LUMS Staff Policies

Policy # LUMS/HR/003/15

LUMS Administrative Staff Leave

Policy Version 1.0

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Version 1: July 2015
Policy # LUMS/HR/003/15
1. Objective

1. To ensure that team members avail leaves as per LUMS leave policy. The staff should be encouraged to take leaves to maintain work life balance without compromising work/job requirement.

2. Scope

2. Leave rules shall apply to all permanent and contractual staff members. For the purpose of leave entitlement calculation, a year is defined as a fiscal year from 1st July to 30th June.

3. Policy

3.1 Earned/Annual Leave:

3. Earned leaves are on pro-rata basis; upon completion of one year’s continuous service and at the end of each year thereafter, all permanent/contractual staff members shall be entitled to 20 paid working days earned/annual leaves. For staff leaving before 1 year, availed leaves (if any) will be treated as leave without pay at the time of settlement.

4. Earned leaves will not accumulate past 30 leaves; any excess leave will lapse.

5. Upon retirement, resignation, termination/dismissal of an employee’s services, earned leave balance to the credit of employee shall be paid at the gross salary rate on the date of separation.

6. a. Accumulated balance of unavailed earned leave up to 30 leaves shall be encashable at the rate of gross salary after every ten (10) years of continuous service.

6. Employees should inform the Head of Department of their earned/annual leave plans at least three months in advance and apply online or take written approval from immediate supervisor enabling the respective department to prepare the leave schedule. The university shall make every effort to permit employees to proceed on earned leave according to schedule but reserves the right to re-schedule within the prevailing fiscal year according to the job requirements.

3.2 Casual Leave:

7. All employees (Contractual/Permanent) may be granted paid casual leave up to a maximum of ten (10) calendar days in each year on pro-rata basis. Casual leave shall not be accumulated and the balance at the end of year shall automatically lapse. Employees are required to inform their head/supervisor immediately to avail casual leaves in emergency and apply online as soon as they come back to work.

8. In case of planned casual leave, employee must apply online/take approval at least a day in advance otherwise it will be treated as earned/annual leave.

9. Casual leave cannot be taken in conjunction with any other leave.

a. Casual leave may be availed in conjunction with the preceding or succeeding holidays. Intervening holidays shall be treated as earned leave.
10. The maximum admissible casual leave at one time shall be for one (1) day.
11. Sanctioning authority can refuse grant of casual leave.

3.3 Sick Leave
12. Paid sick leave shall be admissible to all employees (Contractual/ Permanent) for a period not exceeding eight (8) calendar days in a year on pro-rata basis.
13. For more than two days sick leave, medical certificate will be required. Intervening holidays shall be treated in sick leave balance.
14. Sick leave is not encashable but may be accumulated for a maximum period of sixty (60) calendar days. Any excess balance of sick leave shall automatically lapse.
15. Staff shall be entitled to avail sick leave out of the accumulated balance only in case of hospitalization with the approval of the HRD and respective Head of Department.

3.4 Maternity Leave
16. After one (1) year of regular service, female married employees (Long-term Contractual/ Permanent) shall be entitled to paid maternity leave of maximum twelve (12) weeks (84 calendar days).
17. Prior approval of 2 to 3 months is required to avail maternity leaves.
18. 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.
19. Leave granted under this Rule will not be debited to any other leave account.
20. Intervening holidays shall be treated as maternity leave.
21. Staff can club only earned/ annual leaves in continuation of maternity leave, till the quota is available. No other leave category (including leave without pay) can be clubbed with maternity leave.
   a. If the staff is unable to return to work after the completion of 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 against the sick leave provided sick leave quota is available.

3.5 Leave without Pay
22. After one year of confirmed service, employee may apply for leave without pay. All leave without pay request cases will be processed through HR Department and the approval will be at the sole discretion of the University.
23. Leave without pay will not be treated as service period for accumulated benefits.
3.6 Paternal Leave:

24. Paid Paternal leave is applicable to all permanent or on contract male married employees, who have completed one (1) year of continuous service at University.

25. Paternal leave can be availed for maximum three (3) working days.

4. Implementation:

   a. This policy would be implemented starting July 01, 2015.

5. Roles and Responsibilities

5.1 Department HOD & Coordinator

   a. Timely updation of record in the system before closure of month.

5.2 HR Office

   a. Leave data to be updated in the system. Absence without due cause may be subject to disciplinary action.
   b. Inform employee about leave quota
   c. Prepare leave report with leave without pay details
   d. Payroll section will do relevant deductions in case of leave without pay