

**THE LASBELA UNIVERSITY OF AGRICULTURE WATER AND MARINE
SCIENCES (LUAWMS), UTHAL, BALOCHISTAN**

NOTIFICATION

No. 0135/Notification/REG-ACAD/LUAWMS/890-908 dated April 7, 2021: In exercise of the powers conferred by sub section (1) (2) of section 28 of the Lasbela University of Agriculture Water and Marine Sciences Act, 2010 (Act No IX of 2010), the University with the approval of the Syndicate is pleased to make the following Revised Leave Rules to regulate the leave matters of the University employees.

1. Short title, commencement and application.— (1) These rules may be called the LUAWMS Revised Leave Rules, 2020.

(2) These shall come into force at once.

(3) These shall apply to all employees of the University.

2. Definitions.— (1) In these Rules, unless there is anything repugnant in the subject or context,—

(a) "Act" means the Lasbela University of Agriculture, Water and Marine Sciences Act 2010 (Act No. IX of 2010);

(b) "Chancellor" means Chancellor of the LUAWMS as specified under Section-8 of the LUAWMS Act;

(c) "Competent Authority" in relation to the exercise of any power means, the Chancellor, Senate, Syndicate and Vice Chancellor exercising the powers vested in it by the University Act, as amended from time to time, or any officer to whom such powers have been delegated by the Chancellor, Senate, Syndicate or the Vice Chancellor, as the case may be;

(d) "Duty" means the performance of the functions of an office, a post, the obligations of a service contract including the activities which the competent authority may consider to be in the interest of the University;

- (e) "Employees" means all permanent employees serving in the University, but does not include the persons on deputation with the University or engaged on contract basis;
- (f) "Foreign Service" means service in which an employee of the University receives his pay with the sanction of the University from any source other than the University;
- (g) "Government" means the Government of Balochistan;
- (h) "Prescribed" means prescribed by rules;
- (i) "Pro-Vice Chancellor" means the Pro-Vice Chancellor appointed under Section 12 of the Act;
- (j) "Registrar" means Registrar appointed under Section 13 of the Act of the University;
- (k) "Rules" means the LUAWMS Revised Leave Rules, 2020 framed under sub-section (1) (2) of Section 28 of the LUAWMS Act, 2010.
- (l) "Senate" means the Senate established under Section 16(1)(a)(i) of the Act of University;
- (m) "Syndicate" means the Syndicate established under Section 16(1)(a)(ii) of the Act of the University;
- (n) "University" means the Lasbela University of Agriculture, Water and Marine Sciences established under section 3(1) of the Act;
- (o) "Vice Chancellor" means Vice-Chancellor of the Lasbela University of Agriculture, Water and Marine Sciences appointed under Section 10 (1) of the Act;

(2) Words and expressions used but not defined herein above in sub-section (1), unless the context otherwise requires, shall have the same meanings as assigned to them under the Lasbela University of Agriculture Water and Marine Sciences Act, 2010 (Act No IX of 2010), as amended from time to time.

3. Kinds of Leave admissible to University employees.—

The following leave shall be admissible to the University employees,—

- (a) Leave on Full Pay / Earned Leave
- (b) Leave on Half Average Pay
- (c) Extra Ordinary Leave/ Leave without pay
- (d) Semester Break Leave (For research and teaching staff)
- (e) Special Leave
- (f) Maternity Leave
- (g) Paternity Leave
- (h) Disability Leave
- (i) Hospitalized Leave
- (j) Duty Leave
- (k) Leave Ex-Pakistan
- (l) Leave not due
- (m) Leave Preparatory to Retirement (LPR)
- (n) Study Leave for Teaching Staff
- (o) Study Leave for Non-teaching Staff
- (p) Sabbatical Leave
- (q) Casual Leave

3.1. Leave on full-pay/ Earned Leave.—

3.1.1 When is leave earned.—

- (1) All services rendered by University employee qualifies the person to earn leave in accordance with these rules, but shall not be earned during the period of leave.
- (2) Such leave shall be accumulated in the “Leave Account” of the University employee, as earned from time to time.

3.1.2 Earning and Accumulation of leave.—

(1) Teaching Staff:

- a. The teaching staff shall earn leave at the rate of one (01) day for every calendar month of duty rendered and credited to the leave account as leave on full pay.
- b. Duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.
- c. There shall be no maximum limit on the accumulation of such leave.
- d. Leave account in respect of a teacher shall be maintained as part of his personnel file by the Registrar.

