

**LEAVE RULES
OF
GOVERNMENT COLLEGE WOMEN UNIVERSITY, SIALKOT**

1. Short title commencement and application: -

These Rules shall be called the ‘GC Women University, Sialkot Leave Rules 2015’ and shall come into force at once¹.

- (1) They shall apply to **teaching** and **non-teaching** employees of the GC Women University, Sialkot.
- (2) They shall not be applicable to the employees of Affiliated Colleges.

2. Casual leave:

- (1) Casual leave cannot be claimed as a matter of right, but can be granted at the discretion of immediate Reporting Officer under intimation to the Registrar and Vice-Chancellor.
- (2) Casual leave up to 15 days in a year may be granted. The granting authority may sanction casual leave with a maximum of 5 days at a time.
- (3) Compensatory leave will be admissible at the rate of one day for duty performed at least half day on a closed holiday. Compensatory leave account will be maintained separately.

3. Earned leave:

Earning and accumulation of leave in the case of employees of the University:

An employee shall earn leave only on full pay which shall be calculated as under:-

- (i) In case of non-teaching employee he / she who does not avail vocations, at the rate of four days for every month of duty rendered and credited to the leave account as “**leave on full pay**”.
- (ii) In case of teaching staff when he / she avails himself / herself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered and credited to the leave account as “**leave on full pay**”.
- (iii) If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

4. Leave on full pay:

The maximum period of leave on full pay that may be granted at one time shall be as follows:-

(a)	Without Medical Certificate	120 Days
(b)	With Medical Certificate	180 Days Plus
(c)	On Medical Certificate from leave account, in entire service.	365 Days

5. Leave on Half Pay:

- (1) Leave on full pay may, at the option of employee of the University be converted into leave on half pay, the debit to leave account will be at the rate of one day of the former for every two day at the later fraction of one half is counting as one full day's leave on full pay
- (2) The request for conversion of leave referred in sub-rule (1) shall be specified by the employee in his application for the grant of leave
- (3) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account

6. Leave to be applied etc. in terms of days:-

Leave shall be applied for, expressed, and sanctioned, in terms of days.

7. Study leave:

- (1) A teacher of the University who desires to pursue higher studies, and has been in the service of the University for not less than three years, may be granted leave on full pay, for a period not exceeding four years **on the terms and conditions of study leave/higher studies as prescribed**. However, an employee of the University with less than three years' service may be granted study leave without pay for a period not exceeding three years.
- (2) The grant of study leave shall be subject to the provision that not more than 25% of the teachers in the department avail this facility at a time. The study leave shall initially be granted for one year and may be extended on the report of the Research Supervisor about satisfactory progress; otherwise the study leave shall be cancelled.
- (3) Study leave shall be granted on submission of Surety Bond, in the prescribed form, that he/she will serve the University for five years after completion of higher studies of more than three years; Surety Bond to serve for three years will be submitted in the case of higher studies of three years or less. He/she or his/her guarantors will pay the amount mentioned in the Surety Bond in case of default.

8. Sabbatical leave:

- (1) On completion of every six years of service, a University teacher may be granted Sabbatical Leave on average pay for twelve months. On completion of every three years' service, six months Sabbatical leave on average pay may be granted.
- (2) Sabbatical leave shall only be granted for undertaking research at a Higher Education Commission of Pakistan (HEC) recognized Centre.
- (3) The period of study leave shall not be counted towards the period prescribed for entitlement to Sabbatical Leave.
- (4) A teacher shall not be allowed to proceed on Sabbatical or extraordinary leave during middle of a semester, except in extraordinary circumstances after the approval of Vice-Chancellor.
- (5) The teacher after returning from Sabbatical Leave must certify that he/she was engaged in research work for the whole period of his/her Sabbatical Leave.
- (6) Sabbatical Leave shall not be combined with any other kind of leave except for completion of research work for a maximum period of three months along with summer vacation.
- (7) Sabbatical leave shall be granted on submission of Surety Bond that he/she will serve the University for three years after completion of Sabbatical Leave. In case, the teacher concerned does not come back after availing Sabbatical Leave, he/she or his/her guarantors will have to

refund the whole salary drawn during the leave period along with the liquidated damages of the bond/agreement executed by him/her.

