



GULAB DEVI EDUCATIONAL FOUNDATION LAHORE

(Registered under Societies Registration Act XXI of 1860)

LEAVE POLICY

Purpose:

The purpose of this leave policy is to establish and define different types of leaves and their eligibility in order to facilitate the employees to attend/ address their domestic and other social responsibilities.

Scope:

The policies and procedures outlined in this document regarding annual leave applies to all employees of Gulab Devi Educational Foundation (GDEF) and/or any of its Project/Program.

Entitlement:

All the permanent and full-time confirmed employees are entitled to avail the undermentioned leaves. The employees under probation are not entitled for any leave except causal leaves. However, the employees under probation can avail sick leave after producing authenticated medical certificate.

Procedure:

Each departmental head will receive the leave application, and after approval shall forward it to HR Department.

Employees shall apply for annual leave on the pre-printed application form and shall submit the application to department head, who shall forward the request to the HR Department for further procedure. Leave account will be maintained by Human Resource Department.

HOD will make sure that the department work is not affected before recommending leave. Due to pressure of work the college may recall an employee already on leave before expiry of leave. When an employee tender his/her resignation and it is approved by the competent authority all kind of leave in his account shall stand cancelled.





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SR #	Types of Leave	Authorized in a calendar year 1 st January to 31 st December	Remarks
1	Casual Leave	16 Days	Gazetted Holidays or weekends sandwich between casual leaves will be deducted from the account. Maximum 7 casual leaves can be availed at a time with prior approval.
2	Winter Leave	7 Days	The HOD should make a roster during vacation of institute to adjust utilization of leaves by the faculty members of the department alternately.
3	Summer Leave	30 Days	The HOD should make a roster during vacation of institute to adjust utilization of leaves by the faculty members of the department alternately.
4	Medical / Sick Leave	8 Days	Will be awarded on providing authenticated medical certificate. HOD's are authorized to forward leave application along with medical certificate to HR department for further procedure.
5	Maternity Leave	60 Days	<p>The female employees shall be granted leave to cover a specified period of time during pregnancy and child birth. Minimum one-year service is required to avail maternity leave.</p> <p>The female employees shall apply to the Principal/Dean/Director of the institute in advance for their leave on the pre-printed application form along with Expected Date of Delivery (EDD) advised by Gynae & Obst. Department of Gulab Devi Teaching Hospital.</p> <p>The Principal/Dean/Director of the institute shall forward the application to the HR Department after his/her recommendation.</p>

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			On receipt of formal application, the female employees shall be allowed 60 days with pay maternity leave. Paid maternity leaves shall be allowed 2 times in total service duration.
6	Short Leave	Thrice in a month	Paid leave. An employee may avail short leave for one to two hours in order to address his/her personal responsibilities under intimation to Admin Office/HR department. Three short leaves will make a full leave which will be adjusted in one's casual leave account.
7	Study Leave	1-3 years	Without pay, minimum 3 years' service is required to avail study leave. Maximum 2 years leave will be allowed for MS/MPhil degree, and maximum 3 years leave will be allowed for PHD degree and 1 year for Post Doc Degree.
8	CME/CPD leave	15 Days	Paid leaves. Employee shall provide full documentary evidence to participate in any conference, seminar and workshops etc.
9	HAJJ Leaves	40 Days	Paid leave. Minimum 5 years' service is required to avail hajj leave. Hajj leave will be allowed once in-service tenure.
10	Umrah Leave	10 Days	Paid leave. Minimum 2 years' service is required to avail Umrah leave. Umrah leave will be allowed once in-service tenure.
11	Extra Ordinary Leave	90 Days	Unpaid. Extra ordinary leave may be granted on any ground provided that the employee to whom such leave is granted has continuously been in service for a period of not less than 5 years.

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12	Bereavement Leave	4 Month 10 Days	Paid once I a service tenure after providing documentary evidence.
13	Public Holidays		Normally the following Public Holidays will be observed in the Educational Complex. Eid-ul-Fitr As announced by the Govt. Eid-ul-Azha As announced by the Govt. Ashoura As announced by the Govt. Eid Milad-un-Nabi As announced by the Govt. Kashmir Solidarity Day February 05 (one day) Pakistan Day March 23 (one day) Labour Day May 01 (one day) Independence Day August 14 (one day) Birthday of Allama Iqbal November,9 (One Day) Birthday of Quaid-e-Azam December 25 (one day)

Dr. Abid Ali Hashmi
Secretary General
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Lahore.



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