



Human Resources Policy Manual

UIT University



Developed and Compiled by
Human Resources Department
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UIT University

A Project of Usman Memorial Foundation

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Approved by	Director UIT

Purpose

This policy document is designed to facilitate the employees and to ensure smooth functioning of the institute. The document describes leave policy and procedures at UIT.

Policy & Procedures

The document applies to all (permanent and contractual) employees of the institute with effect from January 1st 2017 and there is no exclusion to this policy document.

1. General Policy Statements

- 1.1. Leaves cannot be claimed as a matter of right even when due. Leave applications are required to be submitted by the employee through the respective Heads of Departments with their recommendations to the HR department two weeks prior to proceeding on leaves, which will be finally approved/sanctioned by the respective HOD. However, due to exigencies of work, an application for leave may be refused or if leave has already been granted the remaining portion of it can be revoked and the employee can be recalled to join forthwith. [(An employee leaving the place of duty i.e., Karachi for official or personal purposes shall inform reporting head and / or Head of Department in advance allowing the Department to make alternate arrangements, if required and also exclusively mentioned in Leave Application Form.) Amended vide Official Circular reference UIT/HR/2018/87 dated December 20, 2018]
- 1.2. No leave shall be availed until it is actually sanctioned, except leave applied for under emergency circumstances.
- 1.3. While proceeding on leave, the applicant may be required to hand over the charge of his / her post, leave behind all papers, cash and keys (if any) in his / her custody in the manner determined by the concerned Head of Department. He / She on return from leave shall report for duty to the HR department.
- 1.4. Extension in sanctioned leaves is allowed on case to case basis on Head of Department's recommendation / discretion. Any employee who remains absent after the end of the sanctioned leave without getting formal approval, shall not be entitled to any remuneration for the period of such absence and disciplinary action may be taken against the employee as per the institute's policy.
- 1.5. Employees are not allowed to accept employment, part time or under any other arrangement, in any other organization.
- 1.6. The Heads of Departments shall have the Authority to grant Earned Leave, Casual Leave and Sick Leave to the employees whereas the Director shall have the authority to grant the same to the Head of Academic or non-Academic Departments. In case the employee fails to submit an application or give prior notice then the employee salary may be deducted based on the number of days involved.
- 1.7. The HR department shall maintain leave record of each employee in such form as may be prescribed by the Institute, whereas employees are required to submit signed and approved leave application form to HR dept.
- 1.8. If there is any anomaly or in cases / situations where it is felt that the rules are silent, reference shall be made to the Human Resource Department, which shall examine the case in consultation with the Director.

2. **Attendance** [Extract from Faculty Handbook]

Timely and regular attendance is an expectation of performance for all UIT employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule.

Punctuality communicates a plethora of positives to one's employer and peers. It shows dedication to the job, interest in the work and capability of handling responsibility. When one arrives on time for work or work-related activities, it shows that one is capable of honoring one's word. Being punctual helps employees project a sense of professionalism and commitment.

Reliable, consistent attendance is a requirement and essential function of all staff positions. Employees are expected to be punctual and dependable in order to meet the needs of their department and the College. When employees are absent or tardy, work and service are interrupted and an additional burden is placed on colleagues. Attendance and reliability are important factors in evaluating individual performance and continued employment

3. **Earned Leave (EL)**

Earned Leaves (EL) means leaves earned after completing each month of service/employment”.

- 3.1 EL shall be credited to all eligible employees (permanent and confirmed), both teaching and nonteaching at the rate of 2.5 days per month for each completed month of service, not exceeding 30 days in one year.
- 3.2 To avail EL, the employee will apply in writing to the respective HOD and seek his/her approval before proceeding on the leave.
- 3.3 A permanent (confirmed) employee who has completed at least one year of service with the institute shall be eligible for leave encashment up to the extent of 50%. Any un-availed/uncashed ELs balance shall be carried forward. The accrued EL balance cannot exceed 60 days and excessive leaves will be lapsed. At the time of leaving the institution employees will get full reimbursement of the balance leave.
- 3.4 For the purpose of leave encashment all employees will have to submit an application to the HR Dept. and that can be done once in any month of that year. Please note that leave encashment will not be processed until the signed application is received.
- 3.5 For the purpose of encashment in lieu of leave, the rate of pay shall be the gross pay admissible at the time leave encashment is applied.
- 3.6 Contract Employees are entitled to 12 ELs at the rate of 1 day per month for each completed month of service. However, these leaves are not encashable, if the employee works with the institute for less than 3 years. After 3 years the employee shall be eligible for encashment in the same manner as provided for the permanent employees.
- 3.7 Subject to clause c above if an employee wants to leave the services of UIT or is asked to leave he/she will be entitled to EL on pro-rata basis. That is proportional to the days and months he/she has worked at UIT.

