
THE AGA KHAN UNIVERSITY
HUMAN RESOURCE POLICIES AND PROCEDURES

ANNUAL LEAVE

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Approved By: _____
VICE PRESIDENT
HUMAN RESOURCES

1. POLICY STATEMENT

Employees are entitled to paid annual leave and it is mandatory that they avail their annual leave for the purpose of rest, recreation etc.

2. ELIGIBILITY

The annual leave entitlement is 23 working days per annum (excluding of weekend and public holidays). Unutilized balance can be carried forward up to a maximum of 5 working days to the next calendar year. Following category of employees and trainees are eligible:

- All full time employees (faculty and staff);
- All full time PGME, MCPS, and Management trainees;
- All part-time faculty and staff working for minimum of 50% of full-time work hours, and having a contract of at least one year duration.

3. OBSERVATIONS AND LIMITATIONS

- 3.1 The annual leave entitlement commences on January 01 of each year. Those eligible employees joining during the course of the year will have a pro-rated leave entitlement for that calendar year from the date of their joining.

- 3.2 Newly appointed eligible employees and trainees (refer point # 2 above) can avail annual leave only after successful completion of their probationary period.
- 3.3 Employees and trainees will not be permitted to avail annual leave during the notice period (prior to separation from the Organization), unless exceptional circumstances warrant and approved in advance by respective supervisor / department head / service line chiefs.
- 3.4 If individual leaves the Organization, unutilized annual leaves balance up to the last working day will be encashed and for those who had availed excess annual leaves, recovery will be made from their full and final settlement of dues.
- 3.5 During the leave period, individuals should not be called for any office related work and should not be physically present to perform their duties unless emergency circumstances warrant.
- 3.6 Individuals are not permitted to be engaged in any gainful employment or business activities anywhere during their annual leave.
- 3.7 Sick leave may be subjoined with the annual leave subject to a medical certificate being provided. However, casual leave cannot be subjoined.

4. PROCEDURE

- 4.1 Eligible employees or trainees who are proceeding on annual leaves are required to complete online leave request form for approvals in advance. The leave can be availed once the required approval is received from the respective authorities.
- 4.2 All supervisors / department heads / service line chiefs are expected to prepare departmental leave plans in beginning of each calendar year. They should work with their teams to plan leaves to ensure that all employees have the opportunity to avail their eligible leave and the departments do not suffer due to shortage of staff.
- 4.3 As part of the monthly attendance review process, the Time Administrator will be responsible to ensure that all such absences are recorded in the attendance system and the online request has been raised.