

UNIVERSITY OF TURBAT

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EMPLOYEES LEAVE RULES 2023

University of Turbat
Turbat Kech Balochistan

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**UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN**

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NOTIFICATION

No. UoT/Reg. 1129-8/2023. In pursuance of Section 24 (2) Clause (h) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Leave Rules of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat Leave Rules 2023.

THE UNIVERSITY OF TURBAT EMPLOYEES LEAVE RULES 2023

1. **Short title, commencement and application:** These rules, framed in pursuance of Chapter-VI (Statutes, Regulations and Rules), Section 35 (1) of Balochistan Universities Act 2022, shall be called, “*The University of Turbat Employees Leave Rules 2023*” and shall come into force at once.
2. **Admissibility of Leave to University Employees:** Leave shall be applied for, expressed and sanctioned in terms of days and shall be admissible to a university employee (academic and administrative staff) at the following rate and scale:

- (a) A university employee shall earn leave only on full pay. It shall be calculated at the rate of four days for every calendar months of the period of duty rendered and credited to the leave account as “leave on full pay” duty period of 16 days or less in a calendar month being ignored and those of more than 16 days being treated as a full calendar month, for the purpose. If a University 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 16 days, the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only.
- (b) The provisions of clause (a) shall not apply to vacation teaching departments. A University Employee of non-vacation administrative sections and vacation teaching department may earn leave on full pay as under:

Non-Vacation depart		4 days per calendar month
Vacation Department		
a.	When a civil servant avails full vacation	one day per calendar month
b.	When he is prevented from availing full vacation	4 days per calendar month
c.	When availing himself of partly vacation	One day per calendar month
(No of days no availed/Full vacation) x 30		

- (c) A calendar month means a month in which duty period is 16 days or more. If proceeds in one month and returns in another month, one spell of 16 days or more shall be taken into account.

3. Earned Leave:

- i. An employee shall earn leave at the rate of 1/11th of period spent on duty and the maximum earned leave that may be accumulated shall be four months. Any period earned in excess of 4 months shall be credited to separate item in the leave account from which earned leave may be allowed on medical certificate or for the purpose of pilgrimage, education, research, or rest and recreation outside Pakistan.
- ii. The maximum amount of earned leave that may be taken at one time shall not exceed 120 days. This limit may be raised to 100 days when earned leave in excess of 120 days when taken on medical certificate or for the purpose of pilgrimage, education, research or rest recreation outside Pakistan.
- iii. Leave on half pay shall be earned at the rate of 1/12th of the period spent on duty and accumulation of such leave shall be without limit. Such leave shall not be allowed except on medical certificate. It shall be at the option of the applicant to convert leave on half pay into leave on full pay at the rate of one days leave on full pay for 2 days of leave on half pay up to maximum of 180 days on full pay.
- iv. All service rendered by a university employee qualifies him to Earned Leave in accordance with these rules but shall not be earned during the period of leave.
- v. Any period spent by a university employee in Provincial / Federal Service qualifies him to earn leave provided that a contribution towards leave salary is paid to the university on account of such a period.

4. Leave on Medical Certificate

- (a) Leave applied for on medical grounds shall not be refused, provided that:
 - (i) General Medical Practitioner can recommend leave up to 03 days.
 - (ii) Medical Specialist /Consultant can recommend leave up to 02 weeks.
 - (iii) Leave beyond 02 weeks, may be recommended by Medical Specialist/ Consultant and countersigned by the Medical Superintendent/Deputy Medical Superintendent/ Administrator of the concerned Hospital/ facility.
- (b) The authority competent to sanction leave may, however, at his/her discretion, secure a second medical opinion by requesting the Authorized Medical Specialist or the Medical Board to be approved by Vice

Chancellor to have the applicant medically examined.

5. Maternity Leave

- (a) Maternity leave may be granted on full pay, outside the leave account, to a female University Employee to the extent of ninety days from the date of its commencement or forty-five days from the date of her confinement, whichever be earlier.
- (b) Such leave may not be granted for more than three times in the entire service of a female University Employee except in the case of a female University Employee employed in a vacation department who may be granted maternity leave without this restriction.
- (c) For confinement beyond the third one, the female University Employee would have to take leave from her normal leave account.
- (d) The spells of maternity leave availed prior to the coming into force of these rules shall be deemed to have been taken under these rules.
- (e) Maternity leave may be granted in continuation of or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female University Employee.
- (f) Leave salary to be paid during maternity leave shall be regulated as for other leave, in accordance with the formula provided in rule 17.
- (g) The leave salary to be paid during maternity leave will, therefore, remain unaffected even if any increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave.

