

**Notification No. ARG-III/23 (67) Dated: 11.06.1969.**  
**(Approval of the Chancellor)**  
**ON**  
**EMPLOYEES (LEAVE) UNIVERSITY ORDINANCE, 1969.**

**PART –I**

**PRELIMINARY.**

***Short Title & Commencement.***

1. (1) These University Ordinances may be called the University of Engineering and Technology Employees (Leave) University Ordinances, 1969.

***Application.***

- (2) They shall come into force at once.
2. (1) These University Ordinances shall apply to all persons employed in the University of Engineering and Technology, Lahore except;
  - (a) the teachers who were recruited on or after the 1st November, 1961 and before the promulgation of these University Ordinances or the teachers who exercised the option mentioned in para 2 of University Ordinance 1 of the West Pakistan University of Engineering and Technology Teachers (Leave) University Ordinances, 1963;
  - (ii) the persons other than the teachers covered by clause (i) above whose services were transferred to the University from the Government College of Engineering and Technology Lahore, and its Workshops;
  - (iii) the persons whose services have been obtained by the University on deputation from the Central Government or a Provincial Government or another University, Statutory Authority or a Local Body;
  - (iv) the staff paid from the contingencies and the work-charged establishment.

- (2) The University employees mentioned in clause (i) shall be governed by the University of Engineering and Technology Teachers (Leave) University Ordinances, 1963, and the persons mentioned in clause (ii) shall be governed by the rules applicable to them immediately before their transfer to the University, unless they elect to accept the University Ordinances in the manner laid down in University Ordinance 3 in which case they shall be governed by these University Ordinances.
- (3) The persons mentioned in Clause (iii) above shall be governed by the terms and conditions of their deputation while the persons mentioned in clause (iv) above shall be governed by separate rules to be prescribed for them.

***Exercise of option by certain employees.***

3. (1) The University employees mentioned in clauses (i) and (ii) of the University Ordinance 2 above may elect to accept these University Ordinances. The option shall be communicated in writing within four months of the promulgation of these University Ordinances to the Treasurer in the case of the University employees of Class 'A' and to the Establishment Officer in the case of the University employees of Classes 'B' and 'C'. The option once exercised shall be final.
  - (2) The University employees mentioned in clauses (i) and (ii) of University Ordinance 2 who do not exercise the option within the aforesaid period shall be deemed to have finally opted for the existing provisions applicable to them.
4. \*In these University Ordinances, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-
    - 4(i) 'Average Pay' means the pay calculated pay earned at a rate equal to the rate of pay last drawn by the University employee immediately before the commencement of the leave. 'Half average pay' would mean half of the average pay.
    - (ii) "Competent authority of the authority to grant leave" means:-
      - (a) the Syndicate or the officer to whom it may delegate its powers in respect of Class 'A' University employees; and

---

\* Added/substituted vide Notification No.Regu.III/13(70) dated 7.7.1973

- (b) The Vice-Chancellor, or the officer to whom he may delegate his powers in respect of the other University employees.
- (iii) "leave" means regular leave as mentioned in University Ordinance 6.
- (iv) "Leave on Average Pay" (or half average pay) means leave on leave salary equal to average (or half average) pay.
- (v) "Leave salary" means the monthly amount paid by the University to a University employee on leave.
- (vi) "Medical Board" means a Board constituted by the Vice-Chancellor for purposes of medical examination.
- (vii) Terms not expressly defined in these Ordinances shall bear the same meanings as they bear in the University of Engineering and Technology Employees (General Conditions of Services) University Ordinances 1967.

## PART II CLASSIFICATION AND KINDS OF LEAVE.

### *Classification of employees for purpose of leave*

5. For the purposes of these Ordinances University employees have been divided into three classes, namely:-

Class "A" Employees whose scales of pay is BPS-17 and above/officer:  
Class "B". Employees whose scales of pay is (BPS.5 to BPS-16):  
Class "C" Employees other than those in Class A and Class B.

### *Kinds of regular leave*

6. Subject to the other provisions of these University Ordinances, the following kinds of regular leave are admissible to the University employees:-
- (1) leave on Average Pay;
  - (2) leave on Half Average pay;
  - (3) extraordinary Leave;
  - (4) special Disability Leave;
  - (5) study Leave;
  - (6) and Maternity Leave.

***Casual Leave & Quarantine Leave etc.***

7. A university employee on casual leave, emergency leave, or quarantine leave is not treated as absent from duty and his pay and allowances are not intermitted, as such leave is not recognized regular leave.

### **PART III GENERAL CONDITIONS AND PROCEDURE**

***Leave earned by duty***

8. Leave is earned by duty alone. For the purpose of these University Ordinances a period spent in foreign service counts as duty, if contribution towards leave salary is paid to the University on account of such period.

***Leave due to dismissed University Employee on reinstatement***

9. A University employee who is dismissed or removed from the University services but is reinstated on appeal or review is entitled to count his former service for leave.

***To whom application for leave to be made***

10. An application for leave or for an extension of leave shall be made to the authority competent to grant such leave or extension, and except in circumstances which could not be fore-seen it shall be made sufficiently in advance of the date from which the leave is sought to be availed of or on which the leave sought to be extended expires.

**NOTE:** Application for leave by Class A University employee shall be made in the form annexed as Appendix 'A'.

***Medical Certificate by University Medical Officer.***

11. Before a University employee can be granted leave or an extension of leave on medical certificate he must obtain a certificate from the University medical Officer in the form annexed as appendix 'B' or as nearly in that form as the circumstances permit.

**APPENDIX 'B'**  
**MEDICAL CERTIFICATE**  
**(Referred to in University Ordinance (11))**

Name \_\_\_\_\_

(Entries 1 to 5 to be filled in by the applicant in the presence of the University Medical Officer)

1. Post.
2. Age.
3. Total Service
4. Service in Pakistan.
5. Previous periods of leave of absence on medical certificate.
6. Disease

I, \_\_\_\_\_ University Medical Officer after careful personal examination of the case hereby certify that \_\_\_\_\_ is in a bad state of health, and I solemnly and sincerely declare that, according to the best of my judgement, a period of absence from duty is essentially necessary for the recovery of his health, and I recommend that he may be granted \_\_\_\_\_ months \_\_\_\_\_ days leave w.e.f. \_\_\_\_\_.

