



# FAZAIA RUTH PFAU MEDICAL COLLEGE

## PAF BASE FAISAL KARACHI



December 30, 2022

### LEAVE POLICY

This policy deals with leave authorized to full-time FRPMC employees. The types of leave and eligibility of employees to avail each type of leave with relevant requirements are included in this policy.

#### Type of Leave Available

1. Fazaia Medical Colleges employees are entitled for the following types of leave privileges:

#### (A) **Annual Leave:**

FRPMC employees are entitled for annual leave of one month (30) days as specified below:

#### 1. For Faculty

- a. One month during the Academic Break, after completion of one-year continuous service at FRPMC.
- b. The faculty members, who are assigned duties by the FRPMC during the academic break, will be paid additional remuneration upto one (01) month salary if the employee was not allowed to avail one-month annual leave. The Head of Department will submit justification for every FM not being spared for annual leave and HR will be responsible for getting this approved from the Principal, prior to commencement of academic break in the college.

#### 2. For Staff

- a. One month at a time when it does not adversely affect his/her department, after completion of one-year continuous service.
- b. The employees, who are assigned duties by the college during their period of annual leave, will be paid additional remuneration equivalent to the number of days not availed as annual leave. The Head of Department will submit justification for every employee not being spared for annual leave and HR will be responsible for processing the approval from the Principal.

#### 3. Procedure

Annual leave can be availed only with prior approval. All employees must apply in writing for their annual leave after the entitlement, at least two weeks in advance prior to the commencement of the proposed leave. HoDs / Manager will recommend the leave. In case of rejection of leave, the HoD will be required to render clear justification for the rejection of leave. Leave applications will be forwarded to the HR Department before final approval by the Principal HR Department will check the entitlement for annual leave of the employee. All approved / rejected annual leave cases will be sent to HR Department for maintaining the leave record.



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#### 4. Leave Accumulation.

All existing and future FRPMC employees will avail annual leave during the same year. Leaves not availed by employees can neither be accumulated as LPR nor liable to encashment at the end of the service period. However, leave can be availed in parts (but not more than 02 parts)

#### **(B) Maternity Leave:**

1. Female employees of FRPMC can avail three months paid maternity leave out of which one month will be considered as annual leave of the same year (if entitled). However, the employee may not avail annual leave with maternity leave and save it for later.
2. Those employees who have already availed annual leave can avail 02 months paid maternity leave and may apply for one-month additional leave without pay, subject to approval by the Principal.
3. Application for maternity leave may be forwarded to HR on prescribed form through proper channel at least one month prior to the commencement of leave along with doctor's note for processing the approval.
4. An employee can avail maternity leave only for 03 times during her service at FRPMC.
5. Special cases for further extension of leave (without pay) on medical grounds beyond three months would require supporting medical advice from the consultant/specialist and approval of the Principal.

#### **(C) Medical Leave:**

1. Employees may avail medical leave after the completion of one-year continuous service at the FRPMC on the advice of the consultant specialist.
2. The maximum duration of medical leave would be for two months; the first month with full pay and the second month with half pay.
3. Medical leave, beyond two months, would be permissible on the production of medical documents (doctor's recommendation) and would be treated as leave without pay. The sum total of medical leave and maternity leave availed during a year must not exceed three months and absence exceeding this duration will be treated as leave without pay.
4. Medical leave due to COVID infection will also be considered as medical leave with pay in light of SOPs laid down by HEC / AU. Lab test report is mandatory for such leave approvals. To avail COVID leaves there is no minimum service requirement.



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### (D) Extraordinary Leave:

1. Staff employees can avail extraordinary leave up to maximum of six (06) months while in the case of faculty members, the maximum duration of extraordinary leave can be one (01) year.
2. Extraordinary leave will be without pay as approved by the Principal.
3. Approval of extraordinary leave must be obtained at least One (01) month before proceeding on leave.
4. Hajj / Umrah and Ex-Pakistan leave will also be treated in this category.

### (E) Study Leave without Pay:

1. Only faculty members can avail study leave without pay (A & B). Duration is given below;

For MS / M Phil	Initial 02 years
For PhD / FCPS	Initial 03 years
For short course	06 months

2. Approving authority will be the Vice Chancellor.
3. Faculty member cannot proceed on leave during the ongoing academic year, however, the special cases can be considered for approval as exceptions by the Principal.
4. Faculty member will sign a bond to serve FRPMC for equivalent to the duration of the course attended after the expiry of leave.
5. Faculty members who have served for a minimum period of 02 years will be eligible to apply for study leave.

### (F) Casual Leave:

1. Casual leave will be availed to cater for routine personal matters. A total of 16 days during the calendar year may be granted but not exceeding 05 days at one time.
2. Ex-post facto approval of casual leave will only be granted when availed on emergency basis.
3. Casual Leaves entitlement will be calculated on pro rata basis. Calendar year (01<sup>st</sup> Jan – 31<sup>st</sup> Dec) will be followed for leaves calculation.
4. Unutilized Casual leaves will not be carried forward to next year.
5. If an employee is on leave on Friday and Monday in coming week then this leave will be treated as sandwich leave, i.e. 04 days leave.