- 6. Special Leave to Female University Employee:** A female University Employee may, on the death of her husband, be granted Special Leave on full pay not exceeding 130 days. This leave shall not be debited to her leave account and will commence from the date of death of her husband. For this purpose, she will have to produce death certificate either along with her application for Special Leave or if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately

7. Disability Leave

- (a) Disability Leave may be granted outside leave account on each occasion up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to a university employee, other than university employee in part time service, disabled by injury, ailment or disease contracted in course or in consequence of

duty or official position.

- (b) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

8. Extraordinary Leave (Leave without Pay):

- (a) Extraordinary leave 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 continuous service for a period of not less than ten years. 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 leave sanctioning authority.

- (b) The maximum period of extraordinary leave without pay combined with leave on full pay and leave on half pay shall be subject to the limit of 5 years, (i.e. the maximum period of extraordinary leave without pay that would be admissible to a university employee who has rendered continuous service for a period of not less than 10 years shall be 5 years less the period of leave on full pay and leave on half pay so combined).
- (c) Extraordinary Leave may be granted retrospectively in lieu of absence without leave.
- (d) Extraordinary Leave shall not be converted into any other kind of leave, retrospectively.

9. Recreation Leave: - Recreation leave when applied for on full pay against leave account may be granted for 15 days in financial year; the debit to the leave account would however, be for 10 days.

Provided that such leave shall not be admissible to a University Employee in a vacation department.

10. Leave Ex-Pakistan: -

- (a) Leave Ex-Pakistan may be granted on full pay to a University Employee who applied for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad and makes a specific request to that effect.
- (b) Leave Ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rule 8, 18 and 19.

- (c) If leave Ex-Pakistan has been sanctioned on medical grounds, the University Employee shall take abroad with him copy of the medical statement of his case.

11. Leave Not Due:

- (a) Leave Not Due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of 365 days in the entire period of service, subject to the condition that during the first 5 years of service it shall not exceed ninety days in all.
- (b) Such leave may be converted into leave on half pay.
- (c) Such leave shall be granted only when there are reasonable chances of the university employee resuming duty on the expiry of the leave.

12. Leave Preparatory to Retirement: - The maximum period up to which a University Employee may be granted Leave Preparatory to Retirement shall be 365 days only. It may be taken subject to availability in the leave account, either on full pay or partly on full pay and partly on half pay, or entirely on half pay at the discretion of the university employee and it will not extend beyond the age of superannuation.

13. Encashment of Leave Preparatory to Retirement:

- (a) Where a university employee opts not to avail the Leave Preparatory to Retirement admissible to him under Rule 12, he shall be allowed leave salary for the period for which leave preparatory to retirement is admissible, subject to a maximum of 365 days. For the purpose of lump sum payment in lieu of leave preparatory to retirement only the Senior Post Allowance will be included in the leave pay so admissible. The payment of leave pay in lieu of Leave Preparatory to Retirement may be made to the university employee either in lump sum at the time of retirement or may at his option, be drawn by him month wise, in arrears, for and during the period of Leave Preparatory to Retirement.
- (b) Encashment of Leave Preparatory to Retirement (LPR) not exceeding three hundred and sixty-five days shall be effective from the 1st day of July, 2023 and shall for the entire period of leave refused or opted for encashment, be applicable to a university employee retired, as the case may be retiring on or after the 1st Day of July, 2023, provided that such leave is available at his/her credit to a maximum of three hundred and sixty-five days.

- (c) If any time, during such period leave is granted on account of ill health supported by medical certificate or for performance of Hajj/Umra, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted.
- (d) leave pay for the purpose of encashment of LPR shall be computed on the basis of pay and allowances reckonable towards pension as shown in the last pay certificate of the university employee.
- (e) Unless a university employee opts to proceed on LPR or submits an application for LPR, he/she may be deemed to have opted for Encashment of LPR according to the rules.
- (f) On receipt of a request from university employee deemed to have opted for encashment of LPR, the authority competent to sanction LPR will issue formal sanction for the payment of cash compensation.