Dated the \_\_\_\_\_ University Medical Officer

***Medical Certificate by other Medical Officers & Doctors***

12. If the applicant is an indoor patient in a hospital or is in such a state or health as to make it prejudicial to his health to present himself before the University Medical Officer, the authority competent to grant leave may accept in lieu of the certificate described in the University Ordinance 11, either the certificate of the Medical Officer Incharge of the Hospital or that of a Registered Medical Practitioner, (countersigned by a Commissioned Medical Officer or a Medical Officer of the Provincial Health Service Class 1, in case the applicant is Class A University employee) defining, as nearly as possible, the nature and probable duration of the illness and certifying that the applicant is not in a fit state of health to present himself before the University Medical Officer.

***Second Medical Opinion***

13. The authority competent to sanction leave may in its discretion secure a second medical opinion in such manner as it may think fit. Should it decide to do so, it must arrange for the second examination to be made on the earliest possible date after the date on which the first medical opinion was given.

***Medical Certificate required from***

14. In respect of an application for leave or extension of leave, on medical certificate from a Class C University employee, the authority competent to grant the leave may accept such certificate as it may deem sufficient.

***Leave may be refused or revoked***

15. Leave cannot be claimed as a right, when the interests of the University so require discretion to refuse or revoke leave or any description is reserved to the authority empowered to grant it.

***Report regarding title to leave***

16. Leave to a University employee must not be granted without obtaining a report upon his title to leave from the officer mentioned in University Ordinance 31, except in a case of emergency when the leave may be granted by the competent authority subject to title and at the risk and responsibility of the University employee.

***Leave beyond date of retirement***

17. A University employee who retired on attaining the age of superannuation shall be entitled to such leave preparatory to retirement as is admissible to him and the period of such leave may extend beyond the date of his retirement but not beyond the completion of the sixtieth year of his age, and if he proceeds on such leave before the said date, his retirement shall take effect on the expiry of the leave.

***Medical Certificate does not confer right to leave***

18. The grant of the medical certificate referred to in University Ordinance 11 and 12 does not in itself confer upon the University employee concerned any right to leave. The certificate should be forwarded to the authority competent to grant the leave and the orders of that authority should be awaited. If the applicant is too ill to attend the University to present his application personally and await orders upon it the fact should be stated

in the Medical Certificate. A University employee who absents himself from duty without permission of the competent authority is liable to have his absence treated as absence from duty without leave.

### ***Commencement to leave***

19. Leave ordinarily begins on the date on which transfer of charge is effected and ends on the day preceding that on which charge is resumed.

### ***Continuation of holidays with leave***

20. An authority competent to grant leave may permit Sundays, and other recognized holidays to be prefixed to leave or affixed to leave or to be both prefixed and affixed to leave.

### ***Combination of vacation with leaves***

21. In the case of University employee serving in a vacations Department, vacation may be prefixed or affixed to leave or both prefixed or affixed or allowed to intervene between two periods of leave.

### ***Employees proceeding on leave to furnish address***

22. Every University employee proceeding on leave must record on his application for leave the address at which letters will find him during leave. Subsequent changes in address during leave, if any, should likewise be intimated to:
  - i. the Registrar where the authority competent to sanction the leave is the Syndicate or the Vice-Chancellor.
  - ii. To the authority competent to sanction the leave in other cases.

### ***Acceptance of other employment by an employee on leave.***

23. A University employee on leave may not take or accept any employment in Pakistan or abroad without obtaining the previous sanction of the Vice-Chancellor.

### ***Recall from leave***

24. All orders recalling a University employee to duty before the expiry of his leave, should invariably state whether the return to duty is optional or compulsory. If the return is optional, the University employee is entitled

to no concession. If it is compulsory, he is entitled to be treated as on duty from the date on which he starts for Lahore, and to draw travelling allowance under the University Travelling Allowance Rules for the journey, but to draw until he joins his post leave salary only.

***Return to duty before expiry of leave***

25. The authority which granted leave to a University employee may permit him to return to duty before the expiry of the period of his leave.

***Medical Certificate on return from leave on medical grounds***

26. No University employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness by the University Medical Officer in the form annexed as Appendix 'C'.

**APPENDIX 'C'**  
**MEDICAL CERTIFICATE OF FITNESS**  
**(Referred to in University Ordinance 26)**

I, A. B. \_\_\_\_\_ do hereby certify that I have examined C.D. \_\_\_\_\_ serving as \_\_\_\_\_ in the University of Engineering and Technology, Lahore, and that I consider him fit to resume his duties in the university.

Dated: \_\_\_\_\_ University Medical Officer

***Grant of leave to University employee not fit for service.***

27. When a Medical Board has reported that there is no reasonable prospect that a University employee will ever be fit to return to duty, leave should not necessarily be refused to him. It may be granted, if due, by a competent authority on the following conditions:-
- (a) If the Medical Board is unable to say with certainty that the University employee will never be fit for service again, leave not exceeding twelve months in all may be granted. Such leave should not be extended without a further reference to a Medical Board.
  - (b) If such Medical Board declares the University employee to be completely and permanently incapacitated for further service he



should, except as provided in clause (c) below, be invalidated from the service, either on the expiration of the leave already granted to him. If he is on leave when examined by the board or, if he is not on leave, from the date of the Board's report.

- (c) A University employee declared by the board to be completely and permanently incapacitated may, in special cases, be granted leave, or an extension of leave not exceeding 6 months and such leave may be debited against the leave account if such leave be due to him. Special circumstances justifying such treatment may be held to exist when the University employee's break-down in health has been caused in and by University service or when he has taken a comparatively small amount of leave during his service or will complete at an early date an additional year's service for gratuity.