(2) Non-teaching Staff :

- a. The non-teaching staff shall earn leave at the rate of four (04) days for every calendar month of duty rendered and credited to the leave account as leave on full pay.
- b. Duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.
- c. There shall be no maximum limit on the accumulation of such leave.
- d. Leave account in respect of a gazetted officer shall be maintained as part of his personnel file by the Registrar.
- e. Leave account in respect of a non-gazetted officer shall be maintained as part of Service Book by the Registrar.

3.1.3 Limits of sanctioning earned leave.—

- (1) The maximum period of leave on full pay that may be granted at one time shall be as follows:
 - a. Without medical certificate120 days.
 - b. With medical certificate180 days.

Provided that the leave on medical certificate shall not exceed 365 days in the entire service.

- (2) No employee who is granted leave on medical certificate will be permitted to resume duty unless a certificate of fitness from the same authority which granted the medical certificate is obtained and produced to head of his/her office/department.

3.2 Leave on half-average pay.—

- (1) Leave on full pay may, at the option of the university employee, be converted into leave on half pay, subject to approval of the same by the leave sanctioning authority, as specified in these rules.
- (2) Such leave shall be debited to the leave account at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay.
- (3) The request for conversion of leave referred to in (1) above, shall be specified by the university employee in his/her application for grant of leave.
- (4) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account, subject to approval by the leave sanctioning authority, as specified in these rules.

3.3 Extraordinary Leave (Leave without pay).

- (1) Extraordinary leave may be granted by the leave sanctioning authority on any ground up-to a maximum of five years at a time provided the employee has been in continuous service for a period of not less than ten years.
- (2) In case a university employee has not completed ten years of continuous service but has rendered at least three years continuous service, extraordinary leave for a maximum period of two years may be granted at the discretion of the authority competent to sanction the leave.
- (3) Extraordinary leave up-to a maximum period prescribed under (1) and (2) above may be granted, subject to the conditions stated therein, irrespective of the fact whether the university employee is a permanent or a contract employee.

3.4. Semester Break Leave (For research & teaching staff) .—

- (1) A university employee from Teaching & Research Service may be granted Semester Break Leave @ 21 days at the end of each semester of studies, duly notified by the University, subject to fulfilling the following conditions :
 - a) The Semester Break for the session Spring or Fall is duly notified by the Registrar, mentioning the number of days and the effective dates,

- b) Teacher(s) shall be required to obtain clearance certificates from respective Department Chairpersons, endorsed by the respective Deans, regarding semester results and making proper entries in the relevant result registers and Computer Information System of Examination Branch before proceeding on semester break.
- (2) The respective Deans shall be responsible for communicating names of the teachers who would be assigned any duty/ task during the semester break to the Registrar, for updating their leave balance, as given below ;

(a) When he/she avails himself/herself of full vacation in semester break :	At the rate of one day for every calendar month of duty rendered.
(b) When during any semester break he/she is prevented from availing himself/herself of the full vacation :	As in (a) above plus 1/3 of the semester break vacations.
(c) When he/she avails himself/herself of only a part of the vacation :	As in (a) above plus 1/3 of the days of vacation / semester break not availed.

3.5 Special Leave.—

- (1) A female university employee on the death of her husband may be granted special leave on full pay, when applied for, for a period not exceeding 130 days.
- (2) Such leave shall not be debited to her leave account.
- (3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either along with her application or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

3.6 Maternity Leave.—

- (1) Maternity leave may be granted on full pay outside the leave account to a female university employee to the extent of ninety days in all from the date of its commencement 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 university employee.
- (3) For confinements beyond the third one, the female university employee will have to take leave from her leave account.
- (4) The spells of maternity leave availed of prior to coming into force of these rules shall be deemed to have been taken under these rules.
- (5) Maternity leave may be granted in continuation of or in combination with any other kind of leave including extraordinary leave as may be due and admissible to a female university employee.

3.7 Paternity Leave.—

- (1) Paternity leave may be granted on full pay outside the leave account to a male university employee to the extent of ten (10) days of confinement of his wife.
- (2) Such leave may not be granted for more than three times in the entire service of a male university employee.
- (3) Paternity leave may be granted in continuation of or in combination with any other kind of leave including extraordinary leave as may be due and admissible to the male university employee.
- (4) If Paternity Leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

3.8 Hospitalized Leave:-

- (1) Hospitalized leave may be granted, outside the leave account, on each occasion up-to a maximum of one hundred and eighty days (180) on such medical advice as the leave sanctioning authority may consider necessary, to a university employee, other than a part time employee, while under medical treatment for a serious illness or injury, if such illness or injury is certified not to have been caused by irregular or intemperate habits.:
- (2) Hospitalized leave shall in no case exceed six months in any one term of three years, whether such leave is taken at one time or by installments, full average pay being allowed for the first three months and half average pay thereafter.