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## (G) Academic / Educational / Examiner Duties Leave:

1. Senior faculty members may be allowed to act as examiner at their own expense. Faculty member will take prior approval in writing from the HOD and Vice Principal / Principal. Faculty member will be required to attach invitation letter and approval from the Principal to process the leave application.
2. Ten (10) working days per year (calendar year) will be allowed for each faculty member for taking such leaves.
3. Employees who want to attend any Workshop / Seminar or appear in some examination will also be treated in this category. Registration letter / examination schedule must be attached with the leave application. Calendar year (Jan-Dec) will be followed for leave calculation.
4. Employees who have served for a minimum period of 06 months will be eligible to avail this leave.

## (H) Short Leave:

1. Short Leave will be availed only in case of emergency. Duration of short leave will be three (03) hours.
2. Employee can take two (02) short leaves in a month. 3<sup>rd</sup> short leave in the same month will be debited as One (01) casual leave.
3. Approval of short leave requires the same procedure as of Casual Leave.

## 1. Public Holidays:

Public Holidays will be observed in accordance with the Government Notification. Due to official requirement, if an employee is required to work on holidays he/she will be compensated for those days. He / She can avail that leave/s in the same month as compensated leave.

## 2. Approving Authority to Sanction Leave

The following FRPMC officers are authorized to grant leave, on behalf of the Principal with required information

Number of Days	Faculty	Staff
01-04 Days	Principal / Vice Principal	Deputy Director
05 Days & Above	Principal	Principal
Annual Leave	Principal	Principal



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### 3. Procedure for the Grant of Leave

The following procedure will be adopted: -

- The applicant shall submit the request for leave on a prescribed form provided by the HR department to HODs at least one day before proceeding on casual leave, and 15 days prior to other type of leaves for which permission time is not mentioned above.
- For any short absence from the College premises the Department Head/ Deputy Director must be informed.
- If employee exceeds his/her Casual leave quota, then he/she can avail annual leave that is balance in his/her extra leaves will be deducted from the annual leave.
- All employees are required to be registered for Biometric attendance. Biometric focal person will ensure the registration of new employee within 03 working days of the joining date.

### 4. Penalties

The following penalties will be imposed for deterrence against proceeding on leave without prior permission: -

- Any employee proceeding on leave without obtaining approval of the authorized authority shall be considered absent from the duty and shall be asked by the Director / Department Head to render a written explanation. If the explanation is found unsatisfactory, the employee may be considered as an Absentee and shall not be paid salary for the number of days of absence. In case of prolonged absence (i.e. more than 05 days without approval) or repeated absence, the employee will be subject to disciplinary action that may amount to dismissal from service.
- A copy of the employee's explanation and the action taken thereon shall be retained in his/her dossier, maintained in the HR department for record
- Any leave exceeding the prescribed annual leave, casual leave and medical leave, duly sanctioned by the competent authority, will be considered as the leave without pay.

5. **This policy shall be applicable to all existing and future FMC/FRPMC employees with immediate effect.**

6. **The policy can be reviewed as and when required by the competent authority.**

**Prof. Masood Ahmed**  
MBBS, MPhil, PhD



Principal,  
Fazaia Ruth Pfau Medical College,  
Karachi.



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## PAF BASE FAISAL, KARACHI



(Please Fill Complete Form)

DATE: \_\_\_\_\_

**Basic Sciences**   
(Only for faculty Members)

**Clinical Sciences**   
(Only for faculty Members)

NAME: \_\_\_\_\_ EMPLOYEE NO: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

DATE OF JOINING: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

PROPOSED LEAVE FROM: \_\_\_\_\_ TO: \_\_\_\_\_ TOTAL DAYS: \_\_\_\_\_

REASON FOR LEAVES: \_\_\_\_\_

DATE OF RETURN TO WORK: \_\_\_\_\_

**Types of Leave:** Casual  Medical/Maternity  Academic  Annual  PG's

During my absence the following Individual is assigned to act on my behalf:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Department: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_  
**Employee Signature:**

\_\_\_\_\_  
**Incharge / HOD**

**FOR HR USE ONLY:**

Total Leave:	Casual (16)	Annual (30)	Medical / Maternity	Academic (10)	PG's
Remaining Leaves					
Leave applied					
Balance (Remaining)					
Type	Paid <input type="checkbox"/>		Unpaid <input type="checkbox"/>		
Remarks (If any)					

\_\_\_\_\_  
**HR Department**  
FRPMC, Karachi.

\_\_\_\_\_  
**Lt. Col. (R) Muhammad Ahmed**  
Vice Principal, FRPMC

\_\_\_\_\_  
**Approved by:**  
**Prof. Masood Ahmed**  
Principal, FRPMC

**NOTE**

1. During the probation period (which is six (06) months) no paid leave is allowed.
2. Supporting documents must be attached in case of Academic, Medical & Maternity Leaves.