### ***Overstay of leave and wilful absence after expiry of leave***

28. (1) A University employee who remains absent after the end of his leave entitled to no leave salary for the period of such absence and that period will, unless his leave is extended by the competent authority, be debited to his leave account as leave due otherwise extra-ordinary leave.
- (2) Absence from duty by a University employee after the expiry of leave, or after his recall from leave, without sufficient cause acceptable to the competent authority, may result in disciplinary action against him under the provision of the Engineering and Technology University Employees (Efficiency and Discipline) Statutes, 1975.

### ***Calculation of Leave Salary***

29. (1) Leave Salary during leave on average pay shall be calculated at a rate equal to the rate of pay last drawn by the university employee immediately before the commencement of leave.
- (2) Leave salary during leave on half average pay shall be equal to half the average pay calculated under para (1) above.

### ***Leave Account***

30. A leave account should be maintained for each University employee subject to these University Ordinances in the form as prescribed by the Syndicate.

**Officers responsible to maintain leave account**

31. The leave account of Class A University employee will be maintained by the Treasurer and that of the other University employees by the Establishment Officer (Assistant Registrar).

**Vacation counts as duty**

32. Unless the contrary appears from the context vacation counts as duty and not as leave. A competent authority may specify the department or a part of department which should be treated as a Vacation Department.

**Explanation:-** Vacation Department is a department or part of a department to which summer vacation is allowed during which University employees serving in the department are permitted to be absent from duty.

**Conditions for the availing of vacation**

33. A University employee serving in a vacation department shall be considered to have availed himself of a vacation or a portion of a vacation, unless he has been required by general or special order of a higher authority to forego such vacation or a portion of a vacation; provided that if, as a result of such an order, he has only been able to enjoy a period not exceeding 15 days of the vacation, he shall be considered to have availed himself of no portion of the vacation.

**Explanation:-** The term "higher authority" means in the case of a Class A University employee, the Vice-Chancellor and, in the case of other University employees, such authority as the Vice-Chancellor may prescribe.

## PART IV ADMISSIBILITY OF LEAVE

Different sets of leave rules and categories of employees subject thereto

34. The admissibility of leave-
- i. To the University employees who are in permanent employment and the temporary University employees who have completed three years continuous temporary service will be regulated by the provisions of Section I of this part, and
  - ii. To the University employees who are not in permanent employment and have less than three years continuous temporary

service will be regulated by the provisions of Section 11 of this part, and

- iii. To the University employees engaged on contract will be regulated by the special terms of their contract or in the absence of special terms by the provisions of Section 11 with such modification as may be prescribed by the Syndicate, if the contract is for three years or less and by the provisions of Section I with such modifications as may be prescribed by the Syndicate, if the contract is for more than three years.

## SECTION I

### ADMISSIBILITY OF LEAVE TO PERMANENT UNIVERSITY EMPLOYEES AND TEMPORARY UNIVERSITY EMPLOYEES WHO HAVE COMPLETED THREE YEARS CONTINUOUS SERVICE.

35. (1) A Permanent University Employee of Class 'C' shall earn leave and be eligible for leave as under:

#### ***Leave on average pay***

- (a) A Permanent University Employee in class 'C' shall earn leave at the rate of  $1/22^{\text{nd}}$  of the period spent on duty and the maximum that may be accumulated shall be 2 months. Any period earned in excess of two months shall be credited to a separate item in the leave account from which leave may be allowed on average pay on medical certificate or for the purpose of pilgrimage outside Pakistan, Burma, Ceylon and India.

#### ***Amount of leave to be taken at one time***

- (b) The amount of leave on average pay that may be taken at one time shall not exceed two months. This limit may be raised to six months when leave in excess of two months, is taken on medical certificate or for the purpose of pilgrimage outside Pakistan, Burma, Ceylon and India.

#### ***Leave on half average pay***

- (c) Leave on half average pay shall be earned at the rate of  $1/22^{\text{nd}}$  of the period spent on duty and accumulation of such leave shall also be without limit. Such leave shall not be allowed except on medical certificate. It shall be permissible to convert leave on half average pay into leave on average pay at the rate of one day of leave on

average pay for two days of leave on half average pay upto the maximum of six months on average pay.

**Note;**-The amount of leave on average pay that may be taken under this paragraph at one time, including the amount of leave on half average pay converted into leave on average pay on medical certificate, shall not exceed six months in any case.

- (2) Permanent University employees of Class A and Class B shall earn leave and be eligible for leave as under:

***Leave on average pay.***

- (a) A permanent University employee in Class 'A' or Class 'B' shall earn leave on average pay at the rate of 1.11th of the period spent on duty and the maximum that may be accumulated shall be four months. Any period earned in excess of four months shall be credited to a separate item in the leave account from which leave may be allowed on average pay on medical certificate or for the purpose of pilgrimage, education or rest and recreation outside Pakistan, Burma, Ceylon and India.

***Amount of leave to be taken at one time***

- (b) The amount of leave on average pay that may be taken at one time shall not exceed four months. This limit may be raised to six months when leave in excess of four months is taken on medical certificate, for the purpose of pilgrimage, education or rest and recreation outside Pakistan, Burma, Ceylon and India.

***Leave on half average pay.***

- (c) Leave on half average pay shall be earned at the rate of one month for each year of duty, and accumulation of such leave shall be without limit, it shall be permissible to convert leave so allowed into leave on average pay on production of a medical certificate upto a maximum of 12 months on average pay. This conversion will be allowed at the rate of one day of leave on average pay for 2 days of leave on half average pay.

**Note;**-The amount of leave on average pay that may be taken under this paragraph at one time, including the amount of leave on half average pay converted into leave on average pay on medical certificate, shall not exceed six months in any case.

***Leave earned by temporary University employees with three year's continuous service.***

36. A temporary University employee who is not serving in a Vacation Department, shall with effect from the date on which he completes three years continuous temporary service or on which he is appointed substantively to a permanent post, whichever is earlier be treated for the purpose of leave as a University employee in permanent employ and his leave account at the same time shall be credited with the amount of leave which would have been admissible to him under these University Ordinances had he been in permanent employ from the date he joined temporary service such credit being diminished by the amount of leave already taken.

