
THE AGA KHAN UNIVERSITY
HUMAN RESOURCE POLICIES AND PROCEDURES MANUAL

UNPAID LEAVE

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Approved By: _____
VICE PRESIDENT
HUMAN RESOURCES

1. POLICY STATEMENT

- 1.1 Full time faculty and staff will be permitted unpaid leave only under the extenuating personal circumstances due to which they are unable to carry out their work commitments with the Organization. This leave is not to be considered as leave which a faculty or staff member would be eligible for as a normal entitlement, periodically, but rather as leave permitted on compassionate grounds in view of extenuating circumstances.

2. DEFINITION

- 2.1 Faculty and staff may be permitted unpaid leave under the following personal circumstances:
- a) Illness of a close family member.
 - b) Litigation or other legal proceedings requiring personal presence.
 - c) Other similar extenuating personal circumstances requiring faculty/staff members to be permitted leave on compassionate grounds.

3. ELIGIBILITY

3.1 Department/division head will consider faculty and staff member's request for unpaid leave in light of the circumstances, performance record and commitment to the Institution, and the department's staffing situation.

3.2 Faculty and staff members will be eligible to apply for unpaid leave only if annual leave entitlement has been fully utilized.

Faculty or staff members may be permitted a leave of absence for a specified time period, up to a maximum duration of 3 months, in case of extenuating circumstances, keeping in view the department's overall staffing situation.

3.3 Faculty and staff members having availed unpaid will not be eligible for such leave till the next 3 years.

4. OBSERVATIONS & LIMITATIONS

4.1 The faculty and staff members' will be eligible for all the benefits but their leaves will not accrue during this leave period.

4.2 Leave of absence for compulsory Government service (e.g. military service) will be permitted considering Government regulations and requirements.

4.3 In case faculty or staff member do not resume duty on completion of the leave period and employment is concluded, their eligibility for accrual of benefits would be considered to be as on the last day before commencement of leave. Accordingly, the Organization reserves the right to recover any costs incurred by AKU for benefits provided during the period of unpaid leave.

4.4 If faculty and staff members resign during or at the end of the leave period, they will need to serve the required notice period, or pay salary in lieu of the notice period.

4.5 Faculty and staff members on unpaid leave will not be permitted to take on any form of employment elsewhere during this period.

4.6 Faculty and staff members may apply for unpaid leave for a shorter duration, but subsequent leave if required during the 3 year period will be subject to division/department head's discretion and consideration of policy provisions.

5. PROCEDURE

5.1 Faculty and staff members requiring unpaid leave should discuss with their immediate supervisor to seek permission for unpaid leave. If the circumstances

permit and approval has been sought, subsequently, faculty and staff members should apply unpaid leave online preferably 2 to 3 weeks prior to the date from which the leave is required.

- 5.2 HR will process the unpaid leave in line with the policy.
- 5.3 On resuming duty, the faculty and staff members will submit a completed [Duty Resumption Report](#) to HR for payroll processing.