

## LEAVE POLICY FOR AIR UNIVERSITY EMPLOYEES

**1. Introduction:** This policy deals with the leave provided to all employees of Air University. Objective / purpose of leave provided, various type of leave available and their requirements, eligibility of employees for each type of leave and other relevant requirements are a part of this policy. This policy is in line with the guidelines provided by the relevant employment laws of Pakistan.

**2. Objective / Purpose of Leave:** Leave is granted to university employees with the good intention of providing them rest, recuperation of health and facilitating them in fulfilling their social obligations. The objective is to help employees maintain a work-life balance. This provides for healthy and efficient faculty and staff for the university.

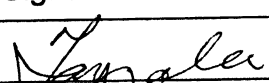
**3. Type of Leave Available:** Air University employees are authorized to avail the following type of leaves;

### **3.1 Casual Leave:**

- (a) Air University employees are authorized to avail a total of 16 days casual leaves in an academic year (1 September- 31 August). Casual leaves can be availed in case of any personal or domestic commitments that are unavoidable. Leave Quota for new employees will be calculated on pro-rotta basis in reference to joining date.
- (b) A maximum of 04 casual leaves can be availed at a stretch. Leave over and above 04 days will be counted towards annual leave or leave without pay. Special cases could be considered for approval as exceptions by the Vice Chancellor
- (c) Ex-post facto approval of casual leave must only be granted as an exception and only after a thorough investigation of the circumstances leading to it.
- (d) Air University employees who are not entitled for annual leave can avail up to 06 casual leaves at stretch for Umrah/ marriage purpose excluding weekends.

### **3.2 Annual Leave:**

- (a) Air University employees are entitled to one-month annual leave once every year. Annual leave can be availed once a year and cannot be combined with any other leave except Maternity Leave. (Other leaves that cannot be coupled with annual leave are previously accumulated leaves, medical leave, extraordinary leave or study leave).
- (b) Employees who have completed their probation are entitled to avail this leave after completing their eleven months' service at AU every year. Employees have freedom to avail their annual leave all at once or in portions.
- (c) Annual leave can also be availed for purposes like Umrah, Hajj, ex-Pak visits and marriage.

OPI	Date of applicability/ issue	Page No	Signature
HR Office	13 MAY 2022	1 of 7	

**(d) For Faculty**

(i) One month preferably during the summer break.

(ii) The faculty members (other than TTS), who are assigned duties by the University during their period of annual leave i.e. summer break, will be paid additional remuneration (leave encashment) equivalent to their net salary. Deans/ Head of Department will submit justification for every FM that they are not sparing for annual leave and HR will be responsible for getting this approved from the Vice Chancellor.

**(e) For Staff**

(i) One month at a time when it would not adversely affect his/her department.

(ii) The employees, who are assigned duties by the University during their period of annual leave, may be paid additional remuneration equivalent to the net salary. This is to be an exception rather than the rule and all such cases must be approved by the Vice Chancellor. Alternatively, they could accumulate it towards their end of service.

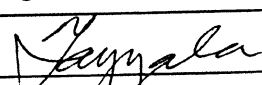
**(f) Procedure:** Annual leave can be availed only with prior approval. All employees must apply online through leave management system for their annual leave after the entitlement, at least two weeks in advance from the date of starting of proposed leave. Supervisors should give their recommendations and, in case of rejection of leave, must mention clear justification for rejection. Employees can check their leave entitlement on online leave management system.

**(g) Leave Accumulation:**

(i) All existing and future AU employees will be permitted to accumulate annual leave up to a maximum for six months.

(ii) All AU employees will be permitted to avail their accumulated leave as LPR at the time of resignation/service/ contract end provided that the employee has minimum continuous service of five years.

(iii) Alternatively, encashment of accumulated leave up to a maximum of six months at the time of resignation/service/ contract end will be permitted. All exceptional cases on grounds of superannuation, fixed term employment, death of an employee and deputation employment will be approved by VC.

OPI	Date of applicability/ issue	Page No	Signature
HR Office	13 MAY 2022	2 of 7	

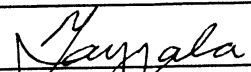
**3.3 Public Holidays.** Public Holidays will be observed in accordance with the Government Notification. Due to official requirement, if an employee is required to work on holidays he/she will be compensated for those days. Employee can avail that leave/s in the same month as *compensated leave*.