4. **Casual Leave (CL)**

- 4.1 Permanent employees are granted 12 days CL with pay per calendar year. An employee may avail a maximum of 3 consecutive CLs at a time.
- 4.2 Employees are required to submit an application and obtain prior approval in order to avail CLs from his / her concerned Head of Department. If employee needs to take CLs in emergency and cannot give application than he / she will be required to submit the application upon returning to work. However, it is the responsibility of employees to inform the Head of Department through appropriate means. If employee is unable to submit the approved leave application to HR / Administration department within 5 calendar days of rejoining than the deductions will be made from his / her current month's salary.
- 4.3 CLs cannot be accumulated and any un-availed CLs will automatically lapse at the end of each calendar year.
- 4.4 Casual leave cannot be combined with any other kind of leave.

5. Sick Leave

5.1 Sick leaves are granted at actual at the institution's discretion. Leaves more than 15 days will have to be approved by the director and these may be adjusted against EL and/or CL or compensatory leaves. Medical Certificate must support Application for Sick Leave if it is for more than three days.

6. Maternity Leave

A married female employee may avail leave for maximum 40 days twice in entire years of service on specific terms and conditions as follows:

- 6.1 Female employees with a minimum of 3 years' service will be entitled to Maternity Leave for a maximum period of 40 days.
- 6.2 A medical certificate from the Medical Officer verifying the pregnancy and expected date of delivery should be enclosed in support of the leave application.
- 6.3 Distribution of 40 days depends on the employee and she can distribute it before and after delivery at her convenience, however at least 15 days' leave should be availed before the delivery date.
- 6.4 Maternity leave may be granted in continuation of or in combination with EL as may be due and admissible to the employee.

7. Compensatory Leave

7.1 The leave will be accumulated at the rate of 01 day for working at least 4-hours on off-days, gazetted holidays and officially declared closures (due to any unforeseen circumstances). Such leave shall also be granted if an employee is travelling and has performed official duty within or outside the city on off days or gazetted holidays. To apply compensatory leaves the employee will get this approved by the Head of Department and submit to HR Dept. Compensatory Leaves will be added to the casual leaves and can be availed as per casual leave rules.

7.2 ** Compensatory Leaves may be accumulated and utilized as follows:

- 7.2.1 Compensatory Leave is a leave benefit for employee who earned by working at least 4 hours on off-days or during breaks with the approval of departmental head. Hence, the record of its earning and availing will be separately maintained. The rule of merging Compensatory Leave into Casual Leave balance and its treatment at par to Casual Leave is repealed.
- 7.2.2 An employee may earn / accumulate and maintain balance maximum upto 20 Compensatory Leaves.
- 7.2.3 Compensatory Leave(s) can be availed with Earned Leaves but these cannot be merged with Casual and Sick leaves.
- 7.2.4 Only for the first time, the balance of Compensatory Leave of Fiscal Year 2018-19 will be taken as the initial balance. However, this balance will be capped at 20 leaves.
- 7.2.5 The Sandwich Leave rule and counting of off-days, if come during the leave period will be applicable while availing Compensatory Leaves.
- 7.2.6 The HR Department will also devise a digital procedure for earning, recording and availing leaves including its reflection on pay slip.
- 7.2.7 The amendments will compensate employees officially working on off-days / breaks and are neither eligible for overtime nor AWC.

** Accumulation and utilization of Compensatory Leaves were amended vide Official Circular UIT/HR/2019/111 dated July 31, 2019.

8. Study Leave for Faculty

Please refer to Faculty Development Program.

9. Unwind Break [Incorporated w.e.f. July 1, 2017]

The unwind break is applicable as follows:

Sr.	Leave Types	No. of Leaves	Tentative Schedule*
1	Earned Leave	10	As per requirement
2	Casual Leave	8	As per requirement
3	Sick Leave	10	As per requirement
4	Unwind Break [after Summer Semester]	7	15-Sep to 21-Sep
5	Unwind Break [after Fall Semester]	16	29-Jan to 16-Feb
6	Unwind Break [after Spring Semester]	16	25-Jun to 13-Jul
	Total	67	

- 9.1 Every Saturday prior to commencement of new Semester will be official working day [no compensatory leave will be credited].
- 9.2 During Unwind Break, UIT will remain closed, however, in case of any requirement, specified faculty and staff may attend with prior approval for which Compensatory Leave will be granted as per rules.
- 9.3 The Unwind Leaves will also be applicable to contractual employees and in case of attending offices, they will also be awarded Compensatory Leave as per contractual employees' rules.

Teaching staff only will be allowed 5 working days' vacation with pay during each semester break to unwind.

10. Duty Leave

If an employee is selected to perform any official duty outside the Institute, the time spent shall be considered as normal work at the Institute and his/her salary or leave will not be deducted from the permissible Leaves.

11. Hajj Leave

The leave for not exceeding 45 days to perform Hajj once in service to be granted to a regular Muslim employee for the purpose performing Hajj. Each Employee has to substantiate his/her application with the supporting documents regarding his/her intention to perform Hajj. This leave shall not be debited to leave account. This leave shall be allowed once in service to the employees having more than 5 years of service with the Institute.

12. Short Leave

The following rules shall be followed for short leaves: a. In case of emergency short leave of not more than two hours with pay may be availed once a month subject to prior approval of departmental head and filling-in of "short leave form". One-hour grace period may be allowed, however, if it exceeds three hours, the short leave will be converted into half day and in case it exceeds four hours, it will be considered as leave for full day. One copy of approved short leave will be retained by the departmental head and other copy will be sent to HR Department for record purposes. The employees shall punch-in and out upon availing the leave.

