



KHYBER COLLEGE OF DENTISTRY, PESHAWAR
OFFICE OF THE DEAN

Tel: + 92 (091) 9221391

Fax: + 92 (091)9221435

No: _____ /HR/KCD

Website: www.kcd.edu.pk

Email: nasir.shah@kcd.edu.pk

Date: 24 / 08 / 2022

To

All Chairpersons/Incharge of Departments & Managers,
Khyber College of Dentistry,
Peshawar.

SUBJECT: LEAVE POLICY.

Memo:

Consequence upon the approval of Board of Governors MTI KTH/KMC/KCD (BoG) in its 91st meeting, enclosed please find complete set of new Leave Policy (Leave Regulations MTI KTH/KMC/KCD 2021).

All concerned shall strictly abide by the new **Leave Policy**.

S. Nasir
24.08.22

DEAN
KHYBER COLLEGE OF DENTISTRY
PESHAWAR.

No. 3083-87 /HR/KCD.

Copy to:

1. All Concerned KCD.
2. Warden/House Keeper Girls Hostel, KCD.
3. The Secretary to Dean, KCD.
4. Notice Board KCD.

S. Nasir
24.08.2022

DEAN
KHYBER COLLEGE OF DENTISTRY
PESHAWAR.

Noted -
S. Nasir
23/08/2022



OFFICE OF THE BOARD OF GOVERNORS
MEDICAL TEACHING INSTITUTION
KHYBER TEACHING HOSPITAL/KMC/KCD, PESHAWAR



No. 104 BoG/MTI-KTH Dated: 16-5-2022

To
Dean KMC
Dean KCD
Hospital Director MTI KTH
Medical Director MTI KTH
Director Finance MTI KTH
Nursing Director MTI KTH

Subject – Leaves Policy

As approved in the 91st BoG Agenda 16, the Leave Policy is approved and forwarded for compliance.



Secretary BoG
Board of Governors
MTI KTH/KMC/KCD
Peshawar

No. _____/BoG/MTI-KTH

Dated _____/2022

Copy to:

1. Chairman BoG MTI KTH/KMC/KCD, Peshawar
2. Office Copy


Secretary BoG
Board of Governors
MTI KTH/KMC/KCD
Peshawar

Leaves Regulations MTI KTH/KMC/KCD 2021

Consequent upon approval and in suppression of all previous MTI Leave Regulations/Policies of MTI-KMC/KTH/KCD, the new Leave Regulations may be called Leave Rules MTI KTH/KMC/KCD 2021, are promulgated with immediate effect with information to all necessary offices.

1. **Scope & Method:** To outline and implement rules governing MTI employees of KTH, KMC and KCD, vacations/leaves.
 - a. These rules may be called as Leave Rules MTI-KTH/KMC/KCD 2021.
 - b. All availed leave must be entered in leave account of the concerned employee (i.e., Service Book/personal files and the HR Management Information System (HMIS) and may be communicated, when inquired by the employee, concerned Dean/Chairperson/Director/ Manager/ Lead Consultant at the end of every calendar year. Further, Human Resource Department is responsible for maintaining employee records and their entitlements in Service Books/Personal Files and HR Management Information System in coordination with accounts/finance Department.
 - c. All leave applications shall be routed through proper channel on the prescribed form i.e., through concerned Chairperson of the Department to the Dean (in case of medical faculty), through concerned Manager/ Lead Consultant to Hospital Director & Medical Director respectfully (In case of non-faculty staff) and Nursing Director (In case of Nursing Staff).
 - d. Casual/Earned/Ex-Pakistan leave to the Medical Director/Hospital Director/Nursing Director/Director Finance/Deans/Secretary to BoG shall be sanctioned by BoG MTI KTH/KMC/KCD.
 - e. Institutional employees within the meaning of MTI Act 2015 shall not be allowed deputation outside the institution and shall not be entitled for wedlock policy/spouse policy.
 - f. Scheduled vacations (Summer/Winter) and Public holidays shall not be counted as leave.
 - g. Leave other than covered by these regulations shall not be granted.
 - h. Newly appointed/newly promoted employees would only be allowed to avail casual/sick/maternity/Iddat Leave during their probation period.
 - i. The Leave Rules MTI-KTH/KMC/KCD 2021 is defined for the calendar period 1st January to 31st December.
 - j. Sick/Casual leaves may not be deducted from Earned Leaves.
 - k. All leave applications must be made on the prescribed form (Provided in Form A) to the appropriate authority as defined in Rule 1(c) in advance as possible to avoid disruption of work. All leaves must be approved by the appropriate authority prior to availing the leave; failing which the period will be considered as absentee and deduction will be made from the salary along with disciplinary proceedings.
 - l. This document shall have a prospective effect and leaves account of all the employees till the promulgation of this document shall remain intact with a maximum of 365 days earned leaves.
 - m. These Leave Rules shall apply to the Civil Servants working in the Institute and Civil Servants requiring leave for longer periods than specified in the rules, may apply to their respective parent department. However, the service of a Civil Servant requiring leave beyond that provided by the Institute to its institutional employees will be reverted to the parent department.
 - n. All leaves shall be sanctioned & approved on the Leave Performa.