**3.4 Maternity Leave:**

- (a) Female employees of Air University can avail three months paid maternity leave out of which one month will be considered as annual leave of the same year (if entitled). However, employee may opt not to avail annual leave with maternity leave and save it for later.
- (b) Those who (1) are on probation, or (2) are not entitled for annual leave, or (3) have already availed annual leave can avail 2 months paid maternity leave and may apply for one-month extension without pay, subject to approval by the authorities.
- (c) Maternity leave duration should be planned deliberately so that the applicant has at least 20-30 leave days postpartum to recover and enjoy time with newborn.
- (d) Application for maternity leave may be forwarded to HR on prescribed form through proper channel at least one month prior to the leave along with doctor's note for further processing and approval.
- (e) An employee can avail maternity leave not more than 3 times during her service at AU.
- (f) Special cases for any further extension beyond three months would need the approval of the VC and corroborating medical evidence.
- (g) Any medical leave during pregnancy period will be counted towards maternity leave.
- (h) In case of loss of child at full term (i.e. gestational week 34 & above or still birth) maternity leave for 2 months will be authorized.

**3.5 Medical Leave:**

- (a) AU employees are authorized to avail medical leave.
- (b) Medical leave can be availed only in case of hospitalization, medical procedures, serious medical conditions and/or in case of time needed to recover as prescribed by medical doctor.

OPI	Date of applicability/ issue	Page No	Signature
HR Office	13 MAY 2022	3 of 7	

(c) The maximum duration of medical leave that AU employees would be eligible, is for two months; the first month with full pay and the second month with half pay.

(d) Medical leave, if required beyond two months, would be permissible on the production of medical documents and would be treated as leave without pay.

(e) Maternity leave would also be treated as Medical leave with the provision of one additional month's annual leave being included in it, depending on the leave eligibility of the employee. The sum total of medical leave and maternity leave availed during a year must not exceed three months and any absence exceeding this time period will be treated as leave without pay.

(f) Medical leave will not be authorized in case of cold, flu, fever or minor infections.

(g) Leave due to COVID infection will also be considered as medical leave with pay in light of SOPs laid down by the HEC/AU. Lab test report is mandatory for such leave approvals.

### 3.6 Sabbatical Leave:

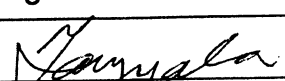
(a) Subject to availability of funds and approval by the Vice Chancellor, Faculty Members shall be entitled to Sabbatical leave up to one year after every five years of continuous service at Air University at half pay, to study/conduct research.

(b) Faculty members on Tenure Track System (TTS) may be allowed Sabbatical leave as per HEC rules. As per HEC rules, a faculty member on TTS may proceed on Sabbatical Leave at the rate of one semester (4 months) paid leave for every three years of service in the university. The leave period shall count towards the Tenure Track probationary period, if applicable. Sabbatical leave may not be combined with any other leave.

(c) Employee (other than TTS) will sign a bond to serve AU for at least 2 years after the expiry of leave in case of one year sabbatical leave or twice as the duration availed as sabbatical leave.

(d) Normally, only Faculty members will be entitled for sabbatical leave and this facility could be extended to staff / management personnel only in exceptional cases and circumstances where there is a possibility of the employee being subsequently utilized as a faculty member or where the extra academic qualification is relevant to the area of work of the AU employee.

### 3.7 Extraordinary Leave:

OPI	Date of applicability/ issue	Page No	Signature
HR Office	13 MAY 2022	4 of 7	

(a) Staff employees can avail extraordinary leave up to maximum of 3 months while in the case of faculty members, the maximum duration of extraordinary leave shall be one semester.

(b) Faculty members on TTS will be governed by the HEC rules in this regard.

(c) Extraordinary leave will be without pay with the VC being the approving authority.

(d) Approval of extraordinary leave must be obtained at least 1 month before proceeding on leave.

**3.8 Study Leave without Pay:** Only faculty members can avail study leave without pay. Duration is given below: -

- For MS
- For PhD

**AMENDED**  
initial 2 years  
initial 3 years

(a) Approving authority is the Vice Chancellor.

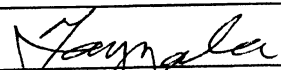
(b) Faculty member cannot go on leave during the ongoing semester, however special cases could be considered for approval as exceptions by the Vice Chancellor.

(c) Faculty members on TTS may be allowed study leave as per HEC rules.

