



SUPERIOR UNIVERSITY
OFFICE OF THE REGISTRAR
17-KM Raiwind Road, Lahore (Pakistan)

Dated: 22nd December 2021

Notification

No. SU/REG/2021/P-32. It is hereby notified that the Competent Authority has approved the revised Maternity & Paternity Policy of the University with immediate effect.

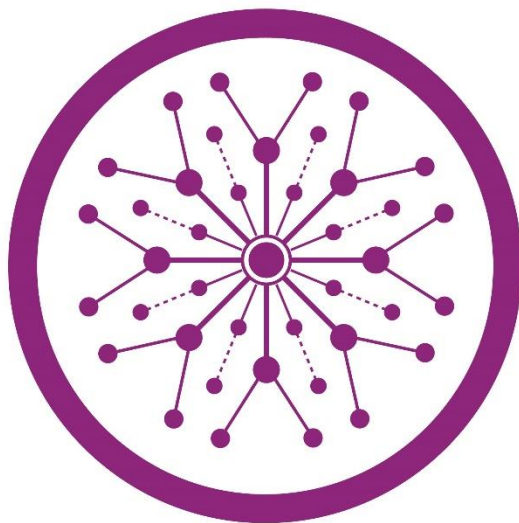
REGISTRAR

No. and Date even

Copy is forwarded for information and necessary action to:

1. Pro-Rector
2. Director HR (Policy Custodian)
3. All Deans of Faculties
4. All Heads of the Departments
5. Director ORIC
6. Director, QEC
7. Controller of Examinations
8. All Deputy Registrars
9. Accounts Office
10. PS to Rector
11. Notification File

Deputy Registrar
(Academics)



SUPERIOR UNIVERSITY

MATERNITY & PATERNITY POLICY

(VERSION 1.1)

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Preamble:

The Superior University is committed to fostering an inclusive and prosperous learning environment. This Leave Policy outlines the measures and objectives aimed at providing employee centric services to employees.

Scope:

To outline and implement rules & procedures governing employee's vacations/leave.

Objective:

To cater for the need of employee's welfare by providing them with opportunities to avail different kinds of leave while employed with Superior university.

Definition/Leave Types

- Earned Leave/Annual Leave (EL/AL)
- Casual Leave (CL)
- Sick Leave (SL)
- Maternity Leave (ML)
- Education/Conference Leave (ECL)
- Compensation for Time Off (CTO)
- Unpaid Leave (UPL)
- Sabbatical Leave (SBL)

Entitlement:

Earned Leave:

- All permanent and full-time confirmed employees are entitled to avail of earned/annual Leave during summer holidays as and when announced by the management of Superior university.
- All full-time contractual employees with a minimum of one year's contract are also eligible to take earned/annual leave.
- A total of eighteen (18) working days entitlement during an anniversary year of the employee. However, the leave could be credited on prorata basis at the completion of each month as 1.5 leaves.
- Maximum accumulation of EL will not exceed thirty (30) working days.
- Employees are not entitled to EL/AL during probationary period.
- All accumulated Earned Leave/Annual leave can be encashed at the time of final settlement. EL/AL would be credited at prorata basis if an employee is separated from employment at a date, which is earlier than his/her EL/AL credit date.
- Each department is to furnish an Annual leave roster at the beginning of each financial year.
- This policy supersedes all contractual agreements contrary to the above, excluding expatriate employees if any.
- All leaves shall be approved by the HOD/Division Head/Chairman as the case maybe.
- Leaves of all HOD's will be granted/approved by the Chairman.

Casual Leave

- All permanent/confirmed and full-time employees are entitled to avail Casual Leave.

- All contractual employees with a minimum contract duration of three months are also eligible to take Casual Leave.
- Employees are not entitled to CL during probationary period.
- A total of ten (10) working days entitlement during a calendar year.
- Employees joining during the year would be entitled to CL on the prorated basis. This leave would be credited to the employees account on completion of employee's probation period. After completion of first year 10 working days casual Leave would be credited to employees account on January 1st of each year.
- There would be no accumulation/or encashment of casual leave and would lapse at the end of year.
- Casual leave cannot be adjoined with any other leave.
- All leaves shall be approved by the HOD/Division Head/Chairman as the case maybe.

