
THE AGA KHAN UNIVERSITY
HUMAN RESOURCE POLICIES AND PROCEDURES

CASUAL LEAVE

Policy # : HR/LV-03 Page : 01 of 02
Issue # : 05 Effective Date : January 01, 2021
Revision # : _____ Effective Date : _____

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Approved By: _____
VICE PRESIDENT
HUMAN RESOURCES

1. POLICY STATEMENT

Employees are entitled to paid casual leave for absences for the purpose of meeting urgent personal responsibilities, or situations beyond the employees' control.

2. DEFINITIONS

2.1 'Urgent personal responsibilities' refer to situations which may arise on account of unforeseen circumstances, e.g. illness or death in the immediate family or of a close relative, and for those situations which are known in advance and can be planned (e.g. marriage for self and in the immediate family, license renewal, visit to children's school, appearing for exams, etc.) depending on the nature of the situation.

2.2 'Situations beyond the employees' control' refer to inclement weather conditions, (e.g. heavy rains), transport strike, domestic emergency or similar situations which prevent employees to/from reaching work on that day.

3. ELIGIBILITY

Following category of full time employees (faculty and staff) will be eligible:

- Ancillary and Support staff will be entitled for 10 calendar days per annum (inclusive of weekend and public holidays);
- Faculty, Professionals and Management Staff will be entitled for 5 calendar days per annum (inclusive of weekend and public holidays).

4. OBSERVATIONS AND LIMITATIONS

- 4.1 Casual leave entitlement commences on January 01 of each year. Those eligible employees joining during the course of the year, will have a pro-rated casual leave entitlement for that year from the date of their joining.
- 4.2 Casual leave cannot be carried forward to the next calendar year.
- 4.3 Casual leave cannot be taken for more than 3 consecutive days at any given time. If circumstances warrant, the immediate supervisor / department head / service line chief will approve the first 3 days to be treated as casual leave, and remaining days be treated as unpaid leave.
- 4.4 Casual leave cannot be subjoined with any other type of leave.
- 4.5 The immediate supervisor / department head / service line chief may sanction casual leave for a full day or a half day depending on employees' personal circumstances and departmental operational situation.
- 4.6 Eligible employees who are being on probation, or their casual leave entitlement for the calendar year has been fully utilized, the leave will be treated as unpaid.

5. PROCEDURE

- 5.1 Eligible employees in cases of urgent personal responsibilities or situations beyond employees' control are required to inform their immediate supervisor / department head either through phone call or email before the start of the duty hours. On resuming duty, they should immediately submit their online leave request for the approval.
- 5.2 In case of known or planned situation, an employee must apply for casual leave in advance through online leave process for approval.
- 5.3 As part of the monthly attendance review process, the Time Administrator will be responsible to ensure that all absences are recorded in the attendance system and the online request has been raised.