



KARACHI METROPOLITAN UNIVERSITY

OFFICE OF REGISTRAR

ST-2, BLOCK-M, NORTH NAZIMABAD, KARACHI-74700, PAKISTAN

LEAVE RULES

When Leave in Earned

1. The duty rendered by a employee shall qualify him to earn leave accordance with these statutes;

Leave to be expressed in days

2. Leave shall be applied for, expressed and sanctioned to an employee by the competent authority in terms of days.

Calculation and accumulation of earned leave

3. (1) Leave shall be calculated and accumulated as under.
 - (a) in the case of an employee other than that in a vacation department at the rate of four days for every calendar month;
 - (b) in the case of an employee in a vacation department.
 - (i) if such employee avails of the full vacation, at the rate of one day for every calendar month;
 - (ii) if such employee does not avail of the vacation, at the rate of four days for every calendar month;
 - (iii) if such employee avails of only a part of the vacation, at the rate of one day for every calendar month.

¹(c) 20 days academic leave, not debit-able to leave account would be admissible in a calendar year to the vocational staff for the purpose of conducting Examinations / Attending Seminars / Reading Research Papers, with the prior approval of the Competent Authority (Vice Chancellor).

In case excess leave is availed, the remaining period shall be treated as earned leave.



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- (2) All leave earned by an employee immediately before the coming into effect of the Act and accumulated shall be brought forward to the leave account as earned leave.
- (3) The earned leave admissible to an employee shall be calculated up to the date of the grant of leave and at the end of every calendar year for that year and after deducting the leave availed of from the leave admissible, the balance shall be brought forward to the leave account for the calendar year immediately following thereafter.
- Leave Application** 4. (1) An application in Form I appended to these statutes for leave or for an extension of leave shall be made to the head of office.
- (2) An 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. An employee may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him.
- Grant of Leave** 5. (1) On receipt of an application for grant of leave, the admissibility thereof shall, as far as possible, be assessed from the leave account maintained by the Administrative Officer, before the leave is granted.
- (2) Leave under these statutes may be granted by the competent authority or by an Officer authorized by him to do so.
- (3) In case where all the applications for leave cannot, in the interest of public service, be sanctioned simultaneously, the competent authority may spare as many applicants as he deem fit, and shall give priority to –
- (a) the applicants who were last recalled compulsorily from leave; and
- (b) the applicants who were required to make adjustment in the timing of their leave on the last occasion to the instant time.
- Leave on full pay** 6. The maximum period of leave on full pay that may be granted at one time shall be –
- a. one hundred and twenty days without medical certificate;
- b. one hundred and eighty days with medical certificate, which may be in Form II appended to these statutes; and



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- (2) Application for leave preparatory to retirement shall be submitted at least 90 days before the date of the proposed commencement of such leave.

- Maternity leave** 11. A female employee shall be granted maternity leave on full pay for a maximum period of ninety days, and the leave after that day or the period exceeding ninety days that day shall be treated as leave admissible to and desired by the University employee.

Provided that in the case of an employee in a department other than a vacation department earned leave may be granted in lieu of the maternity leave after the third maternity.

- Paternity Leave** 12. A male employee expecting his wife to give birth to a child shall, at his option, be granted paternity leave on full pay not exceeding thirty days outside his leave account from the date of its commencement.

(2) Such paternity leave may not be granted for more than three times in the entire service of the male employee except when such leave is granted within his leave account due and admissible to him or as an extra ordinary leave without pay.

- Special leave to female University employee** 13. (1) A female employee shall, on the death of her husband, be granted special leave when applied for on full pay, for a period not exceeding 180 days, which shall not be debited to her leave account.

(2) The special leave shall commence from the date of the death of the husband of the employee, and the employee shall furnish the death certificate issued by the concerned authority to the competent authority either along with the application for special leave, if that is not possible, at any time thereafter.

- Disability leave** 14. Disability leave may be granted to an employee, disabled by injury, ailment or disease contacted in the course or in consequence of duty, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days of which 180 days shall be on full pay and the remaining on half pay on such medical advice as the head of office may consider necessary.



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Extra-ordinary leave

15. ²(1) Extra-ordinary leave may be granted on any ground up to a maximum of three (3) years at a time on continuous services of regular employee of KMU on his/her request, on following conditions subject to approval of the competent authority:

1. On completion of 15 years' service: 03 years EOL
2. On completion of 10 years' service: 02 years EOL
3. On completion of 05 years' service: 01 year EOL

Provided that the maximum period of three (3) years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extra-ordinary leave.