Sick Leave

- All full time & contractual employees are entitled to avail Sick Leave.
- New employees will get this leave on prorated basis. After the first year 10 Sick Leave would be credited to employees account on January 1st of each year.
- An employee is entitled to 10 days of sick leave only. However, in case of hospitalization (single/multiple) the employee could claim up to 16 days of sick leave (with approval of a medical practitioner). Sick leave of more than two days is also to be recommended by a registered medical practitioner. The employee would be required to present a medical certificate from a registered medical practitioner, for absence exceeding two days.
- If an employee is unable to attend the office on account of illness, he or she shall inform his/her respective department by phone, fax or any other means at the start of workday of his/her absence, failing which the employee would be considered absent without leave. Such absence means the salary of the employee can be deducted and explanation would be required.
- In extreme cases where an employee cannot attend office due to hospitalization/ incapacitation, the employee may be granted a SL not exceeding three (03) months, subject to recommendation by a registered medical practitioner, and approved by divisional head and Chairman.
- If SL is to exceed an employee's entitlement the excess leave could be adjusted as follows:
- Earned leave and Casual leave (if available) for illness not requiring hospitalization.
- Extension in SL for serious illness/hospitalization, on-the job injuries. In such cases recommendation of Divisional Head/Chairman would be required.
- There would be no accumulation of this kind of leave, and it would lapse at the end of a calendar year.
- An employee must apply for an extension in SL at least two days prior to his/her scheduled return, failing which the employee would be considered absent without leave.
- SL could not be encashed at the time of final settlement.
- SL is a privilege and cannot be claimed as a matter of right. Employees falsifying information or using SL for purposes other than illness or injury will be liable to disciplinary action.

Maternity Leave

- All regular full-time female employees who have successfully completed one year of continuous employment with Superior University are eligible to avail Maternity Leave.
- A total of ten (10) consecutive weeks and twice during the period of service.

- ML would be granted three weeks prior to the estimated delivery date and seven weeks following the birth of child.
- ML could not be encashed at the time of final settlement.
- Employees wishing to avail the above would submit an approved application accompanied by necessary documentation to Human Resource Department.
- All leaves shall be approved by HOD/Division Head/Chairman (as the case may be).

Education/Conference Leave:

- All permanent, full-time and part-time employees are entitled to avail Education/Conference Leave. However, they will become eligible after completing twelve months of continuous service.
- A maximum of ten (10) days per annum.
- Request for ECL must be accompanied by official notification by the Broad/University/Institution verifying appearance/participation in an examination/conference etc.
- Employees wishing to avail themselves of the above would submit an approved application accompanied by necessary documentation to HRD.
- These leaves could not be encashed at the time of final settlement. This is discretionary leave therefore is subject to approval by HOD/Divisional Head/Chairman (as the case maybe).

Compensation For Time Off

- All permanent/ confirmed/full time /part time/expatriates' employees are entitled to avail CTO.
- An employee who has worked on a gazette/public holiday would qualify to claim a CTO.
- All employees excluding expatriates could accumulate their CTO's maximum of one and a half years from the date of its accrual, failing which CTO would be void and shall not be carried forward. However, the divisional heads have the discretion to set their own limits (lower than 18 months) for their respective divisions.
- Employees must submit a CTO request duly approved by dept/divisional head with HRD.
- HRD would verify the employees' time in and time out for the scheduled workday.
- The scheduled workday would then be recorded as a CTO and credited to employees' leave record.
- All accumulated CTOs could be encashed at the time of final settlement. The maximum limit for encashment will be for 30 days.
- CTO's can be subjoined with any other leave.
- All CTOs shall be approved by the HOD/Division Head/Chairman (as the case may be).

Unpaid leave

Unpaid leave will not be granted under normal circumstances. However, under exceptional circumstances unpaid leave can only be granted at the sole discretion of the Divisional Head for upto two weeks. Unpaid leave for more than 2 weeks' time will only be approved by the Chairman (for permanent full-time employees only).

Sabbatical Leave:

Sabbatical Leave is a period of leave granted to staff to pursue educational and developmental undertakings, such as research or other appropriate study away from the usual workplace which links to the individual's Personal Development Plan and career development and more widely to the Superior university. It may also be for community involvement, to promote work rotation opportunities, to develop a skill to help improve job performance, to pursue other interests which can have benefits in the life-long

development of the individual. Sabbatical leave is not a vacation or career break leave. It is to improve motivation & contributes to Superior Group's key objectives of being an employer of excellence.

- The Sabbatical period is normally 3 months minimum and up to 6 months maximum.
- Substantive members of staff with 7 years or more of Superior Group's employment will be eligible to avail this leave. The Chairman will however take a flexible view at his sole discretion in individual cases to allow for any periods of special leave interrupting continuous service.
- Fresh periods of sabbatical leave may be applied for after gaps of 3 years.
- The following criteria are elements governing eligibility in whole or in part. A clearly defined piece of work. Clear evidence of a tangible and measurable end point that will enhance the Group's reputation. Strengthen individual credibility & research standing.
- At the conclusion of the Sabbatical Leave, employees will be required to submit a written report, interim or final, to their line manager with a copy to HRD within 3 weeks of return. This will show how objectives have been met and include recommendations as to how outcomes can be applied into practice and shared within the Superior Group.
- Sabbatical leave may be taken on full pay for first 3 months & half pay for the next 3 months for 6 months duration. In the case of 3 months duration full pay for first 6 weeks & half pay for next 6 weeks.
- Where necessary, the Superior Group will provide locum cover as well as keeping the job open to be returned to the employee.

Leave Subjoined:

- All types of leave except Casual Leave could be subjoined.
- This procedure of leaves must be communicated by managers & HOD's to all staff at every level of the organization.