
THE AGA KHAN UNIVERSITY
HUMAN RESOURCES POLICIES AND PROCEDURES

Haj LEAVE

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Approved By: _____
VICE PRESIDENT
HUMAN RESOURCES

1. POLICY STATEMENT

Full-time faculty and staff will be granted paid leave for the purpose of performing Haj.

2. ELIGIBILITY

All full-time staff and faculty members, who have completed at least 2 years of service with the organization.

3. OBSERVATIONS AND LIMITATIONS

- 3.1 Haj leave will be granted for a maximum period of one (1) month.
- 3.2 Haj Leave will be granted only once during the employment period.
- 3.3 Before applying for Haj Leave, the employees are required to submit a copy of the official intimation received from the government to their concerned supervisor / department head / service line chief.
- 3.4 In case the Haj travel schedule is for less than 1 month, employees will be granted Haj Leave accordingly.

- 3.5 Annual leave will not be subjoined with Haj Leave unless the official Haj travel schedule (for departure and return) so requires.

4. PROCEDURE

The employees are required to submit their online leave application to their supervisor / department head / service line chief along with details of expected dates of departure and return as soon as they have been informed by the Government of their eligibility/approval for Haj.

Once the leave is approved, HR will process the leaves in accordance with policy.