14. In-Service Death, etc.:

- (a) In case a university employee dies, or is declared permanently incapacitated for further service by a Medical Board, while in service, a lump sum payment equal to leave pay up to one hundred and eighty days, approved by Vice Chancellor, shall be made to his family as defined for the purposes of family pension or, as the case may be, to the university employee.
- (b) For the purpose of lump sum payment under sub rule (a), only the “Senior Post Allowance” will be included in the “leave pay” so admissible.

15. Casual Leave

- (a) All employees of the university shall be entitled to casual leave for 20 days in a calendar year. Period spent on any sort of leave or vacations (other than casual leave) shall not be treated as the period of duty rendered. Casual leave may not be granted for more than 04 days at a time. This rule may be relaxed at the discretion of the Sanctioning Authority. Such leaves shall automatically turn into earned leaves if the employee does not join duty on 5th day after availing 4 casual leaves.
- (b) Casual leave shall not be credited to the leave account of the employee. Any balance not availed shall lapse with the end of the year.
- (c) If any employee avails casual leave, for more than 20 days, then the balance shall be adjusted against his Earned Leave account.

- (d) The HR Section shall maintain record of the same and shall submit the same to the office of the Registrar at the end of each month for centralized up-keeping of the record.

Position	Casual Leave Days	Sanctioning Authority
Lecturer and above	2 days	Dean of Faculty on the recommendation of HoD.
Lecturer and above	3 days & over	Vice Chancellor on the recommendation of HoD and Dean of Faculty.
Chairperson Department	1 day	Dean of Faculty.
Chairperson Department	2 days and over	Vice Chancellor on recommendation of Dean.
Dean of Faculty	1 day and over	Vice Chancellor
Administrative Staff in BPS-16 & below	1 day	Registrar on recommendation of Sectional Head.
	2 days and over	Vice Chancellor on recommendation of Sectional Head.
Administrative Staff in BPS 17 and above	1 day and over	Vice Chancellor on recommendation of Sectional Head.
Supporting Staff in Teaching Departments	2 day	Dean of Faculty on recommendation of HoD.
	3 days and over	Vice Chancellor on recommendation of HoD and Dean.

*The Dean of Faculty/HoD shall send the leave record approved by himself to the Registrar Office/ HR Section for recording the leave account of teaching and support staff.

- 16. Short Leave:** In case of emergency, Short Leave may be granted to the employees. The duration of short leave may not exceed 2 ½ Hours. However, upon availing 03 Short Leaves, one-day Casual Leave shall be debited from Casual Leave account.

17. Leave Salary:

- (a) Leave pay admissible during leave on full pay shall be the greater of
- the average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; and
 - the rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.

- (b) When leave on half pay is taken, the amount calculated under clause (i) and (ii) of sub- rule (a) shall be halved to determine the greater of the two rates.

Provided that a university employee shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of University Employees takes place or an annual increment occurs during the period of leave of the University Employee.”

18. Grant of Leave on Full Pay

- (a) The maximum period of leave on full pay that may be granted at one time by the competent authority shall be as follows:
 - (i) Without medical certificate 120 days
 - (ii) With medical certificate upto 365 days
 - (iii) With medical certificate 365 days in entire
- (b) Time maxima prescribed at (i) and (ii) of sub-rule (a) are independent of each other. In other words, a University Employee may be granted, at a time, total leave on full pay on medical certificate up to the permissible extent (iii) continuation of leave up to 120 days without medical certificate, subject to given conditions.

19. Grant of Leave on Half Pay:

- (a) Leave on full pay may be converted into leave on half pay at the option of the university employee and debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day leave on full pay.
- (b) The request for such conversion shall be specified by the university employee in his application for the grant of leave.
- (c) 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.