***Carry forward of existing leave***

37. (1) In the case of University employee other than a teacher covered by paragraph (2) below whose services have been transferred to the University from the Government College of Engineering and Technology, Lahore and its Workshops and who elects these University Ordinances, the leave on average pay and half average pay that shall be carried forward as the balance at credit on the date of the promulgation of these University Ordinances, shall be determined in consultation with the Accountant General, West Pakistan, and further accumulations shall be subject to the limits mentioned in these University Ordinances.
- (2) In the case of a teacher who was governed by the West Pakistan University of Engineering and Technology Teachers (Leave) University Ordinances, 1963, and who elect these University Ordinances, the leave admissible on average pay and half average pay at credit on the date of the promulgation of these University Ordinances shall be carried forward and further accumulations shall be subject to the limits mentioned in these University Ordinances.
- (3) In the case of the University employees, not covered by paras (1) and (2) the leave on average pay or half average pay that shall be carried forward as the balance at credit on the date of the promulgation of these University Ordinances shall be calculated at the rates prescribed in these University Ordinances as if the rates had been applicable to the University employee concerned from the beginning of his service under this University less the period of leave on average pay or half average pay already taken by him.

**Leave not due**

38. (1) Save in the case of leave preparatory to retirement, a permanent employee, may be granted leave not due on half average pay upto a maximum of twelve months during the whole service if it is on medical certificate or three months during the whole service if it is not on medical certificate.
- (2) Leave not due may be granted on half average pay to a University Employee with three years or longer continuous temporary service upto a maximum of six months during the whole service on the submission of a medical certificate given by the University Medical Officer in the case of employees of Classes B & C and by a Medical Board in the case of Employees of Class A subject to the condition that he is not likely to be discharged from service before the expiry of a fresh period spent on duty sufficient to earn the credit of leave equal to the period of leave not due to be granted.
- (3) When a University employee returns from leave which was not due, no leave shall become due to him until the expiration of a fresh period spent on duty sufficient to earn a credit of leave equal to the period of leave which he took before it was due.

**Maximum leave on half average pay combined with leave on average pay.**

39. The maximum amount of leave on half average pay or such leave combined with leave on average pay that may be taken at one time shall be one year, but if supported by a medical certificate, it may be extended to two years.

**Leave permissible to University employees in vacation department.**

40. (1) (a) Leave on average pay shall not be permissible to a University employee in permanent employ serving in a vacation department in respect of duty performed in any year in which he avails himself of the full vacation.
- (b) Leave on average pay to such University employee in respect of any year in which he is prevented from availing himself of the full vacation shall be such portion of thirty days if he is a Class 'A' or Class 'B' employee, or of fifteen

days if he is a Class 'C' employee, as the number of days of vacations not taken bears to the full vacation.

- (c) If in any year such University employee does not avail himself of the vacation, leave on average pay shall be permissible to him in respect of that year as if he was in a non-vacation department.
  - (d) Such University employees shall be entitled to earn and avail themselves of leave on half average pay like University employees serving in non-vacation departments.
- (2) A University employee in a vacation department who is not in permanent employ shall with effect from the date on which he completes three years continuous temporary service or on which he is appointed substantively to a permanent post, whichever is earlier, be treated for the purpose of leave as a University employee in permanent employ, and his leave account at the same time shall be credited with the amount of leave, which would have been admissible to him had he been in permanent employ in a Vacation Department from the date he joined temporary service, such credit being diminished by the amount of leave already taken.

### ***Extraordinary Leave.***

41. (1) Extraordinary leave may be granted to a University employee in special circumstances;
- (a) When no other leave is admissible under these University Ordinances or;
  - (b) When other leave is admissible, but the University employee concerned applies in writing for the grant of extraordinary leave.
- (2) No leave salary is admissible in the case of extraordinary leave.
- (3) The authority em-powered to grant leave may Commute retrospectively the period of absence without leave into extraordinary leave.

- (4) In the case of a permanent University employee, the period of absence from duty at one time on account of extraordinary leave or such leave in conjunction with any kind or kinds of leave shall not exceed 5 years.
  - (5) In the case of a University employee other than University employee in permanent employ the period of absence from duty at one time on account of extraordinary leave shall not exceed three months, provided that a competent authority may by general or special order extend such leave to twelve months, if the University employee concerned is undergoing treatment for tuberculosis in a recognized sanatorium or treatment for tuberculosis of bones of joints by a specialist in tuberculosis or Chief Medical Attendant or District Health Officer or Civil Surgeon.
- 42.
- (1) Subject to the conditions hereinafter specified a competent authority may grant special disability leave to a University employee who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.
  - (2) Such leave shall not be granted, unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled, acted with due promptitude in bringing it to the notice of the competent authority. Such authority, however, if satisfied as to the cause of the disability may permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.
  - (3) The period of leave granted shall be such as is certified to be necessary by a Medical Board, it shall not be extended except on the certificate of such a Board, and shall in no case exceed twenty four months.
  - (4) Such leave may be combined with leave of any other kind.
  - (5) Such leave may be granted more than once, if the disability is aggravated or reproduced in similar circumstances at a latter date, but not more than twenty four months of such leave shall be granted in consequence of any one disability.
  - (6) Such leave shall be counted as duty in calculating service for pension and only half of such leave on average pay shall be debited against the leave account.
  - (7) Leave salary during such leave shall be equal:



- (a) for the first 120 days in the case of University employees of Class A. 90 days in the case of University employees of Class 'B' and 30 days in the case of University employees of Class 'C' including a period of such leave granted under paragraph (5) of this University Ordinance; and
  - (b) to half average pay for the remaining period of any such leave or at the University employees option to average pay for a period not exceeding the period of leave on average pay which would otherwise be admissible to him.
- (8) In the case of a person to whom the workmen's Compensation Act, 1923, applies, the amount of leave-salary payable under this University Ordinance shall be reduced by the amount of compensation payable under Section 4 (1) (D) of the said Act.