2. Leave Types:

a. Ex-Pakistan Leave (Ex-PL):

- i. Upto 45 days leave may be granted by the concerned Dean/HD/MD/ND. Beyond 45 days, the same may be sanctioned by the Board of Governors MTI KTH/KMC/KCD.
- ii. This leave may be used for Hajj (45 days) and Umrah (20 days) and it shall be granted once during the service.
- iii. In case if leave for Hajj/Umrah is to be availed more than once, then it would be treated as Unpaid leave at the discretion of the appropriate authority as defined in Rule 1(c).
- iv. In case of Hajj/Umrah, the employee must provide documented proof such as visa, ticket reservations etc.

b. Earned Leave (EL):

- i. All permanent and full time confirmed Institutional/MTI (Fixed & Contractual) employees with continuation of service are entitled to avail Earned Leave.
- ii. Employees will accrue 1 day leave for every 13 days worked, i.e., 22 days per year, excluding weekends and will be lapsable i.e., the balance cannot be carried forward to the next year.
- iii. At any one time, earned leave shall not exceed more than 02 weeks.
- iv. Half pay leave will not be admissible.
- v. All institutional employees shall be eligible for leave encashment of 365 days of EL if available at the end of their service. The same shall have a retrospective effect.

c. Casual Leave (CL):

- i. 10 per six months in unusual and unavoidable circumstances.
- ii. If not availed, it will be lapsed and will not be carried further to the next period/year.
- iii. Casual Leave can be granted up to a maximum of 3 days and if public holiday/holidays occur in between, the same shall be counted towards casual leave account.

d. Sick Leave (SL):

- i. Sick Leave up to 3 days duly supported by a medical certificate shall be granted by the appropriate authority as defined in Rule 1(c).
- ii. A medical certificate in case of up to 3 days sick leave may be endorsed/recommended by Associate Professor or above.
- iii. Sick Leave beyond 3 days will be subject to approval from Medical Board with further approval of Board.
- iv. If an employee is unable to attend his/her duties on account of illness, he/she must inform their respective department by phone, email or any other means at the start of the working day, failing which the employee will be considered absent.
- v. An employee must apply for an extension in Sick Leave at least two days prior to their scheduled return, failing which the it would be considered as absent.

e. Maternity Leave (ML):

- i. All female employees shall be granted maternity leave (45 days pre-delivery and 45 days post-delivery) with the approval from the appropriate authority as defined in Rule 1(c).
- ii. For confinement beyond the above-mentioned period, the female staff may avail other leaves as per the approval from the appropriate authority as defined in Rule 1(c).

f. Special Leave/Iddat Leave (IL):

- i. Iddat Leave of 130 days (4 months and 10 days) shall be permissible to the female employees in case of death of her husband for which a Death Certificate shall be submitted and it shall start from the day of the death of the husband or irrevocable divorce. It shall be ended upon completion of the said period.
- ii. Approval for Iddat Leave is to be approved by the appropriate authority as defined in Rule 1(c).
- iii. This leave shall not be used for any other purpose.

g. Unpaid Leave/Extra Ordinary Leave (EoL):

- i. Unpaid Leave will not be granted under normal circumstances.
- ii. Unpaid leave can only be granted at the sole discretion of the appropriate authority as defined in Rule 1(c) under exceptional circumstances for a maximum of 02 weeks.
- iii. For unpaid leave beyond 02 weeks, an approval from the Board shall be sought.

h. Itikaaf Leave:

