


No. PIFD/REG/545/4

Dated: 29-06-2012

NOTIFICATION

Leave Rules for Regular Employees of Pakistan Institute of Fashion and Design 2012 approved by the Syndicate in its First Meeting held on 24th March, 2012 and endorsed by the Senate in its First Meeting held on 20th April 2012 are hereby notified for implementation and further necessary action.


Prof. Shaista Vine
Registrar

Copy for information to:

1. Controller of Examinations
2. Director General (HR/Admn)
3. Additional Treasurer
4. Secretary to the Vice-Chancellor
5. Notification File



LEAVE RULES FOR REGULAR EMPLOYEES OF PAKISTAN INSTITUTE OF FASHION AND DESIGN 2012

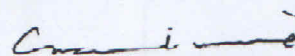
PRELIMINARY

In pursuance of powers conferred by sub-section (xxix) of section 4 and section 27(2), and of all other provisions of Pakistan Institute of Fashion and Design (PIFD) Act 2011 the Syndicate is pleased to make the following Rules:

1. **Short title commencement and application:-** These Rules shall be called the 'PIFD Leave Rules 2012' and shall come into force at once¹.
 - (1) They shall apply to all employees of the PIFD.
2. **Casual leave:**
 - (1) Casual leave cannot be claimed as a matter of right, but can be granted at the discretion of immediate Reporting Officer under intimation to the Registrar and Vice-Chancellor.
 - (2) Casual leave up to 15 days in a year may be granted. The granting authority may sanction casual leave with a maximum of ~~50~~ days at a time.
 - (3) Compensatory leave will be admissible at the rate of one day for duty performed at least half day on a closed holiday. Compensatory leave account will be maintained separately.
3. **Earned leave:**
 - (1) **Earning and accumulation of leave in the case of the administrative staff of the Institute:**
 - (i) An employee, other than a teacher, shall earn leave only on full pay to be calculated at the rate of two days for every calendar month of duty rendered and credited to the leave account as "Leave on Full Pay".
 - (ii) A duty period of fifteen days or less, in a calendar month, shall be ignored and that of more than fifteen days shall be treated as a full calendar month for the purpose of calculation of earned leave.
 - (iii) If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.
 - (2) **Earning and accumulation of leave in the case of the teaching staff of the Institute:**

A teacher may earn leave on full pay when he/she opts not to avail full vacation or is prevented from availing full vacation or part thereof in a calendar year, at the rate of two days for every calendar month of duty rendered.
4. **Study leave:**
 - (1) A teacher of the Institute/Constituent College, who desires to pursue higher studies, and has been in the service of the Institute for not less than three years, may be granted leave on full pay, for a period not exceeding four years. However, an employee of the Institute/Constituent College with less than three years' service may be granted study leave without pay for a period not exceeding three years.
 - (2) The grant of study leave shall be subject to the provision that not more than 25% of the teachers in the department avail this facility at a time. The study leave shall initially be granted for one year and may be extended on the report of the Research Supervisor about satisfactory progress; otherwise the study leave shall be cancelled.

¹ Approved in the First Meeting of the Syndicate held on March 24, 2012.



- (3) Study leave shall be granted on submission of Surety Bond, in the prescribed form, that he/she will serve the Institute for five years after completion of higher studies of more than three years; Surety Bond to serve for three years will be submitted in the case of higher studies of three years or less. He/she or his/her guarantors will pay the amount mentioned in the Surety Bond in case of default.

5. Sabbatical leave:

- (1) On completion of every six years of service, an Institute teacher may be granted Sabbatical Leave on average pay for twelve months. On completion of every three years' service, six months Sabbatical leave on average pay may be granted.
- (2) Sabbatical leave shall only be granted for undertaking research at a Higher Education Commission of Pakistan (HEC) recognized Centre.
- (3) The period of study leave shall not be counted towards the period prescribed for entitlement to Sabbatical Leave.
- (4) A teacher shall not be allowed to proceed on Sabbatical or extraordinary leave during middle of a semester, except in extraordinary circumstances after the approval of Vice-Chancellor.
- (5) The teacher after returning from Sabbatical Leave must certify that he/she was engaged in research work for the whole period of his/her Sabbatical Leave.
- (6) Sabbatical Leave shall not be combined with any other kind of leave except for completion of research work for a maximum period of three months along with summer vacation.
- (7) Sabbatical leave shall be granted on submission of Surety Bond that he/she will serve the Institute for three years after completion of Sabbatical Leave. In case, the teacher concerned does not come back after availing Sabbatical Leave, he/she or his/her guarantors will have to refund the whole salary drawn during the leave period along with the liquidated damages of the bond/agreement executed by him/her.