***Special disability leave for injury accidentally incurred.***

43. A competent authority may extend the application of the provision of University Ordinance 42 to a University employee who is disabled by injury accidentally incurred in or in consequence of due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds. The grant of this concession is subject to further conditions:-
- (i) that the disability, if due to disease, must be certified by a Medical Board to be directly due to the performance of the particular duty; and
  - (ii) that, if the University employee has contracted such disability during service, it must be, in the opinion of the competent authority, so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave; and
  - (iii) that the period of absence recommended by the Medical Board may be covered in part by leave under this University Ordinance and in part by other leave, and that amount of special disability leave granted on average pay may be less than 120 days in the case of University Employee of Class 'A' 90 days in the case of University Employee of Class 'B' and 30 days in the case of University employees of Class 'C'.

**Study Leave.**

44. (1) The Syndicate may grant study leave to a University employee in permanent employment, who holds a teaching, research, or administrative post and who has not less than three years service.

**Note:-** In a special case the Syndicate may grant study leave to any other University employee.

- (2) Application for study leave must clearly specify the course or courses of study contemplated and any examination which the applicant proposes to undergo. No course of study will be considered as qualifying for study leave or leave salary, unless it has been approved by the Syndicate.
- (3) Such study leave shall not be granted to a University employee who is due to retire from service within five years of the date on which such leave and the leave, if any, with which it is combined would expire.
- (4) A period of three years at one time is a suitable maximum for the grant of study leave, but in no case the grant of such leave shall exceed four years during the whole period of service of a University employee.
- (5) Study leave may be combined with vacation or other regular leave.
- (6) During study leave the University employee will draw a leave salary equal to  $\frac{1}{2}$  of his pay and also study allowance at such rate as may be determined by the Syndicate from time to time.

**Note:-** The Syndicate while fixing the rate of study allowance under this paragraph shall take into consideration the rate fixed by the Government of West Pakistan for Government Servants.

- (7) Study leave will count as service for promotion and gratuity but not for leave. It will count as extra leave and except as provided in clause (b) of para (8) below, study leave will not affect any leave which a University employee may already have taken, and shall not be debited against his leave account.
- (8) The grant of study leave under this University Ordinance is further subject to the following conditions:-
- (a) The Syndicate may cancel the study leave granted to a University employee and withdraw all the privileges allowed

---

\* 100% as per decision of the Syndicate taken in its 1/89 meeting held on 30.4.1989 vide Notification No.Regu.III/10(65)/89/167 dated 21.8.1989

to him in connection with such leave, if the University employee does not show satisfactory progress in his studies; provided that this clause shall not apply in case the University employee's failure to make satisfactory progress was due to illness or other circumstances beyond his control.

- (b) On return from study leave the University employee shall serve the University for at least five years. In case he leaves the University Service before the expiry of the said period, the Syndicate may direct that the study leave availed of by him shall be converted into other leave standing at his credit or into extraordinary leave, if no other leave stands at his credit and that he should refund to the university (i) either the whole or part of the difference between the leave salary paid to him for the period of the study leave and the leave salary, admissible to him, on account of the leave to which the study leave has been converted, or (ii) the whole or part of the leave salary paid to him for the period of the study leave, if such leave has been converted to extraordinary leave.

### ***Maternity Leave.***

45. (1) A competent authority may grant to a female University employee maternity leave on full pay for a period not exceeding three months at a time. The grant of leave shall be so regulated that:-
- (a) the date of confinement falls within the leave period: and
- (b) the leave does not extend more than six weeks beyond the date of confinement.

#### **EXPLANATION:**

For the purpose of this University Ordinance, the term pay includes officiating pay; provided that the authority sanctioning the leave certifies that the University employee would have continued to officiate had she not proceeded on leave.

- (2) Leave under this University Ordinance may be granted in combination with leave of any other kind.
- (3) leave granted under this University Ordinance shall not be debited to leave account.

**SECTION II****ADMISSIBILITY OF LEAVE TO TEMPORARY  
UNIVERSITY EMPLOYEES WITH LESS THAN THREE  
YEARS SERVICE.*****Earned Leave***

46. A University employee who is not in permanent employ and who has less than three years continuous temporary service shall earn leave at the rate of 1/22 of the period spent on duty;

Provided that no earned leave shall be admissible to a University employee serving in a vacation department.

Provided also that leave at the credit of an employee in his leave account shall lapse on the date of termination of his service.

***Leave on Medical Certificate***

47. (1) Leave on medical certificate may be granted to a temporary University employee who has completed one year's continuous service, at the rate of 15 days if he is a Class A or Class B employee or 10 days if he is a Class C employee for every completed year of service less the amount of leave already taken under this University Ordinance.
- (2) Such leave shall be allowed only on production of a medical certificate on form prescribed by the Syndicate and for a period not exceeding that recommended in the certificate.
- (3) No leave may be granted under this University Ordinance, unless the authority competent to grant the leave is satisfied that there is reasonable probability that the University employee will be fit to return to duty on expiry thereof.
- (4) If a temporary University employee without interruption of his service is appointed substantively to a permanent post, any leave so granted shall be reckoned as leave on half average pay and then the University Ordinance 36 shall apply.

**Leave not due**

48. (1) Where leave with pay is not admissible to a University employee, leave may be granted on half average pay upto a maximum of 6 months during the whole service of the University employee on production of a medical certificate given by a Medical Board, subject to the condition that the employee is not likely to be discharged before the expiry of such leave.
- (2) When the University employee return from leave granted to him under this University Ordinance, no leave shall become due to him until the expiration of a fresh period spent on duty sufficient to earn a credit of leave equal to the period of leave which he took before it was due.

**Maternity Leave**

49. (1) A Competent Authority may grant to a female University employee Maternity Leave on full pay for a period not exceeding 3 months at a time; provided that the employee furnishes a guarantee with at least one surety that she will return to duty for at least a period of six months immediately on the expiry of her leave if her services are required. The grant of leave shall be so regulated that:-
- (a) the date of confinement falls during the leave period; and
- (b) the leave does not extend more than six weeks beyond the date of confinement.
- (2) Leave under this University Ordinance may be granted in combination with leave of any other kind.
- (3) Leave under this University Ordinance shall not be debited to leave account.