3.9 Disability Leave—

- (1) Disability leave may be granted, outside the leave account, on each occasion up to a maximum of seven hundred and twenty days (720) on such medical advice as the leave sanctioning authority may consider necessary, to a university employee, other than a part time employee, disabled by injury, ailment or disease contracted in course or in consequence of duty of official position.
- (2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

3.10 Duty leave.—

- (1) A University employee may be granted Duty Leave for performance of any official duty at any other organization/city/country in connection with affairs of the University.
- (2) Such leave shall not be debited to his/her leave account, and shall be treated as duty during the course of completion of that official assignment.

3.11 Leave Ex-Pakistan.—

- (1) Leave ex-Pakistan may be granted to a university employee who applies for such leave, or who proceeds abroad during leave, or takes leave while posted or on duty abroad and makes a specific request to that effect.
- (2) Leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rules 3.1, 3.2, 3.3, 3.4 and 3.8.

3.12 Leave not due.—

- (1) Leave not due may be sanctioned on the satisfaction of the Competent Authority that the employee concerned shall earn a matching amount of leave during his remaining service (i.e. on future earning basis).
- (2) This Leave shall be sanctioned on compassionate grounds to be recorded in writing on case to case basis.

3.13 Hajj Leave.—

- (1) An employee may be granted Hajj leave for a period not exceeding forty eight days once in the entire tenure of his/her service and that leave shall not be deducted from his /her leave account.

3.14 Leave Preparatory to Retirement.—

- (1) The maximum period up-to which a university employee may be granted leave preparatory to retirement shall be three hundred and sixty five days.
- (2) Subject to availability, such leave may be taken either on full pay, or partly on full pay and partly on half pay or entirely on half pay, at the discretion of the university employee.
- (3) This leave shall not be combined with any other kind of leave.
- (4) In case the employee opts not to take leave preparatory to retirement, he/she shall be allowed leave salary for the period leave preparatory to retirement is admissible subject to a maximum of one hundred and eighty days.
- (5) The payment of leave pay may be made to the employee either in lump sum at the time of retirement or may, at his/her option, be drawn by the person month-wise.
- (6) For the purpose of lump sum payment, only the senior post allowance will be included in leave pay so admissible.
- (7) In case the employee, on leave preparatory to retirement, dies before completing one hundred and eighty days of such leave, his/her family shall be entitled to lump sum payment equal to the period falling short of one hundred and eighty days.

3.15 Study Leave (for Teachers).—

- (1) Study leave may be granted to an employee to enable the person to pursue a course of higher study in a subject connected with his/her work in the university subject to the conditions that _____

- i. He is a regular employee of the university;
 - ii. Has put in at least 3 years service;
 - iii. Is not retiring from service within 10 years of expiry of the study leave; and
 - iv. The period of study leave is spent at an accredited university or institution.
- (2) Study leave will be granted by the Vice Chancellor on full pay plus usual allowances (except conveyance allowance and other special allowance attached with the post)
- (3) An employee may be granted study leave initially for a period of one year, periodically extendable on recommendations of the Scholars Management Committee depending upon the duration of the course, provided the Vice Chancellor is satisfied with the progress report from the Supervisor/Head of the institution.
- (4) The total periods of study leave during entire service of an employee shall not exceed five years, provided that a person who returns from study leave without completing successfully the study, shall not be allowed study leave during the remaining period of service.
- (5) All applications for grant of study leave shall be submitted to Vice Chancellor through the head of the Institution/Department clearly mentioning the course of study to be pursued.
- (6) Before proceeding on study leave, the applicant shall be required to execute Surety Bond to the effect that on return from the study leave, the employee shall _____
 - (a) Serve the university:
 - (i) For at least three years, if the period of study leaves is up-to one year.
 - (ii) For at least four years, if the period of study leave is one to two years; and
 - (iii) For at least five years, if the period of study leave is two to five years.
 - (b) If he/she fails to serve the university according to the above conditions, he/she shall refund the whole of the amount incurred by the University / HEC/ Government of Balochistan and pay drawn by the person during the study leave, and the Surety Bond shall be forfeited.