6. Maternity leave:

- (1) Maternity leave may be granted on full pay, outside the leave account, to a female Institute employee to the extent of ninety days in all from the date of its commencement (as specified in the application for leave) or forty-five days from the date of her confinement, whichever is earlier.
- (2) Such leave may not be granted for more than three times in the entire service of a female Institute employee.
- (3) For confinements beyond the third one, the female Institute employee will have to take leave from her normal leave account.
- (4) Maternity leave may not be granted in continuation of, or in combination with, any other kind of leave except earned leave as may be due and admissible to a female Institute employee.

7. Special leave:

- (1) A female Institute employee, on the death of her husband, may be granted special leave on full pay, when applied, for a period not exceeding one hundred and thirty days.
- (2) Such leave shall not be debited to her leave account.
- (3) Such leave shall commence from the date of sanction and for this purpose she will have to produce a death certificate issued by the competent authority either along with her application for special leave or, if that is not possible, the said certificate may separately be furnished to the leave sanctioning authority.



8. Medical leave:

Medical leave, on submission of medical certificate from an authorized Medical Officer, may be granted to an officer/employee by the Vice-Chancellor up to 30 days and beyond this period by the Syndicate provided all codal formalities have been fulfilled, as per Institute rules.

9. Quarantine leave:

An employee may be granted quarantine leave up to 30 days outside his/her leave account subject to recommendation of the authorized Medical Officer and the period of such leave shall be treated as duty with full pay and allowances.

10. Ex-Pakistan leave:

- (1) Ex-Pakistan leave may be granted by the Vice-Chancellor on full pay, to an employee, who applies for such leave or who proceeds abroad during leave.
- (2) Haj leave of maximum 45 days once only in service may be granted with full pay.

11. In-Service death/permanent incapacitation:

In case an in-service Institute employee dies, or is declared permanently incapacitated for further service by an authorized Medical Board, a lump-sum payment equal to leave pay up to one hundred and eighty days shall be made to his/her family.

12. Recall from leave, etc.:

- (1) If an Institute employee is re-called to duty in the exigencies of services from leave of any kind, he/she may be granted a single return fare plus Daily Allowance as admissible on tour from the station where he/she is spending leave to the place where he/she is required to report for duty.
- (2) In case, the Institute employee is re-called to duty and his remaining leave is cancelled, the fare admissible shall for one way journey only.

13. Overstay after sanctioned leave, etc.:

Unless, extension of leave of an Institute employee is approved, the period of un-authorized absence/overstay shall not entitle the employee to any remuneration for the period of such absence. Without prejudice to any disciplinary action that may be taken against him/her, double the period of such absence shall be debited against the leave account.

14. Institute employee on leave not to join duty without permission before its expiry:

If permitted to do so by the Authority which sanctioned leave, an Institute employee on leave may return to duty before the expiry of the period of leave already granted.

15. Manner of handing-over charge when proceeding on leave, etc.:

An Institute employee proceeding on long leave shall hand over the charge of his/her post, and if he is in Grade 16 and above, he shall, while handing over charge of the post, sign the charge relinquishment report.

16. Resumption of charge on return from leave, etc.:

An Institute employee on return from long leave shall report for duty to the Authority which sanctioned the leave and resume charge of his/her post, unless directed otherwise by the Authority.

17. Maintenance of leave account:

Leave account in respect of each Institute employee shall be maintained as part of his service file.

Signature

18. Leave in terms of days:

Leave shall be applied for, expressed and sanctioned, in terms of days.

19. Leave application, its sanction, etc.:

- (1) Vice-Chancellor shall sanction leave to the employee in BPS-17 and above, if not exceeding 30 days provided it is recommended by the Head of Department (HoD). However, leave exceeding 30 days shall be sanctioned by the Syndicate or by the Committee constituted by the Syndicate. In case of an employee in BS-16 and below, the leave may be sanctioned by the Registrar on the recommendation of the HoD.
 - (2) A Leave Admissibility Certificate (LAC) shall be issued by the HR Department before the leave is sanctioned.
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