**Extra-ordinary Leave**

50. Extraordinary Leave may be granted to a temporary University employee in special circumstances for a period not exceeding three months on any one occasion:-
- (a) when no other leave is by these University Ordinances admissible; or
- (b) when other leave is admissible, but the employee concerned applies in writing for the grant of extraordinary leave.

**Leave Salary.**

51. (1) A temporary University employee who is granted earned leave under University Ordinance 47 shall be entitled to leave salary equal to average pay.
- (2) A temporary University employee who is granted leave on medical certificate under University Ordinance 47 shall be entitled to leave salary equal to half average pay.
- (3) A temporary University employee who is granted extraordinary leave under University Ordinance 50 shall not be entitled to any leave salary.

**PART-V****GRANT OF CASUAL LEAVE AND OTHER LEAVE NOT TREATED AS REGULAR LEAVE*****Casual & Emergency Leave***

52. (1) Casual leave may be granted to a University employee not serving in a vacation department for 25 days in a year but it should not ordinarily be exceeded 10 days at a time. The competent authority may, however, grant casual leave for 15 days at a time in special circumstances or by way of summer spell.

**EXPLANATION:-** A University employee joining the University during the course of the calendar year may be granted casual leave, proportionate to the period of his service during the year.

- (2) Casual leave may be granted in conjunction with Sundays or other University holidays but not with regular leave and the total period of absence shall not exceed 15 days at a time.
- (3) Except in case of urgent necessity an application for casual leave must be given well in advance of the date on which such leave is to begin.
- (4) In special cases emergency leave may be granted to a University employee serving in a vacation department for 25 days in a year. It may be combined with Sundays and other University holidays, but not with vacation or regular leave.

- (5) No University employee shall leave Lahore during casual or emergency leave except with the permission of the sanctioning authority and he must leave with such authority the address at which letter and other communications will find him during leave.

### ***Casual leave for anti-rabic treatment***

53. A University employee may be granted casual leave upto 15 days for anti-rabic treatment on the recommendation of the Medical Officer Incharge of an anti-rabic center. If in a special case leave for more than 15 days is necessary and the appointment of a substitute is considered essential one month's additional leave on "average pay" may be granted but it shall not be debited against the leave to the credit of the University employee. When, however, no substitute is appointed the entire period of one and a half month shall be treated as casual leave.

### ***53. (a) Casual Leave will be sanctioned as under:-***

- i. Vice-Chancellor to Heads of Non-teaching Departments.
- ii. Deans and Heads of Teaching Departments to the employees working under them respectively.
- iii. Registrar to Senior Assistant, Superintendents and Sectional Officers under him and his personal staff.
- iv. Treasurer to the Sectional Officer, Superintendents and Senior Assistants under him and his personal staff.
- v. Sectional Officers to all staff under their charge except the Superintendents and Senior Assistants.

Provided

- i) Casual leave must be applied for well in time and availed of only after sanction except in case of casual leave due to illness.
- ii) Employees are not entitled to casual leave as a right. The casual leave is granted by way of grace to enable to attend to their private affairs of casual nature. It is entirely within the discretion of the sanctioning authority either to refuse or sanction casual leave.

### ***Quarantine Leave***

54. If it is necessary for a University employee to be absent from duty by order in consequence of the presence of an infectious disease in his

family or household, he may be granted quarantine leave on the certificate of a Medical or Health Officer for a period not exceeding 21 days and in exceptional cases, 30 days. Quarantine leave may be granted, when necessary, in continuation of other leave subject to the above maximum.

***Authorities competent to sanction casual leave etc.***

55. The leave mentioned in this part may be sanctioned by such authorities as may be prescribed.

**PART VI  
RELAXATION**

***Relaxation***

56. In cases where the operation of these University Ordinances involves undue hardship to a University employee, the Syndicate may, for reasons to be recorded relax any of these University Ordinances in his favour.



**Notification No. Regu-III/46(77)/81 dated 27.07.1981  
(Approval of Chancellor)  
ON  
UNIVERSITY OF ENGINEERING AND TECHNOLOGY,  
EMPLOYEES LEAVE (AMENDMENT) STATUTES 1979.**

***Short Title & Commencement.***

1. (1) These may be called the University of Engineering and Technology, Employees Leave (Amendment) Statutes, 1979.
- (2) These shall come into force w.e.f. 1st July, 1978 and shall also cover those University employees who may be on leave preparatory to retirement on that date.

***Option.***

2. (1) All University employees who were in service on 1st July, 1978 including those who were on leave on that date, shall have the option to retain the existing University of Engineering and Technology Teachers (Leave) Statutes, 1963 or University of Engineering and Technology Employees (Leave) Statutes, 1969.
- (2) The option shall be valid only if it is exercised in writing and is communicated to the Registrar within a period of six months from the date of promulgation of these Statutes. The options shall be notified by the Registrar.
- (3) If on the date of promulgation of these Statutes a University employee was on leave or on temporary deputation/training/Foreign service out side Pakistan, he may exercise option and communicate to the Registrar within a period of three months from the date of his return from leave or to Pakistan.
- (4) University employee who does not exercise and communicate his option in the manner and within the period indicated in sub-statutes (2) and (3) above, shall be deemed to have opted to be governed by the provisions contained in these Statutes.
- (5) A University employee, who was in service immediately before the 1st July, 1978 and has died on or after that date or may die before exercising option in terms of sub-Statutes (2) and (3) above, shall be deemed to have opted to be governed by the provisions contained in these Statutes.

- (6) A University employee who validly opts to retain the leave statutes in force and applicable to him immediately before the 1st of July, 1978 shall continue to be governed by the said Statutes.
- (7) The option once exercised shall be final.