- (2) Extra-ordinary leave may be granted retrospectively in lieu of absence without leave.
- (3) All extra-ordinary leave shall be without pay.



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Encashment of L.P.R.

16. (1) An employee may, fifteen months before the date of superannuation may be allowed, to encash his leave preparatory to retirement if he under takes in writing to perform duty in lieu of the whole period of ³three hundred and sixty five days or lesser period which is due and admissible.
- (2) In lieu of such leave, leave pay may be claimed at any time during that period at the rate of pay admissible at the time the leave pay is drawn for the actual period of such leave subject to a maximum of ³three hundred and sixty-five days.
- ³(3) If at any time during such period, leave is granted on account of ill health supported by medical certificate or for performing of Hajj, amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay of the period of leave so granted.
- ³(4-A) Encashment of leave preparatory to retirement (LPR) not exceeding three hundred and sixty five days shall be effective from the first day of July, 2012 and shall, for the entire period of leave refused or opted for encashment be applicable to a employees retired or, as the case may be, retiring on or after the first day of July 2012, provided such leave is available at his credit subject to a maximum of three hundred and sixty five days.
- ³(4-B) 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 employee.

Death during leave preparatory to retirement

17. In case an employee on leave preparatory to retirement dies before completing ³365 days of such leave, his family shall be entitled to lump sum payment equal to the period falling short of ³three hundred and sixty-five days.

In service death

18. In case employee dies while in service, lump sum Payment of full pay up to ³365 days out of the leave at his credit shall be made to his "family" as defined for the purpose of family pension.

Leave Salary

19. An employee granted leave on full pay or half pay shall for the period of leave draw the pay or half pay, as the case may be, and all allowances admissible to such employee immediately before proceeding on such leave.



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- Recall to duty during leave** 20. If an employee is recalled to duty compulsorily, with the personal approval of the head of his office from leave of any kind that he is spending away from his head quarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place of headquarter where he is required to report for duty:
- Penalty for absence unsanctioned leave** 21. An employee who remains absent after the expiry of his leave shall not, unless the leave is extended by the Head of Office, be entitled to any remuneration for the period of such absence, and, besides any disciplinary action that may be taken against such employee, double the period of such absence shall be debited against the leave account of such employee and such debit shall, if there is insufficient credit in the leave account, be adjusted as leave not due
- Combination of different types of leave etc** 22. Any type of leave may be combined with joining time or with any other of leave other-wise admissible to the employee;

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

- Commencement of leave** 23. Notwithstanding any date or dates mentioned in the orders granting any type of leave, the leave shall commence from the day following the day on which the employee hands over charge of the post held by such employee, and end on the day preceding the day which such employee resumes duty.
- Employee on leave not to join duty without permission before its expiry** 24. Unless the employee on leave is permitted to do so by the authority which sanctioned the leave such employee may not return to duty before the expiry of the period of leave granted to such employee.
- Manner of handing over charge when proceeding on leave etc.** 25. (1) An employee proceeding on leave shall hand over the charge of his post, and if he is in grade 16 and above, he shall, while handing over charge of the post sign the charge relinquishing report
- a. The applicant shall make sure that leave has actually been granted to him and he shall not absent himself from duty until and unless proper arrangements for his work have been made and he has been relieved by his immediate superior. He shall duly hand over in the manner determined by his immediate Officer, all papers, cash and keys in his custody.



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- Assumption of charge on return from leave**
26. (1) An employee, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority.
- a. In case an employee is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.
- b. No employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in Form-II-A.
- Maintenance of leave account**
27. Leave account in respect of an employee shall be maintained as part of his Service Book:
- Provided that Account Officer shall maintain the leave accounts of employee of whom they were maintaining the Account immediately before the coming into force of these statutes.
- Leave to lapse**
28. All leave at the credit of an employee shall lapse when he quits University service.



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FORM – I

[See statute 4 (1)]

APPLICATION FOR LEAVE

1. Name of Applicant.
2. Post held.
3. Departments or Office.
4.
 - (a) Nature of leave applied for.
 - (b) Period of leave in days.
 - (c) Intended date of commencement of the leave.
5. Particular statute under which the leave is admissible.
6.
 - (a) Date of return from last leave.
 - (b) Nature of the last leave.
 - (c) Period of last leave in days.

Dated:

Signature of applicant.

7. Remarks and recommendation of the immediate superior Officer. Certified that the leave applied for is admissible under leave statutes.....and necessary conditions are fulfilled.

Signature of the immediately
Superior Officer.