- (7) Study leave cannot be claimed as a matter of right.
- (8) The competent authority may decide cases in the light of needs and requirements of various departments.
- (9) The maximum period of study leave shall be 24 months in case of M.S/ M.E/LLM/M. Phil and 48 months in case of M.S/ME/LLM/M. Phil leading to Ph.D. Such leave may be extended up to 24 and 48 months respectively in special circumstances and on the recommendation of the institution where the scholar is enrolled for M.S/ME/LLM/M.Phil or PhD.
- (10) Those who have already done Masters and joined the University and re-nominated for Ph.D in a foreign or local University, time period shall be 36 months extendable to 48 months.
- (11) In case an employee to whom study leave was granted on full pay for higher studies, fails to get the intended qualifications or leaves the desired course incomplete then, the period spent shall be treated as Extra Ordinary Leave (without pay and allowances) and the salaries of the period spent and the expenditures incurred shall be recoverable from his/her pay, pension and gratuity. Furthermore, such employee shall not be eligible for promotion, grant of time scale or any other benefit associated with the benefit of higher qualification (no such study leave shall be granted to those employees who have attained the age of 55 years or more).

Provided that the promotion or grant of time scale or any other benefit associated with the benefit of higher qualification shall be ceased for a period corresponding to the length of the course joined and such period shall not be counted for any financial benefit as referred hereinabove.

- (12) Study Leave shall not be debited to leave account of the beneficiary.
- (13) Study Leave shall be granted with due regard to the exigencies of the public service;

Provided that study leave for only those courses be encouraged which may help in increasing the capacity of the officers/officials in the performance of their duty /functions on the post to which they are appointed/promoted or require to perform a specific function of technical nature.

- (14) All matters not covered by the above clauses shall be decided by the Syndicate.

3.16 Study Leave to Administrative Staff.—

- (1) Study leave with full pay may be granted to an employee who has put in at least three years service in the university for completion of study or training program approved by the university.

Provided, the Vice Chancellor may grant study leave to an employee who has not put in three years service on such terms and conditions as it may deem fit which shall include five years continuous service under a bond and surety after completion of his/her studies

- (2) Study leave on full pay may be granted to an employee up to a period for five years throughout his/her entire service.
- (3) The employee on study leave shall submit to the university the name of the supervisor who may be contacted to send periodical report about his/her performance failing which the Syndicate may cancel his/her study leave.
- (4) The procedure and other terms and conditions as laid down for university teachers in rule 3.14, shall apply to this class of service too.

3.17. Sabbatical Leave.—

- (1) Sabbatical leave shall be granted by the Syndicate to regular teachers only for post-doctoral research and shall be on full pay for twelve months. It will be admissible after every five years of service, subject to the condition that it shall not be allowed to a teacher having attained age of 50 years.
- (2) Permanent, whole-time faculty member/teachers of the University who have PhD Degree, and have completed five years of service as Assistant Professor, Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the objective of increasing their proficiency and usefulness to the university and higher education system. The relevance of the individual with the post-doc/ sabbatical leave shall be determined by the Scholars Management Committee LUAWMS.
- (3) A faculty member/teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at



the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

- (4) A faculty member teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in Pakistan or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases, the Syndicate may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- (5) During the period of sabbatical leave, the faculty member shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the faculty member rejoins the University on the expiry of his/her leave.
- (6) Sabbatical leave shall not be debited from the leave account of the concerned faculty member.
- (7) An employee granted sabbatical leave shall be required to execute a Bond on similar terms and conditions as in the case of study leave and that he/she will serve for at least three years on his/her return from sabbatical leave.

3.18 Casual Leave.—

- (1) Casual Leave may be granted to an employee for short periods as detailed below:-
 - A. Casual leave should not ordinarily exceed ;
 - a. 10 days in one calendar year for teachers.
 - b. 20 days in one calendar year for administrative staff.
 - B. At a time, the sanctioning authority may grant casual leave up-to ;
 - a. 06 days for teachers.
 - b. 10 days for administrative staff.
 - C. It may be granted in conjunction with Sunday or public holidays but not with any other kind of leave or joining time. The public holidays

that are sandwiched between the casual leave shall be debited to the casual leave account.

- D. No employee may leave his/her headquarters during the casual leave or holidays without permission of the leave sanctioning authority.
- E. Casual leave account of each employee should be maintained properly.
- F. Casual leave should not be granted unless the casual leave account is seen by the sanctioning authority to ensure that the leave applied for is available in his/her account.
- G. On transfer of the employee from one department/office to another, his/her casual leave record should also be immediately transferred to that department/office.
- H. The head of Department can sanction casual leave for three days and the Dean of the Faculty for 6 days to the teaching and non teaching staff working with them. Casual leave cases of teaching staff exceeding 6 days shall be submitted to the Vice Chancellor through Registrar for sanction.
- I. In case of other non teaching staff, the Registrar can sanction casual leave for five days and beyond that limit the case may be sent to Vice Chancellor.