20. Study Leave:

- (a) Study leave may be granted on full pay in case of M.S/M.Phil and M.S/M.Phil leading to Ph.D;
- (b) Study leave for M.S/M.Phil for a period, not exceeding 24 months or course period, whichever is less, duly verified by the concerned university,

may be granted to the civil servant who has at least two years' regular service in the substantive grade to his/her credit;

- (c) Study leave for Ph.D for a period, not exceeding 48 months or course period, whichever is less, duly verified by the concerned university, may be granted to the civil servant who has at least 4 years' regular service in the substantive grade to his/her credit;
- (d) Study leave shall only be granted to the civil servant who furnishes a surety bound on an affidavit of Rs.100/- attested by the first class magistrate and duly assured by the guarantor for repayment of amount equivalent to the expenditure incurred upon his studies or the salaries to be drawn during the intended studies or both, that after completion of the intended higher qualification, the civil servant concerned will serve the University of Turbat for a period not less than seven years;
- (e) In case a university employee, to whom study leave was granted on full pay for higher studies, fails to complete the studies well in time, then the remaining period. (not exceeding a period of 12 months in any case) will be treated as earned leave as per the availability of leave on his/her leave account with full pay. If less leave is available on leave account of employee concerned, then the remaining period shall be treated as Extra Ordinary Leave (without pay and allowances);
- (f) In case an employee to whom study leave was granted on full pay for higher studies, fails to get the intended qualifications or leaves the desired course incomplete then, the period spent shall be treated as Extra Ordinary Leave (without pay and allowances) and the salaries of the period spent and the expenditures incurred shall be recoverable from his/her pay, pension and gratuity.
- (g) The period of study leave shall be treated as on duty and a post of Officer on Special Duty, for entire period of studies, shall be created thereof for the salary of the officer concerned at his/her place of posting;
- (h) Study leave shall be claimable, not exceeding 48 months, by every employee in entire service.
- (i) Every regular faculty/ staff member of the university, who has rendered at least 4 years' continuous service, may be allowed to avail Study Leave.
- (j) The progress of the scholar on study leave will be monitored by the university on regular basis. The study leave will be granted for 6 months/ one year at a time, and extension will be granted only on receipt of satisfactory progress report of the scholar from the Supervisor concerned.

- (k) That study leave will be granted for studies in any university/institute of at national and international repute level other than the University of Turbat.
- (l) These rules will not apply in cases pertaining to Post-Doctoral Fellowships. The competent authority shall be authorized to grant post doctoral fellowship study leave keeping in view the requirements of faculty in the teaching department concerned.
- (m) The Administrative staff shall avail study leave for certificate course/ trainings (upto 3 months) after every two years of regular services.
- (n) The administrative staff shall avail study leave for BS, MS/M.Phil and PhD outside the University of Turbat on a fixed quota, i.e., 1 out of 50 employees in BPS-16 and above, and 1 out of 50 employees in BPS-1 to 14.

21. Deduction of Conveyance Allowance:

Except for the casual leaves and national holidays announced by the Government, the conveyance allowance is an employee shall be deducted after availing all kinds of other leaves as per the rules.

22. Conversion of Leave Account:

- (o) All leave on the credit in the account of a university employee who was in service before joining this university on regular basis, shall be carried forward and expressed in terms of leave on full pay. The leave account in such cases shall, with effect from joining this university on regular basis or in the case of a university employee who was on leave on that date with effect from the date of his return from leave, be recast as under, ignoring the fraction if any;

(i) Leave on full pay;

- (a) 1 month 30
- (b) 1 day 1 day

(ii) Leave on half pay;

- (a) 1 month 15
- (b) 2 days 1 day

- (p) In carrying forward the leave, the leave at credit of a university

employee, his credit of the existing leave account shall be carried forward to the new leave account of the university employee.