### **APPLICATION**

3. The existing Statutes on the subject shall be deemed to have been modified only to the extent of these Statutes.

### **CALCULATION OF LEAVE**

4. Leave shall be admissible to a University employee and granted to him by the competent authority at the following rate and scale:-
  - i) A University employee shall earn leave only on full pay. It shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on full pay"; duty period of 15 days or less in a calendar month being ignored and those of more than 15 days being treated as a full calendar month for the purpose. If a University employee proceeds on leave during a calendar month and return from it during another calendar month and the period of duty in either month is more than 15 days, the leave to be recredited for both the incomplete months will be restricted to that admissible for one full calendar month only.
  - ii) The provision in (i) above will not apply to a vacation department; in its case a University employee may earn leave on full pay:-
    - a) When he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered.
    - b) When during any year he is prevented from availing himself of the full vacation as for a University employee in a non-vacation department for that year; and
    - c) When he avails himself of only a part of the vacation as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.
  - iii) There shall be no maximum limit on the accumulation of leave.

**GRANT OF LEAVE**

5. (1) Leave on full pay: The maximum period of leave on full pay that may be granted at one time shall be as follows:
- |  |          |
|--|----------|
| (a) Without Medical Certificate                                  | 120 days |
| (b) With Medical Certificate                                     | 180 days |
| (c) On Medical Certificate from leave account in entire service. | 365 days |
- (2) Leave on Half pay:
- (a) Leave on full pay may be converted into leave on half pay at the option of the University employee the debit to the leave account will be 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. The request for such conversion shall be specified by the University employee in his application for the grant of leave.
- (b) 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.
- (3) Leave Preparatory to Retirement: The maximum period upto which a University employee may be granted leave preparatory to retirement shall be 365 days. It may be taken subject to availability, 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. Provided that no such leave shall be admissible after the employee has reached the age of superannuation.
- (4) It shall not be necessary to specify the reasons for which leave has been applied so long as the leave is due and admissible to a University employee. Leave applied for on Medical Certificate shall not be refused. The authority competent to sanction leave may, however, at its discretion, secure a second medical opinion by requesting the Medical Board to have the applicant medically examined.

**RECREATION LEAVE**

6. It may be granted for 15 days in a financial year; the debit to the leave account may, however, be for 10 days.

**LEAVE NOT DUE**

7. It may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed 90 days in all, such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the University employee resuming duty.

**SPECIAL LEAVE**

8. A female University employee on the death of her husband, may be granted special leave on full pay, when applied for, not exceeding 130 days. This leave shall not be debited to her leave account.

**MATERNITY LEAVE**

9. Maternity Leave may be granted to a female University Employee for such period and on such terms and conditions as are laid down in Government rules applicable to the Government servants from time to time.

**DISABILITY LEAVE**

10. Leave salary during disability leave shall be equal to full pay for the first 180 days and half pay for the balance period.

**EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY)**

11. It may be granted on any ground upto a maximum period of five years at a time, provided the University employee to whom such leave is granted has been in continuous service for a period of not less than ten years; in case a University employee has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the leave sanctioning authority.

**LEAVE TO BE EXPRESSED IN DAYS**

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

**COMMENCEMENT AND END OF LEAVE**

13. Instead of communicating whether leave starts/ends in the forenoon or afternoon, leave may commence from the day following that on which a

University employee hands over the charge of his post. It may end on the day proceeding that on which he resumes duty.

### **ENCASHMENT OF REFUSED LEAVE**

14. (a) If in case of retirement on attaining the age of superannuation, a University employee cannot, for the interest of the work of the University be granted leave preparatory to retirement due to him duly applied for in sufficient time, he will in lieu thereof be granted lumpsum leave pay for the leave refused to him subject to a maximum of 180 days leave on full pay.
- (b) Ordinarily, leave preparatory to retirement shall not be refused. All orders refusing leave preparatory to retirement to a University employee and recalling a University employee from leave preparatory to retirement shall be passed only by the authorities specified below:-

i)	For University employee of grade 17 and above	Syndicate
ii)	For University employees of grade 16 and below	Vice-Chancellor

The above authorities shall not further delegate these powers to any other authority.

### **IN-SERVICE DEATH**

15. In case a University employee dies while in service lumpsum payment equal to full pay upto 180 days out of the leave at his credit shall be made to his 'family' as defined for the purpose of family pension.

### **RECALL TO DUTY DURING LEAVE**

16. If a University employee is recalled to duty compulsorily, with the personal approval of the leave sanctioning authority, from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from station where he is spending his leave to the place where he is required to report for duty. In case he is recalled to duty at the headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

**CONVERSION OF LEAVE ACCOUNT**

17. All leave at credit in the account of a University employee who was in service on the 1st July, 1978 shall be carried forward and expressed in terms of leave on full pay. The leave account in such cases shall, with effect from 1st July, 1978 or in the case of a University employee who was on leave on that date, with effect from the date of his return from leave, be recast as under:-
- i) Leave on average pay
    - a) 1 month 30 days
    - b) 1 day 1 day
  - ii) Leave on half average pay
    - c) 1 month 15 days
    - d) 1 day 1 day
- Fractions, if any, shall be ignored.

**PENALTY FOR ABSENCE/UN-SANCTIONED LEAVE**

18. Unless his leave is extended by the leave sanctioning authority a University employee who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and double the period of such absence shall be debited against his leave account. Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning. Such double debit shall not preclude any disciplinary action that may be considered necessary under the Statutes.

**LEAVE EX-PAKISTAN**

19. Leave on full pay may also be granted as leave Ex-Pakistan to a university employee who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad, is otherwise on duty abroad and makes a specific request to that effect. The leave pay to be drawn abroad in foreign exchange shall, however, be payable only to those University employees who were appointed before the 17<sup>th</sup> May, 1958 and shall be restricted to a maximum of Rs.3,000/- per month. Such leave pay shall be payable for the actual period of leave spent abroad subject to a maximum of 120 days at a time.

**ADDITION TO OR MODIFICATION**

20. The Syndicate may, from time to time, adopt any amendment made by the Punjab Government in their leave Rules.

**Ordinances No.23 to 26 of 1963 are substituted with  
Statutes Notified vide No.Regu-III/10(65)/(82) dated:  
8.11.1982 as under:-  
(Approval of the Chancellor)**

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY TEACHERS  
(STUDY LEAVE) STATUTES, 1980.**

***Short Title & Commencement***

1. (1) These statutes may be called University of Engineering and Technology Teachers (Study Leave) Statutes, 1980.
- (3) These shall come into force at once.
- (4) These shall apply to all University Teachers who are granted Study Leave henceforth.

