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## **Policy Title: Staff Leaves Policy**

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### **1.0 Objective**

The objective of this policy is to provide opportunities for rest, relaxation, and personal development.

### **2.0 Scope**

This policy is applicable to all regular full-time staff members of UMT.

### **3.0 Policy**

Leave are divided into the following categories;

#### **3.1 Earned Leave**

After an employee has completed probation period, he/she is eligible for earned leave benefit. Specific information regarding exact period earned is available from Office of Human Resources (OHCM). However, the following schedule is generally descriptive:

- 1.166 days' vacation for every month of service. The total un-availed earned leave accumulated after a year of service would stand at 14 calendar days.
- This earned leave can be carried over to the next year, subject to an accumulated ceiling of 28 days. Any accumulated earned leave beyond 28 days will be lost.

#### **3.2 Leave without Pay**

Employees who have completed 5 years of continuous service at UMT may ask for a maximum of 3 years of leave without pay. This leave, however, will be granted by the Rector on approval by the concerned supervisor/Head. The period of leave would not be counted towards seniority of the employee nor he/she will be entitled for any UMT benefit during the leave period.

Any leave more than the leave quota available to the employee, for purposes other than official assignments, will be considered as leave without pay

#### **3.3 Sick and Casual Leave**

Sick leave and casual leave is time off with pay for absences due to illness, injury, family emergency, or a personal urgent requirement. One and a half days of sick and/or casual leave is accumulated for each month of service. In cases of extreme emergency leaves during probation period (after 10) would be treated as unpaid leaves unless the staff member is able to show that the leave was due to extreme emergency (death of a blood relative, medical emergency etc.). Medical emergency means any condition that it is the opinion of a registered medical practitioner requires immediate hospitalization.



Employees can consume all their sick and casual leaves before 31st August of each year. These leaves will not be accumulated.

### **3.4 Maternity Leave**

This is applicable to all those cases, who have availed the paid maternity leave and have not completed the required service period of one year after re-joining from the maternity leave.

All regular female employees may avail of maternity leave for up to 90 days (45 days pre-natal/45 days postnatal) after a minimum service period of one year with UMT. A doctor's certificate is a necessary precondition for availing this leave. This leave can be availed twice during the service with UMT. The concerned employee must at least give a 30-day prior notice to her supervisor before availing of this leave. In cases where the staff member has to go on early leave due to complications – such period will be considered as maternity leave. The total leave period would remain the same.

After availing of paid maternity leave, if a female employee resigns from her further services with UMT upon termination of her paid maternity leave, for any reason whatsoever, will be required to pay 3 months' salary which will be deducted/adjusted in her final settlement against the salary paid to her during the maternity leave.

### **3.5 Hajj Leave**

Employees desirous of performing Hajj will be facilitated by UMT by giving them a paid leave of 30 days. Hajj leave may be availed only once during the career of staff member.

### **3.6 Leave during Probation Period**

10 leaves are permissible to employees by policy during the probation period.

### **3.7 Official Leave**

Employees attending training or workshops etc. in line with their official responsibilities will be deemed on duty for the period of such activities. In such cases the employee must get prior approval on email from his/her supervisor and send email to OHCM stating the reason of official leave. The OHCM shall mark the staff member as present in the attendance record for the period of official leave.

### **3.8 Leave Types**

Depending upon the duration of leave, leaves are divided into the following categories;

- Full leave: A leave of absence spanning a complete work day of the employee
- Half leave: A leave of absence of 4 hours or half work day of the employee
- Short leave: A leave of absence of less than half 4 hours



### 3.9 Process

- An employee may apply leave on the prescribed leave application form (available at UMT website or with OHCM) duly signed by his/her supervisor.
- The employee should clearly mention the name and signatures of the person who would be officiating his/her duties in his/her absence.
- A leave application of seven or more days must be presented at least seven days in advance.
- It is the responsibility of each Head of Departments to keep the leave record updated and transparent by having his/her own signature along with that of the concerned employee.
- Leave record will be maintained by the Department concerned and provided to the OHR on fortnightly basis.

**Note:** All leaves will be calculated on calendar day basis not on working days' basis

### 4.0 Compliance and Enforcement

The OHCM is responsible for ensuring implementation.

### 5.0 Review & Approval

<i>Policy Number</i>	<i>Revision Date</i>	<i>Effective Date</i>		<i>Next Review Date</i>
<i>Developed By</i>	<i>Reviewed By</i>	<i>Policy Owner</i>	<i>Rector's Approval</i>	<i>President's Approval</i>