Designation

Dated:

8. Report of the Accounts Officer in the case of Officer in grade 16 or above.

Signature of the Accounts Officer

Designation

Dated: _____



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FORM - II

[See statute 5 (b)]

FORM OF MEDICAL CERTIFICATE

Signature of applicant.

**MEDICAL CERTIFICATE FOR UNIVERSITY EMPLOYEES
RECOMMENDED FOR LEAVE OR EXTENSION**

I....., after careful
personal examination of the case, hereby certify that... whose
signature is given above, is suffering from.....and I consider
that period of absence from duty of with effect from
..... is absolutely
necessary for the restoration is his health.

Medical Attendant.

Dated, the

FORM – II – A

[See statute 25 (3)]

**FORM OF MEDICAL CERTIFICATE OF FITNESS TO
RETURN TO DUTY**

I do hereby certify that I
have careful examined of the
..... Department, and find that he has recovered from his illness and is now fit
to resume duties in Government service. I also certify that before arriving at this decision. I
have examined the original medical certificate (s) and statement (s) of the case for certified
copies thereof) on which leave was granted or extended, and have taken these into
consideration in arriving at my decision.

Medical Attendant.

Dated, the



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STUDY LEAVE

Study Leave

1. Study leave may be granted to an employee for study or research in a subject connected with his work in the university, up to maximum period of 3 years provided he has been in the service of the university for not less than five years and has been confirmed in his post.

Extension

2. Notwithstanding any thing contained in the preceding paragraph, the Syndicate may, if it satisfied that it was not possible or practicable for an employee, due to circumstances beyond his control, to complete the course of study or research work within the maximum period for which study leave can be granted, on the recommendation of the Institution where the employee is pursuing the course of study or research, and if the employee has no leave on full pay or half pay to his credit, extend the maximum period for which study leave can be granted to him by granting leave on full pay for a period not exceeding six months and leave on half average pay for a period not exceeding one year.

1. Study leave will be granted on average pay excluding allowances and may be combined with vacations, earned and special leaves, at the discretion of the Syndicate, salary will be paid only on receipt of a satisfactory progress report in study or research. It shall be the duty of incumbent to furnish such report quarterly to the University from the Head of the Institution or Research guide.

2. (1) An applicant for study leave shall execute a legal bond that he shall, on his from study leave, remain in the service of the university for the following period, as the case may be:

- (i) For at least three years, if the period of study leave is one year, or
- (ii) For at least five years, if the period of study leave is two years or more.
- (iii) For double the period of extension allowed under statute 2 above.

- (2) He shall further undertake to serve on the same post on which he was working at the time of going on leave, or on his substantive post. The Syndicate may, however, vary either of the above two conditions to the extent it decides.



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3. An employee who avails of study leave, shall undertake by agreements with the University to refund the whole of the amount or such part thereof as he may draw during the period of study leave, as the Syndicate may determine, of such sums as may have been paid to him spent on his education or advanced by the University, if he fails to satisfactorily complete his course of studies or fails to resume his service in the university on the expiry of the study leave, or if he gives up the services of the university within the period covered by the bond.
4. Study leave shall count as service for purposes of increments in the time-scale of the employee's pay and for his contribution to the provident Fund, provided regular progress reports of satisfactory work or research are received in his favour but he shall not earn any kind of leave for this period.
5. No study leave, with or without pay, shall be granted unless the applicant is qualified for the course of study or to conduct the higher research work for which the leave is sought and will be in a position to join the institution before the commencement of the session for which the leave is being availed of.



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SABBATICAL LEAVE

Sabbatical Leave

1. No employee who has already availed of study leave once shall be eligible for grant of study leave a second time. Only Sabbatical leave shall be granted to such an employee, provided he has completed five years after his return from the first study leave and has also completed the period of service stipulated under the bond executed by him on the grant of the first study leave. This facility would be available to the teachers/officers holding at least B-18 and who have served the university for not less than seven years.
2. Sabbatical leave shall be granted only for post-doctoral research and shall be either on full average pay for a maximum period of six months, or on half average pay for a period not exceeding 9 months.
3. Not more than five percent of teachers in a department shall be sent on Sabbatical leave.
 - (2) A University Employee who wishes to retire on invalid pension, should apply to his head of Office who should direct him to present himself before a Medical Board or an Invaliding committee or a Medical Officer of obtaining a medical certificate of incapacity for further service.
 - (3) In case an officer dies before his retirement, his pension is calculated, as if he was retired on Invalid Pension on the date following the date of his death.

Amendments

The competent authority reserves the right to amend, revise, or update the KMU leave rules from time to time as deemed necessary.