9. Maternity leave:

- (1) Maternity leave may be granted on full pay, outside the leave account, to a female University employee to the extent of ninety days in all from the date of its commencement (as specified in the application for leave) or forty-five days from the date of her confinement, whichever is earlier.
- (2) Such leave may not be granted for more than two times in the entire service of a female University employee.
- (3) For confinements beyond the second one, the female University employee will have to take leave from her normal leave account.
- (4) Maternity leave may not be granted in continuation of, or in combination with, any other kind of leave except earned leave as may be due and admissible to a female University employee.

10. Paternity leave:

A male civil servant may, for a maximum period of seven days, be granted paternity leave on full pay outside his leave account on or immediately before the birth of a child:
Provided that such leaves shall be admissible only for two times during the entire service.

Notification vide no. (FD.SR.II9-107/2012 dated: 30-10-2012)

11. Special leave:

- (1) A female University employee, on the death of her husband, may be granted special leave on full pay, when applied, for a period not exceeding one hundred and thirty days.
- (2) Such leave shall not be debited to her leave account.
- (3) Such leave shall commence from the date of sanction and for this purpose she will have to produce a death certificate issued by the competent authority either along with her application for special leaves or, if that is not possible, the said certificate may separately be furnished to the leave sanctioning authority.

12. Medical leave:

Medical leave, on submission of medical certificate from an authorized Medical Officer, may be granted to an officer/employee by the Vice-Chancellor up to 30 days and beyond this period by the Syndicate provided all codal formalities have been fulfilled, as per University rules.

13. Quarantine leave:

An employee may be granted quarantine leave up to 30 days outside his/her leave account subject to recommendation of the authorized Medical Officer and the period of such leave shall be treated as duty with full pay and allowances.

14. Ex-Pakistan leave:

- (1) Ex-Pakistan leave may be granted by the Vice-Chancellor on full pay, to an employee, who applies for such leave or who proceeds abroad during leave.
- (2) **Hajj leave** of maximum 45 days once only in service may be granted with full pay. The application must be submitted in advance when applying for Hajj.

15. In-Service death/permanent incapacitation:

In case an in-service University employee dies, or is declared permanently incapacitated for further service by an authorized Medical Board, a lump-sum payment equal to leave pay up to 360 days shall be made to his/her family.

16. Overstay after sanctioned leave, etc.:

Unless, extension of leave of a University employee is approved, the period of un-authorized absence/overstay shall not entitle the employee to any remuneration for the period of such absence. Without prejudice to any disciplinary action that may be taken against him/her, double the period of such absence shall be debited against the leave account.

17. University employee on leave not to join duty without permission before its expiry:

If permitted to do so by the Authority which sanctioned leave, a University employee on leave may return to duty before the expiry of the period of leave already granted.

18. Manner of handing-over charge when proceeding on leave, etc.:

A University employee proceeding on long leave shall hand over the charge of his/her posts, and if he is in Grade 16 and above, he shall, while handing over charge of the post, sign the charge relinquishment report.

19. Resumption of charge on return from leave, etc.:

A University employee on return from long leave shall report for duty to the Authority which sanctioned the leave and resume charge of his/her post, unless directed otherwise by the Authority.

20. Maintenance of leave account:

Leave account in respect of each University employee shall be maintained as part of his service file.

21. Leave application, its sanction, etc.:

Vice-Chancellor shall sanction leave to the employee in BPS-17 and above, if not exceeding 30 days provided it is recommended by the Head of Department. However, leave exceeding 30 days shall be sanctioned by the Syndicate or by the Committee constituted by the Syndicate. In case of an employee in BPS-16 and below, the leave may be sanctioned by the Registrar on the recommendation of the Head of Department. A Leave Admissibility Certificate (LAC) shall be issued by the HR Department before the leave is sanctioned.

22. Leave when starts and ends:

Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from the day following that on which a University employee hands over the charge of his post and may end on the day preceding that on which he resumes duty.

23. Extraordinary leave (Leave without pay):

(1) Extraordinary leave without pay may be granted on any ground up to a maximum period of five years at a time , provided that the University employee to whom such leave is granted , has been in continues service for a period of not less than ten years, and, in case a University employee has not completed ten years of continuous service extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the Vice Chancellor:

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

- (2) Extraordinary leave up to a maximum period prescribed under sub-rule (1) may be granted, subject to the conditions stated therein, irrespective of the fact whether a University employee is a permanent or a temporary employee.

24. Leave not due:

- (1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.
- (2) Such leave may be converted into leave on half pay.
- (3) Such leave shall be granted only when there are reasonable chances of employees of the University resuming duty on the expiry of the leave.
- (4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority but it shall not be admissible to temporary University employee.