**4 Officers of the University Authorized to Sanction Leave:** The following AU officers are authorized to grant leave, on behalf of the Vice Chancellor: -

Leave Authorized	Registrar, Deans, Directors, Chairs	Faculty	Staff
02 days casual leave	Vice Chancellor	Chair Department	Deputy Director/Manager
More than 02 days casual leave	Vice Chancellor	Dean	Director
Annual leave	Vice Chancellor	Dean	Director
Medical/Maternity leave	Vice Chancellor	Director HR	Director HR
All other leaves	Vice Chancellor	Vice Chancellor	Vice Chancellor

**5 Application procedure for Casual, Annual & Medical Leave (with pay):** The following procedure may be adopted:-

OPI	Date of applicability/ issue	Page No	Signature
HR Office	13 MAY 2022	5 of 7	

(a) The applicant shall login on AU Leave Management System. Information on leave quota of each category will be available on staff dashboard. Applicant can select the category of leave and dates. After adding reason of leave submit application. An email notification will be received to the applicant after the leave is approved/not approved. A Guide on AU Leave Management System is attached at Annexure-A.

(b) Sandwich rule will be applicable in case of **Leave-Public Holiday/Weekend-Leave**.

(c) Weekends in between leave duration will be counted towards casual/annual/medical and all other leaves.

(d) A leave not exceeding 02 days shall be approved/ not approved by the respective supervisor as mentioned in para 12.

(e) Request for leave exceeding 02 days shall be forwarded to the Director/Deans by the respective supervisors, after recommendation.

(f) A request for annual/medical leave shall be forwarded to the respective Dean/Director with supervisor's recommendation.

(g) For any short absence from the University premises the Director/Chair Department must be informed.

**6 Procedure for the Grant of Other Leave:** The following procedure may be adopted:-

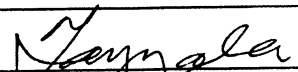
(a) The applicant shall submit the request for leave on a prescribed Performa available in the HR Office to the respective head at least one day before proceeding on and 1 month before any other leave whose prior permission time is not mentioned above.

(b) Sandwich rule will be applicable in case of **Leave-Public Holiday/Weekend-Leave**.

(c) Weekends in between leave duration will be counted towards leave.

(d) Request for study/sabbatical leave must be justified with relevant documentation proof. The Director/ Department Head after recommendation of the leave, would forward the application to the HR office for further approval by the competent authority and HR record.

(e) For any short absence from the University premises the Director/Department Head must be informed.

OPI	Date of applicability/ issue	Page No	Signature
HR Office	13 MAY 2022	6 of 7	


**7 Penalties:** The following penalties are to act as deterrence against an employee going on leave without prior permission: -

(a) Any employee proceeding on leave without obtaining approval of the authorized authority shall be considered absent from the duty and shall be asked by the relevant Director/Department Head to render a written explanation. If the explanation is found unsatisfactory, the employee may be considered as an Absentee and shall not be paid for the number of days of absence. In cases of prolonged absence (i.e. more than 5 days without approval) or repeated absence, the employee will be subject to disciplinary action that may amount to dismissal from service.

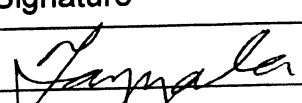
(b) A copy of the employee's explanation and the action taken thereon shall be retained in his/her dossier, kept in the HR Office for record.

(c) Any leave exceeding the prescribed annual leave, casual leave and medical leave, if granted, will be leave without pay and subject to disciplinary action.

This policy shall be applicable to all existing and future AU employees in all campuses with immediate effect.

  
(JAVAI D AHMED)  
Air Marshal (Retd)  
Vice Chancellor  
Air University, Islamabad