- (q) The leave availed under the existing rules, from the leave account shall be debited against the maximum limit of 365 days fixed under rule 18(a) (iii).
23. **Absence after the expiry of leave:** Unless his/her leave is extended by the Leave Sanctioning Authority, a university employee who remains absent (except for circumstances beyond his control) after the end of his/her leave shall not be entitled to any remuneration for the period of such absence and double period of such absence shall be debited against his leave account. Such debit shall if there is insufficient credit in the leave account, be adjusted against future accumulations. Such double debit shall not preclude any disciplinary action that may be considered necessary under any rule for the time being in force. After affording a reasonable opportunity to the university employee concerned to indicate his position.
24. **Recall from Leave:** If a university employee is recalled to duty compulsorily with the approval of the Leave Sanctioning Authority, from leave of any kind, which he/she is spending away from his/her headquarters, he/she may be granted single return fare plus daily allowance as admissible on tour from the station where he/she is spending his/her leave to the place where he/she is required to report for duty. In case he/she is recalled to duty at headquarters and his/her remaining leave is cancelled, the fare then admissible shall be for one-way journey only. If the order of recall to the University Employee is optional then the concession above mentioned will not be admissible.
25. **Assigning reasons for leave:** It shall not be necessary to specify the reasons for which leave has been applied, so long as that leave is due and admissible to a university employee.
26. **Commencement and end of leave:** Instead of indicating whether leave starts/ends in the forenoon or afternoon, leave shall commence from the day following that on which a university employee hands over the charge of his post. It shall end on the day preceding that on which he resumes duty.
27. **Any type of leave may be applied:** A university employee may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances for example, a University Employee may apply for extraordinary leave or leave on half pay even if leave on full pay is

otherwise due and admissible to him, or he may proceed on Extraordinary Leave followed by leave on half pay and full pay rather than on full pay, half pay and without pay.

- 28. Combination of different types of leave:** One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the University Employee:

Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

- 29. University Employees on leave not to join duty without permission before its expiry:** Unless he/she is permitted to do so by the authority which sanctioned his leave, a university employee on leave may not return to duty before the expiry of the period of leave granted to him/her.

- 30. Manner of handing over charge except casual leave when proceeding on leave, etc.:**

A university employee proceeding on leave shall hand over the charge of his/her post, and if he/she is in Grade-16 and above, he/she shall, while handing over charge of time post, sign the Charge Relinquishment Report.

- 31. Assumption of charge on return from leave:**

- (a) A university employee, on return from leave, shall report for duty to the authority that sanctioned his/her leave and assume charge of the post of which he/she is directed by that authority unless such direction has been given to him/her in advance.
- (b) In case he/she is directed to take charge of a post at a station other than that from where he/she proceeded on leave, travel expenses as on transfer shall be payable to him/her.

- 32. Registrar Office to Maintain Leave Account:**

- (a) Leave account in respect of a University Employee shall be maintained in the yearly leave record form as part of his personal file.
- (b) The HR Section shall maintain the leave accounts of university employees of whom they were maintaining the accounts immediately before the coming into force of these rules.

- 33. Leave to lapse when University Employee Quits Service:** All leave at the credit of a University employee shall lapse when he/she quits service.

34. Leave Application and its Sanction

- (a) The application for leave or for an extension of leave must be made to the Head of the Institute/Department/Office, where a university employee is posted and, in the case of the Head of Institute/Department/Office to the next-above administrative authority and the extent of leave due and admissible shall be stated in the application.
- (b) The sanctioning authority of casual leave is mentioned in section 15 of these rules.
- (c) When a university employee submits a medical certificate for the grant of leave, it shall be recommended/signed by the concerned Specialist/Consultant.
- (d) Holidays falling within the period of any kind of leave shall be counted as leave.
- (e) No leave shall be availed unless it is actually granted, except applied for under emergent circumstances is so proved to the satisfaction of the Sanctioning Authority.
- (f) It shall be the duty of the applicant to make sure that before departure, the leave applied for, has actually been sanctioned. While proceeding on leave, he/she shall hand over the charge of his/her post. A report to the effect shall be sent through his/her Head of the Section/Department/Institute/College. It shall also be the duty of employee to leave behind all papers, cash and keys in his/her custody in the manner as determined by his/her immediate officer. An employee on return from leave shall report for duty to the authority, which sanctioned his/her leave.
- (g) Leave must be applied for on the prescribed form stating the kind of leave required. In addition, Medical Certificate will be submitted, in case leave on medical ground is required. Application shall be submitted sufficiently in advance from the preferable date from which leave is sought to be availed.
- (h) Application for earned leave shall be submitted through the concerned Head of the Institute/Department/Office, who shall recommend the same or otherwise to the office of the Registrar. The arrangement for the substitute shall preferably be communicated if the leave is applied for more than a week.
- (i) In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the authority competent to sanction leave, shall decide to grant leave on priority basis.