13. Half-day Leave (To be adjusted against CL or EL)

During regular hours, half day leave of 3 hours may be availed as follows, with due approval of HOD on the form and submitted to HR for recording and updating the leave balance.

- 13.1 First Half - 08:30 am to 11:30 am
- 13.2 Second Half - 02:00 pm to 05:00 pm

14. Public Holidays

14.1 The Institute shall observe following public / gazette holidays. This is subject to change by the Federal Government: For any other official Holiday / Closure, the institution will inform accordingly.

Sr.	Occasion	Date
1	Eid Milad-un-Nabi (SAW)	12th Rabi-ul-Awwal**
2	Kashmir Day	5th February
3	Pakistan Day	23rd March
4	Labour Day	1st May
5	Eid-ul-Fitr	1st Shawwal and adjoining days**
6	Independence Day	14th August
7	Eid-ul-Azha	10th Zilhij and adjoining days**
8	Iqbal Day	9th November
9	Ashura	9th& 10th Muharram**
10	Quaid-e-Azam Day	25th December
11	Christmas	25th and 26th December (for Christians)

** the Hijra Calendar dates subject to appearance of moon to be notified in Georgian Calendar

14.2 The Circular / Notice will only be issued for Hijra Calendar dates;

14.3 In addition to above-mentioned public holidays, non-Muslim employees can avail two optional holidays in a calendar year with prior approval / intimation to the concerned head of department.

15. Time Machine System (TMS)

All employees are advised to comply with the following procedure for recording their timings through Biometric Attendance Machine / TMS or otherwise (as specified):

15.1 To record time-in/out, show your eyes or face or by putting their thumb over the machine on arrival and on departure until the machine says “Thank you”. This should be done every time an employee goes out or returns after the short break or half day leave.

15.2 In case an employee is on outstation official duty, he / she should communicate through email to HR department preferably before leaving for outstation (in case of advance information, any change in schedule may be communicated later);

16. Employee ID Card

16.1 Each new employee or intern would be issued an ID card.

16.2 Employees can get a new card if his/her card is old / expired. The old / expired card shall be returned to HR Department;

16.3 In case an employee loses his / her employee card, he/she shall submit an application after getting approval from their Departmental Head to HR department. The same will be applicable to probationary employees and Interns also;

16.4 Wearing employee card is mandatory once an employee is on duty within the Campus or outside during or extended office hours;

16.5 For final settlement on retirement, resignation, termination or for any other situation, it is mandatory to submit employee card along with medical card to the HR Department.

17. Office Timings

Following rules shall be followed for office timings:

17.1 The office timings are as follows ensuring 5 working days, 42.5 hours per week:

Sr.	Days	Throughout the Year	Ramadhan Timings
1	Monday to Friday	08:30 to 17:00 hours*	07:30 to 13:30 hours

2	Saturday & Sunday	Holiday	Holiday
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* 1-hour break from 13:00 to 14:00 hrs. for prayer and lunch from Monday to Thursday whereas 1.5-hour break from 13:00 to 14:30 hrs. on Friday.

- 17.2 A grace time of 15 minutes is allowed from prescribed incoming time, however, it shall not be taken as granted or usual practice.
- 17.3 * Faculty Members are required to observe “Flexible Working Hours” as per requirement to complete 35 hours per week and minimum 7 hours per day from Monday to Friday within time range of 8:00 am to 6:00 pm. The details are as follows:
 - 17.3.1 All faculty members (excluding the HoDs) will now be required to complete 35 working hours per week instead of the current 42.5 hours. The 35 working hours, however, must be spread over five weekdays.
 - 17.3.2 The faculty members will be able to sign in and sign out between 8:15 AM to 6:00 PM.
 - 17.3.3 Any earlier arrival or late departure will not be counted towards the 35 working hours required.
 - 17.3.4 Every time a faculty member goes out of the campus and comes back, he/she must sign out and sign in.
 - 17.3.5 All faculty members must finalize their working hours (Individual Semester Schedule - ISS) for any semester with their respective HODs during the first week of that semester. The agreed-upon ISS will remain valid for the whole semester. Changes to ISS, once finalized, would be highly discouraged. If at all, changes are required then the respective HoD must again approve these.
 - 17.3.6 HoDs must share all the ISSs with the Academic Administration and HR Departments.
 - 17.3.7 In extraordinary cases, faculty members engaged in work officially assigned by their respective HODs may, however, stay late or arrive early. The respective HODs must intimate the HR Department in writing.

- Clause 17.3 was added vide Interoffice Memorandum dated February 13, 2019

18. Unauthorized Absence

- 18.1 Any employee who is absent from work without justification or without obtaining prior permission shall not be entitled to be paid for the period during which he/she was absent. Accordingly, a deduction shall be made from his/her salary reflecting the period of unauthorized leave.
- 18.2 If an employee is absent from work without justification, the institute may initiate disciplinary action.

The Usman Institute of Technology reserves the right to change the policy and modify the Rules as it deems fit from time to time.