<input type="checkbox"/>	<input type="checkbox"/>

Signature of Applicant

**Department Chair/Associate
Dean**

Comments (if any) _____

Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>
Name _____	Signature _____

Dean

Comments (if any) _____

Recommended Approved <input type="checkbox"/>	Not Recommended Not Approved <input type="checkbox"/>
Name _____	Signature _____

**Vice Chancellor (If duration is greater than a
year)**

Comments (if any) _____

Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>
Name _____	Signature _____

9.5 Medical Leave

Name _____ Emp ID _____
 School _____ Department _____
 Date of Employment _____

Type of Leave	Start Date	End Date	With Pay	Without Pay
Medical Leave			<input type="checkbox"/>	<input type="checkbox"/>

Description

Arrangements for Teaching/Plan for Makeup Classes while on Leave				
Course Title	Start Date	End date	Instructor	Comments

Details of Previous Leaves				
Type of Leave	Duration	Year	With Pay	Without Pay
Sabbatical			<input type="checkbox"/>	<input type="checkbox"/>
PhD Leaves			<input type="checkbox"/>	<input type="checkbox"/>
Medical			<input type="checkbox"/>	<input type="checkbox"/>
Leave Without Pay			<input type="checkbox"/>	<input type="checkbox"/>

Signature of Teaching Fellow

Department Chair/Associate Dean

Comments (if any) _____

Recommended **Not Recommended**
 Name _____ Signature _____

