

Administrative Staff Leave Policy

Contents

1. Purpose	2
2. Scope.....	2
3. Annual Leave.....	2
4. Annual Leave Encashment	3
5. Casual Leave.....	3
6. Sick Leave	3
7. Maternity Leave	3
8. Paternal Leave.....	4
9. Leave Without Pay	4
10. Hajj Leave.....	4
11. Implementation	5
12. Roles & Responsibilities of Policy Implementation.....	5
a) Employees / Supervisors / Head of Departments	5
b) Office of Human Resources	5

1. Purpose

To ensure that members of staff at LUMS are aware of their leave entitlements and comply with them as per LUMS leave policy.

2. Scope

The administrative staff leave policy is applicable to all permanent and regular contractual staff members. For the purpose of this policy, the permanent and contractual staff includes all staff members who are regular part of approved manpower with HR.

The policy is not applicable to faculty, fellowships, research staff, teaching assistants, management trainees, interns and any contractual appointments at LUMS which are not part of regular and approved manpower.

For the purpose of leave entitlement calculation, a year is defined as a fiscal year from 1st July to 30th June.

3. Annual Leave

- 3.1. All permanent and long-term contractual staff members are entitled to twenty (20) annual leaves, calculated on the working days. The leave balance will be available to employees in advance at the start of the year.
- 3.2. It is mandatory for employees to take ten (10) annual leaves during the year. The mandatory leaves can be taken at one time for 10 working days or twice in a year for 5 working days each.
- 3.3. Line managers and HODs must ensure that their employees take their annual leave. The mandatory annual leave plan of all employees in the department should be submitted to HR by the HODs in July of each year for the following year.
- 3.4. In exceptional circumstances, where an HOD cannot allow the mandatory annual leave of ten (10) working days to any employee in his/her department, the exception must be approved by the Vice Chancellor.
- 3.5. The annual leave balance will reset each year and un-availed leaves will not be carried over to the next year.
- 3.6. In case of separation from services, the annual leaves availed in excess of the entitlement will be adjusted with the final settlement. The entitlement is calculated at 1.67 leaves per month, from July to June of each year.
- 3.7. Annual leave cannot be availed after resignation or during the notice period. Any exceptions must be approved by the Vice Chancellor.

4. Annual Leave Encashment

- 4.1. To be eligible for annual leave encashment, an employee must have one year of continuous service as on June 30th and must have fulfilled the conditions mentioned in Clause 3.2.
- 4.2. Unutilized annual leave balance of up to six (6) working days will be paid to employees each year.
- 4.3. Employees will receive leave encashment each year with the payroll of July, where the encashment amount will be calculated on the gross salary of June.

5. Casual Leave

- 5.1. Employees are entitled to ten (10) working days of casual leave each year on a *pro-rata* basis. Casual leave will not be accumulated and the balance at the end of the year will automatically lapse.
- 5.2. In case of planned casual leave, the employee must inform their line manager or HOD at least a day in advance and apply online. In case of emergencies, line managers will be informed about the leave as soon as possible.
- 5.3. Casual leave cannot be taken in conjunction with any other leave.
- 5.4. Casual leave may be availed in conjunction with the preceding or succeeding holidays.
- 5.5. The maximum admissible casual leave at one time will be two (2) days.
- 5.6. Line managers / HODs can refuse grant of casual leave based on the work commitments.

6. Sick Leave

- 6.1. Employees are entitled to eight (8) calendar days of sick leave each year on a *pro-rata* basis.
- 6.2. For three or more days of consecutive sick leave, a medical certificate will be required by a competent medical authority. Intervening holidays will be utilized from the sick leave balance.
- 6.3. Sick leave may be accumulated for a maximum period of thirty (30) calendar days. Accumulated sick leave may only be utilized in case of hospitalization, with the approval of HR and the concerned HOD.

7. Maternity Leave

- 7.1. Female employees are entitled to paid maternity leave of up to twelve (12) weeks (84 calendar days).
- 7.2. HR must be notified at least two (2) months in advance to avail maternity leave.

- 7.3. Leave can be started anytime six weeks prior to the expected delivery date. However, in case of medical complications, leave can be taken as advised by the doctor. The approval would require submission of a valid medical certificate by competent medical authority.
- 7.4. Leave granted under this rule will not be debited to any other leave account.
- 7.5. Intervening holidays will be treated as maternity leave.
- 7.6. In case an employee 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 annual leaves balance, provided the quota is available, or as leave without pay. The maximum duration permitted in this scenario is six (6) months in total, inclusive of the maternity leave period.

8. Paternal Leave

- 8.1. Paid Paternal leave is applicable to all married male employees.
- 8.2. Paternal leave can be availed for a maximum of ten (10) calendar days.

9. Leave Without Pay

- 9.1. In exceptional circumstances due to medical or any other extraordinary reason, a confirmed employee can apply for leave without pay, provided he/she has exhausted all other leaves.
- 9.2. All leave without pay request cases will be processed through HR upon recommendation of concerned HOD and approval may be given based on the circumstances.
- 9.3. Leave without pay may be granted up to the maximum duration of one (1) year.
- 9.4. After completion of leave without pay, employee will resume the services on the same position and salary.
- 9.5. Leave without pay of more than three (3) months will not be treated as service period and any existing benefits will not be entitled.
- 9.6. The department may hire a contractual employee on a fixed-term contract as a temporary replacement. The contract term of temporary replacement must not exceed the period of leave without pay of the primary employee.

10. Hajj Leave

- 10.1. Employees are entitled to Hajj leave of up to forty (40) calendar days, after a continuous service of two years.

10.2. Hajj leave is allowed only once throughout an employee's career at LUMS.

11. Implementation

This policy is effective from July 01, 2024. The previous policy and any clauses associated with it are hereby rendered null and void.

12. Roles & Responsibilities of Policy Implementation

a) Employees / Supervisors / Head of Departments

- Employees are required to apply all type of leaves on the e-Portal / leave system of HR at <https://eportal.lums.edu.pk/>, and ensure their leaves are approved by their line managers. Any unapproved leaves or absenteeism without any marked leave will be treated as per the “Staff Office Timings and Attendance Policy”.
- Line managers and HODs are required to encourage their teams to take annual leaves as per the policy (see Clause 3.2 and 3.3), and also approve or disapprove the leaves using the e-Portal / leaves system provided by HR.

b) Office of Human Resources

- HR will ensure the implementation of this policy and keep employees' leave quota updated in the leave system.
- The payroll section of HR will carry out relevant deductions in case of leave without pay.

Policy Approvals

Designation	Name	Date
Director HR	Ms. Wajiha Ally	July 31, 2024
Vice Chancellor	Dr. Ali Cheema	
HR Committee		
Management Committee		