4. Applied conditions for grant of leave of all kinds.—

The following conditions shall apply for grant of leave of all kinds :

4.1 Leave to be applied in term of days.—

Leave shall be applied for, expressed and sanctioned in terms of days. Saturdays, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave. Such days, if sandwiched in leave requested, shall be counted as leave.

4.2 Employee on leave not to join duty without permission before its expiry.—

Unless he/she is permitted to do so by the leave sanctioning authority a university, employee on leave may not return to duty before the expiry of the period of leave granted to the person.

4.3 Handing over charge when proceeding on Leave.—

An employee proceeding on leave shall hand over the charge of the post and if he/she is in grade 16 and above, shall also sign the charge relinquishment report.

4.4 Pay during leave.—

Leave pay admissible during leave on full pay (of any kind) shall be the last pay drawn.

4.5 Leave to lapse when employee quits service.—

All leave at the credit of an employee shall lapse when he/she is removed, dismissed or he/she quits service.

4.6 Overstaying after sanctioned leave.—

- a) Overstaying after the sanctioned leave, unless extended by the competent authority is tantamount to willful absence and without prejudice to any disciplinary action that may be taken against the person, double the period of such absence shall be debited against his/her leave account. Moreover, he/she will not be entitled to any remuneration for the period of absence.
- b) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earnings.

4.7 Leave during Suspension.—

Leave may not be granted to an employee during the period he/she is under suspension.

4.8 Leave not to be claimed as a matter of right.—

Though the kinds of leave prescribed here under are admissible to all the regular employees of the University; but no kind of leave can be claimed as of right. Leave can be refused if the exigencies of service so warrant. Leave already granted or being availed may also be curtailed and the employee asked to resume duty.

4.9. Necessary arrangements before proceeding on leave.—

- a. Leave may not be availed without prior sanction by the Competent Authority. However, in case of emergency e.g. severe sickness, accident or death in family, casual leave can be availed of prior to its sanction but timely submission of application shall be mandatory.
- b. Application for leave shall be submitted to the immediate supervising officer, who shall forward these to the office where a record of leave maintained, along with his recommendations.
- c. While proceeding on long leave, the employee shall leave behind all official papers, cash and keys in his custody in the manner, determined by his immediate supervising officer.

4.10 Combination of leave.—

Except as otherwise provided, any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases. But the Casual Leave and Leave Preparatory to Retirement (LPR) shall not be combined with any other kind of leave.

4.11 Conversion of one kind of leave into another kind.—

- (1) Leave sanctioning authority has no powers to change the nature of leave applied. Thus option once exercised by the university employee, shall be considered as final.
- (2) Leave of any kind taken earlier and has not been availed can be converted into leave of any other kind at a later date on an application within 30 days of sanction of leave subject to availability of leave at the credit of the University employee.

5. In-Service Death.—

In case of death of an employee while in service, lump sum payment for one hundred and eighty days on full pay out of the leave account at his/her credit shall be made to his/her family, or equal to the days of leave available in his / her leave account.

6. **Authority Competent to sanction leave.—**

Kind of leave		Competent Authority	
(i) Casual Leave			
A)	1-10 days	a)	The Head of the respective Department
		b)	The Office In-charge of the concerned office.
B)	10-15 days	c)	The Registrar.
(ii) Earned Leave/ Leave without pay/ or on half pay		a)	Grade 1-5 Additional Registrar
		b)	Grade 6-19 Registrar
		c)	Grade 20 & above Vice Chancellor
(iii) Leave not due/ Study leave/ Maternity Leave			Vice Chancellor

7. **Maintenance of Leave Record.—**

- 1). All Head of the Departments and officers' in-charge of the respective offices shall maintain casual leave registers and files which shall be available for inspection by the Vice Chancellor/Registrar or their nominee, at any time.
- 2). Submission of leave application shall not be assumed that leave has been sanctioned.
- 3). Since leave cannot be claimed as of right, therefore, it shall be sanctioned in exigencies only.

8. Repeal.—

On enforcement of these rules, any instruction, order, practice, or policy concerning leave matters of the University employees, which are inconsistent with these rules, shall stand withdrawn and are hereby repealed.



DR. AHMED NAWAZ KHOSA
REGISTRAR
LUAWMS

Registrar
Lasbela University of Agriculture
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