



Quetta College of Dentistry

Quetta Cantt

LEAVE POLICY (Faculty, Adm/Tech Staff)

- 1) **Purpose** Set guidelines for various types of leaves for all QCD employees including faculty members, administration & technical staff.
- 2) **Scope**. The scope includes different types of leaves: -
 - a. Casual leave
 - b. Sick leave
 - c. Maternity leave
 - d. Compensatory leave
 - e. Short leave
 - f. College Leave
 - g. Academic leave
 - h. Extra-ordinary sick leave under special circumstances
 - i. Unpaid Leave
 - j. Leave after notice to discontinue by Employee
 - k. Study Leave
- 3) **Explanatory details**
 - a. **Casual Leave**. Casual Leave may be granted to the employees for short periods subject to the following conditions:
 - i. Casual leave is a privilege provided to all employees and will be a maximum of 20 days (5 x Leaves in each quarter) for faculty members, and administrative & technical staff in a calendar year & will not be carried forward to next year's account. The applicant shall ensure approval of casual leave from competent authority at least 1-day before proceeding on leave, except in an emergency.
 - ii. The sanctioning authority may grant casual leave a maximum of 1 day per month for the first four months of the employee's joining date.
 - iii. Accumulated casual leaves can be availed for a maximum of up to 5 working days in a stretch in any given month, after which any additional casual leave will be considered unpaid leave in that month.
 - iv. It may be granted in conjunction with weekends or public holidays, but not with any other kind of leave. The public holidays/weekends which is sandwiched between or around the casual leave shall not be debited to the casual leave account.



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- b. **Sick Leave**
- i. In case of sick leave for more than 01 days, a medical certificate will be required to be submitted from CMH/Government hospital along with the leave application.
 - ii. Sick leaves will be deducted from the casual leaves account.
- c. **Maternity Leave**
- i. It will be admissible to female employees only once in two years as per PM&DC guidelines.
 - ii. Maternity leaves with all pay and allowances will be authorized up to a maximum of 45 days with the provision of availing 10 days before and 30 days after the expected date of delivery or as determined by the concerned medical authorities.
 - iii. Only unpaid leave (if approved by the competent authority) shall be admissible immediately before and after maternity leave.
- d. **Compensatory Leave**
- i. Compensatory leave refers to leave granted instead of duty on Sundays & gazetted holidays.
 - ii. Compensatory leave can be accumulated and availed within 30 days, otherwise it will be forfeited.
- e. **Short Leave**
- i. This term involves being away from the college for some part of daily working hours. Permission for the same will be granted by the sanctioning authority.
 - ii. The duration of short leave will not be more than three hours. Any request for more than three hours will be considered casual leave.
 - iii. A maximum of two short leaves are allowed in a month. Third short leave onwards in a month will each be considered as one casual leave.
- f. **College Leave**
- i. College leave (including summer & winter) will be authorized for the faculty member only after approval of the principal.
 - ii. Respective HODs will submit Duty rosters before each college leaves in such a way that at least one senior faculty member is present in each department daily throughout the tenure of the leave.
- g. **Academic Leave**
- i. This term implies a faculty member going on a paid leave (preapproved in writing by the principal) to attend an academic session (duration: 3-5 days/session) to improve on their academic/professional qualification.



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- ii. Approved academic leaves will be considered as "Away on duty" (AOD) and will not be deducted from the leaves of any other category.
 - iii. As a part of the faculty development program (FDP), after approval of the principal, the registration fees, boarding, lodging & traveling expenses for academic leaves will be reimbursed by the college to the faculty member upon provision of authentic bills every month throughout the undertaken course.
 - iv. A maximum of 3 academic leaves not more than a cumulative 15 working days in one calendar year is permissible.
 - v. Competent authority has the discretion of adding 5 days in academic leaves on a case-to-case basis, provided the applicant has exhausted the full quota of his/her academic leaves.
- h. **Extra-ordinary sick leave (EOL) under special circumstances**
- i. In case any QCD employee becomes sick because of a disease requiring treatment spanning over 1 week, that employee will be entitled to a paid sick leave for a maximum period of up to 6 weeks once every calendar year.
- i. **Unpaid Leave**
- i. Unpaid leave under special circumstances may be availed only once in 2 years for a maximum period of 1 month after formal written approval of the competent authority is sought before the 15th of the preceding month & can be availed only after all balance casual leaves have been exhausted for that year.
- j. **Leave after notice to discontinue by Employee**
- i. Once an employee has resigned by giving a 30-day written notice, they will not be entitled to any form of paid leave.
- k. **Study Leave**
- i. This leave will be granted to faculty members desirous of improving their qualifications (PhD, FCPS, MPhil, MHPE, etc.)
 - ii. The applicant will obtain approval from competent authority through HOD with all supporting documents justifying his/her utility for college after completing the desired qualification.
 - iii. A 3-year bond to serve the college after completion of the qualification will be furnished by the applicant at the time of his/her application.
 - iv. All authorized categories of leave including C/Leave (20 days), Academic leave (20 days), College Leaves (20 days) & compensatory leaves (12 days) will be accumulated as a part of study leaves.



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- v. Leave required in addition to the accumulated leave will be courted as leave without pay for up to a maximum of 8 weeks provided reliefs arranged arti the existing strength of the department for uninterrupted academic activities of the department.

4) **Process & Record Keeping**

- a. All leave will be processed by the HR department on the leave register for approval by the competent authority.
- b. Approval/non-approval may be confirmed from the HR department by the applicant. It is the responsibility of the applicant to ensure that their leave has been approved before the leave starting date.
- c. Records will be maintained by the HR department and leave records (leave without pay) of the current month will be communicated to the finance department by 20% of each month.

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