

WOMEN MEDICAL & DENTAL COLLEGE
ABBOTTABAD

LEAVE POLICY

AIM

To facilitate employees in keeping them Physically, Mentally and Socially fit and keep them highly productive.

OBJECTIVES

1. To facilitate rest and recreation of the employees.
2. To cater for the family needs of employees.
3. To help them in pursuing of higher educational needs.
4. To facilitate attending social engagements.
5. To help them solving their health problems.
6. To facilitate employees in fulfilling their religious obligations.

SCOPE

This policy is applicable to all employees of WM&DC, Abbottabad

LEAVE ENTITLEMENTS

1. Casual Leave

- a. All employees shall be entitled to a maximum of 15 days casual leave in a calendar year and casual leave not availed till 31st December will be lapsed.
- b. Casual leave shall not be accumulated.
- c. It shall not be mandatory to specify the reasons for which leave is applied.

2. Sick Leave

- a. All employees shall be entitled to medical or sick leave up to 3 days. Sick leave more than 3 days and up to 7 days shall be granted on production of a medical certificate shall not be refused, issued by a registered medical practitioner. Medical certificate must have physician's registration No of PMC.
- b. Medical leave more than 7 days will be subject to the medical board constituted by the competent authority.
- c. Medical leave will be deducted from casual and earned leave.

3. Earned Leave

- a. All employees are entitled to avail a maximum of 15 earned leaves in a year.
- b. Earned leave if not availed during the year shall be accumulated and carried forward to next year.
- c. Maximum accumulation of earned leave shall be up to 30 days that is for two years. Earned leave not availed within two years will automatically lapse.

4. Maternity Leave

- a. Female employees shall be entitled to a maximum of 90 days maternity leave two times in whole service.

5. **Paternity Leave**
 - a. Male staff shall be entitled to a maximum of 5 days paternity leave at or after birth of child two times in whole service.
6. **Study Leave**
 - a. Employees are granted study leave for the purpose of pursuing higher education/study.
 - b. Employees are granted 24 months for a Master/Mphil degrees and 48 months for PhD.
 - c. Minimum two years of service in the institute is mandatory to be eligible for study leave.
 - d. Study leave shall be without pay.
7. **Special Leave**
 - a. A female employee is granted ^{130 days} 90 days special leave on death of her husband.
 - b. A male employee is granted 15 days special leave on death of his wife.
 - c. All employees shall be entitled for 45 days Hajj leave once in service, and 20 days Umrah leave once in 5 years.
8. **Leave Without Pay**
 - a. Principal in consultation with other directors is entitled to grant leave without pay for any length of time deemed necessary.
 - b. Applicant must apply giving the reasons for leave without pay.
 - c. Extension of leave without pay is at discretion of principal.
9. **Faculty Leave during preparation Leave of of students**
 - a. During prep leave of students of a specific class (only basic sciences), half the faculty shall be present and half the faculty shall be on leave for ½ period of prep leave. After ½ periods, the faculty who was present in initial ½ will avail leave and those who were on leave will be present in the department.
 - b. All other staff of department shall be present in the department during prep leaves.
 - c. All other non teaching departments like IT , HR, Adm, finance, security, maintenance, horticulture, janitorial etc will not avail prep leave.
 - d. As DME will be dealing with all medical and dental classes so DME will not avail prep leave.

GENERAL RULES

1. Leave is not the right of an employee rather it is a privilege.
2. Principal will be the leave sanctioning authority.
3. Employee proceeding on leave will mention his / her leave address and Tel No so that he / she may be contacted in case of emergency.
4. HR department will maintain the leave record of all employees.
5. Public Holidays and weekends falling between the leave periods shall be counted in leave days.
6. Leave application form will be used to apply for the leave.
7. Leave form duly filled will be sent to Principal through HOD.
8. Leave sanctioning authority is fully empowered to decline the request of leave mentioning reasons for decline.