***Eligibility***

2. (1) The Syndicate may grant study leave to a University teacher in permanent employment who holds a teaching research or administrative post and who had not less than three years service.
- (3) Application for study leave must clearly specify the course or courses of study contemplated and any examination which the applicant proposes to undergo. No course of study will be considered as qualifying for study leave or leave salary unless it has been approved by the Syndicate.
- (4) Such study leave shall not be granted to a University Teacher who is due to retire from service within five years of the date on which such leave and the leave, if any, with which it is combined would expire.
- (5) A period of three years at one time is a suitable maximum for the grant of study leave but in no case the grant of such leave shall exceed four years during the whole period of service of a University Teacher.
- (6) Study leave may be combined with vacation or other regular leave.
- (7) During study leave the University teacher who has been awarded a Scholarship/Fellowship etc. will draw leave salary equal to  $\frac{1}{2}$  % of his pay. In other cases, the Syndicate may grant study leave with full pay for a period not exceeding 3 years within or outside the country for the development of an approved programme of the University.

---

\* 100% as per decision of the Syndicate taken in its 1/89 meeting held on 30.4.1989 vide Notification No.Regu.III/10(65)/89/167 dated 21.8.1989

**NOTE;**The Syndicate while fixing the rate of study allowance under this paragraph shall take into consideration the rate fixed by the Government for Government Servant.

- (8) Study leave will count as service for promotion and gratuity but not for leave. It will count as extra leave and except as provided Statute (3) below, will not effect any leave which a University Teacher may already have taken, and shall not be debited against his leave account.

### **Conditions for availing study leave**

3. The grant of study leave is further subject to the following considerations:-

- (a) The Syndicate may cancel the study leave granted to a University teacher and withdraw all the privileges allowed to him in connection with such leave, if the University teacher does not show satisfactory progress in his studies; provided that this clause shall not apply in case the University Teacher's failure to make satisfactory progress was due to illness or other circumstances beyond his control.
- (b) For the sake of assessment of the progress of his studies, the University teacher shall arrange to have the transcripts of his examination results sent, if and when so required, to the University directly by the institution where he is studying.
- (c) Before proceeding on study leave the University teacher shall execute the requisite Bond to serve the University on return from study leave. The minimum period of such service and the liquidated damages payable by the University teacher in the event of his failure to serve for that period are specified hereunder against each category of period of leave permissible:-

	PERIOD OF LEAVE	MINIMUM PERIOD OF SERVICE BOND	LIQUIDATED DAMAGES
a)	Over six months but not more than 12 months.	Two years	Rs.20000/-
b)	Over 12 months but not more than two years	Three years	Rs.30000/-
c)	Over two years but not more than three years	Four years	Rs.40000/-
d)	Over three years	Five years	Rs.50000/-

- (2) In case a teacher leaves the University service before the expiry of his minimum period of service bond, he shall pay the part of liquidated damages proportionate to the unexpired period of such service.



- (3) However, a teacher who leave the University during his study leave shall have to pay the full amount of Bond money.

### ***Procedure for submission of applications***

4. (1) The teacher may apply for study leave on a plain paper specifying:-
- i. his field of studies,
  - ii. the degree which his programme of studies leads to;
  - iii. the Institution that he has enrolled in;
  - iv. the kind of financial assistance (i.e. Scholarships, Fellowships etc) available.
- (2) Photostat copies of the relevant documents in support of clauses (iii) & (iv) above should be attached with the application.
- (3) The application should be routed through proper channel at least one month before the proposed date of departure of the University teacher.

### ***Relaxation***

5. \* In cases where the operation of these Statutes involves undue hardship to a Teacher, the Syndicate may for reasons to be recorded relax any of these Statutes in his favour.

---

\* Substituted vide No.Regu-III/10(65)/82 dated 11.1.1982.

**Notification No.Regu.III/46(77)/79 dated 2.7.1986**  
**ON**  
**ENCASHMENT OF LEAVE PREPARATORY TO**  
**RETIREMENT.**

- a) Para 24 of the letter No.FD-PC-2-1/83, dated 25.8.1983 is referred wherein it has been provided that a Govt. Servant who desired to get the benefit of encashment of LPR upto a period of 180 days must surrender the entire leave preparatory to retirement due to him. This provision debarred those Govt. servants from availing of the facility of encashment of LPR who, for reasons beyond their control, had to take leave during the period of LPR surrendered by them for the purpose of encashment. This had created hardship in certain cases and it has, therefore, been decided in partial modification of the instructions contained in the circular letter No.FD-SR-III-1-83, dated 4.6.1984, that the competent authority may, where it is satisfied that the leave applied for by a Govt. servant (during the period of leave surrendered for encashment) is unavoidable or is fully justified, e.g. in cases of illness. Supported by medical certificate or for performance of Haj, etc., grant leave to an employee during this period. In such a case, however the amount of cash compensation shall be reduced by an amount equal to the leave pay for half of the period of leave taken. For example if an employee who has opted for encashment of LPR take 60 days of such leave, his cash compensation equal to 30 days leave pay will be forfeited.
- b) It is stated that, in partial modification of the orders contained in paragraphs 12 and 13 of letter No.FD-PC-2-1/83, dated the 2<sup>nd</sup> December, 1983, letter No.FD-SR-III-1-53/83, dated the 15<sup>th</sup> May, 1984 and paragraph 2 of letter No.FD-SR-III-1-53/83, dated the 8<sup>th</sup> August, 1984 it has been decided that (a) unless a government servant opts to proceed on leave Preparatory to Retirement or submits an application for LPR, he may be deemed to have opted for encashment of LPR according to the rules, and (b) on receipt of a request from a government servant deemed to have opted for encashment of LPR the authority competent to sanction LPR will issue formal sanction for the payment of cash compensation.