- i. 10 days Itikaaf leave shall be granted with prior submission of Affidavit on Rs. 50 Stamp Paper, duly stamped by Oath Commissioner to such effect.
- ii. Itikaaf leave can be availed only once during the service. In case if it is to be availed more than once, then it would be treated as Unpaid leave at the discretion of the appropriate authority as defined in Rule 1(c).

i. Public Holiday (PH):

- i. Public Holiday will be observed in accordance with Government announcements and Notifications.

j. Educational/Conference Leave (ECL):

- i. Eligibility for Education/Conference Leave occurs after completing 12 months of continuous service.
- ii. Source of funding for the conference must be declared to the appropriate authority as defined in Rule 1(c) in writing.
- iii. A maximum of 10 days per annum will be available for conferences/workshop etc.
- iv. Request for ECL must be accompanied by official notification/invitation letter/confirmation letter of the conference/meeting by the Professional Society/University/Institute.
- v. The request for ECL will be routed through the Departmental Chairperson, who will note his signed concurrence to the Dean and Academic Council (if required) with a copy to the Medical Director for final approval.
- vi. The total time for ECL will not exceed the actual conference/meeting time by more than 3 days.
- vii. Consultant must nominate a proper replacement/cover after the due consent of replacement/cover prior to the departure to cover the clinical work. In case a replacement is not available, the decision to allow ECL must include

documented approval by the concerned Chairperson of the Department and Medical Director.

- viii. On return from ECL, the faculty member should provide documentation verifying their attendance at the conference/meeting in the form of a registration/attendance certificate.
- ix. Notwithstanding the above, a faculty member who has a research paper/presentation accepted at a recognized, reputed scientific meeting in their discipline, or is invited to present a talk or chair a scientific session at such a meeting, will receive ECL, even if the faculty member has already availed the maximum 10 days of ECL.
- x. Educational/Conference leave (ECL) shall be considered as duty.
Note: Leave for the purposes of participating in examination/council meeting etc. of recognized medical institutions/colleges, e.g. The CPSP, RCP, etc. along with institutional nomination for workshops/trainings (i.e. a nomination duly forwarded by the institute) will be considered official leave/official duty and the time will not be deducted from ECL or any other leave. Such official leave must be approved and documented as noted above.

k. Sabbatical Leave (SBL):

- i. Sabbatical leave is meant for the academic development of institutional employees. It is provided so that the faculty members may expand existing research programs, or develop new research programs in collaboration with National or International experts/institutions, or for faculty members to develop or enhance new research or clinical techniques or programs in collaboration with national or International experts/Institutions.
- ii. The applicant for sabbatical leave will be expected to provide a description of their proposed program in sufficient detail to allow the Dean to adequately assess the proposal to the Institution and the individual. Furthermore, the applicant has to provide proof of admission along with letter of acceptance/correspondence. The course/researches as mentioned in Rule 2(L)(i) must be related to the relevant profession/specialty/qualification, failing which leaves will be deducted from other leaves accounts.
- iii. Only regular/non-contractual staff will be eligible for Sabbatical leave.
- iv. In case same department employees apply for the same course/research program, then preference will be given to senior most employee.
- v. Sabbatical leave is a privilege and not a right.
- vi. Eligibility for sabbatical leave requires completion of 6 years of full-time regular service.
- vii. The maximum period of sabbatical leave is one year per 6 years of full-time service.
- viii. Sabbatical leave is given only for the specific purpose of education and/or research.
- ix. The request for sabbatical leave will be forwarded through the Department Chairman to the Dean for recommendation and formal approval by the Board of Governors.
- x. All reasonable efforts will need to be made to ensure the provision of locum cover. A minimum period of four months' notice will be required in order to arrange a sabbatical so that the hospital can make reasonable efforts to arrange a locum.

- xi. Faculty on sabbatical leave will receive full base salary for 6 months or half base salary for one year for every 6 years of full-time service.
- xii. No leave will accrue during the period of sabbatical leave.
- xiii. The maximum number of consultants per year eligible for sabbatical leave will be as decided by the Board of Governors upon the recommendation of the Dean.

I. Short Leave (ShL):

- i. All employees will be entitled to short leaves during duty in case of emergency.
- ii. Short leave can only be availed 02 times a month for maximum of 03 hours each exceeding which, it will be counted as casual/earned leave.