IBD/AU/141/3/HR dated 13 May, 2022

OPI	Date of applicability/ issue	Page No	Signature
HR Office	13 MAY 2022	7 of 7	

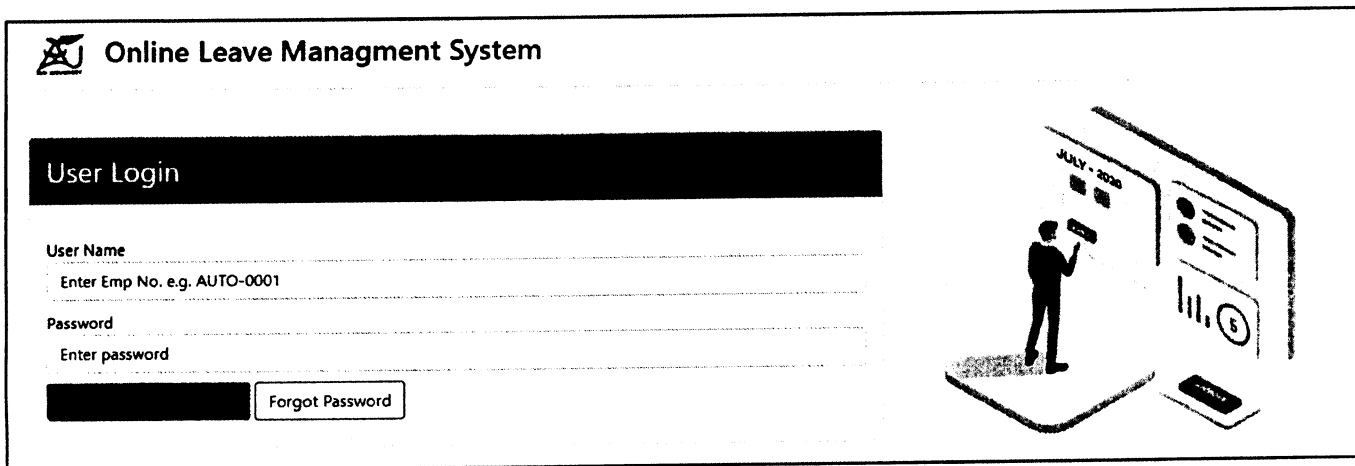
# ONLINE LEAVE MANAGEMENT SYSTEM VERSION-2

## USER MANUAL

Portal Link: <https://portals.au.edu.pk/leavems>

### HOW THE STAFF CAN SIGN IN OR RESET THE PASSWORD

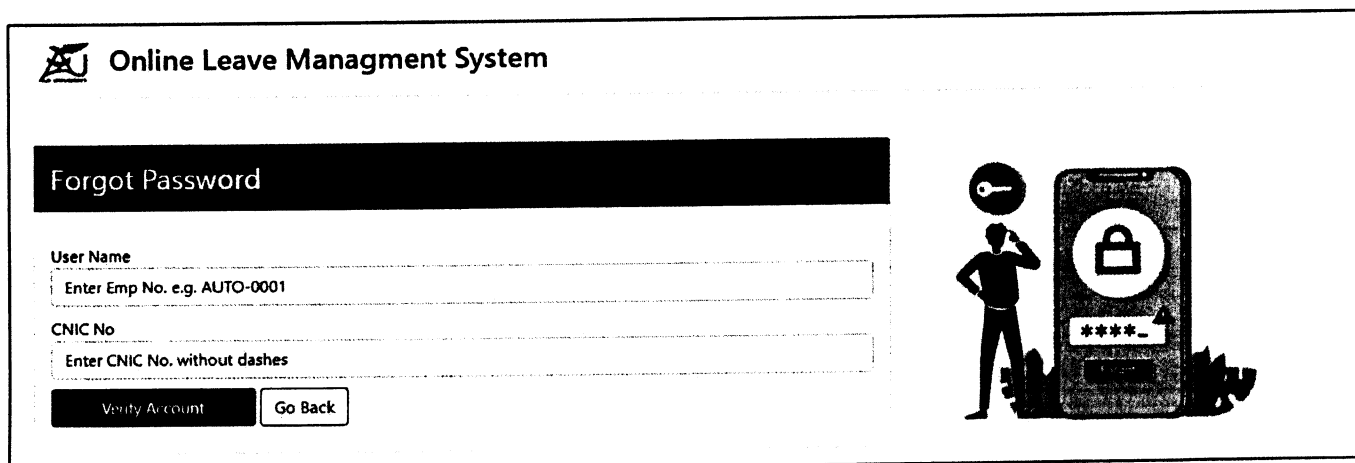
1. Login at <https://portals.au.edu.pk/leavems> with authentic staff credentials as shown in *Figure 1*.



The screenshot shows the 'Online Leave Management System' login interface. It features a dark header with the system name. Below the header, there is a 'User Login' section with two input fields: 'User Name' (with a placeholder 'Enter Emp No. e.g. AUTO-0001') and 'Password' (with a placeholder 'Enter password'). A 'Forgot Password' button is located below the password field. To the right of the login form, there is an illustration of a person standing next to a large smartphone displaying a calendar for July 2020 and a bar chart.

*Figure 1*

2. If someone forgot the password, then he/she can reset the password by clicking on the **"Forgot Password"** button as shown above in *Figure 1*. Enter the Emp. No. which is mentioned on your Employee Card issued by AU, and then your CNIC No. without dashes, and click on the **"Verify Account"** as shown below in *Figure 2*.

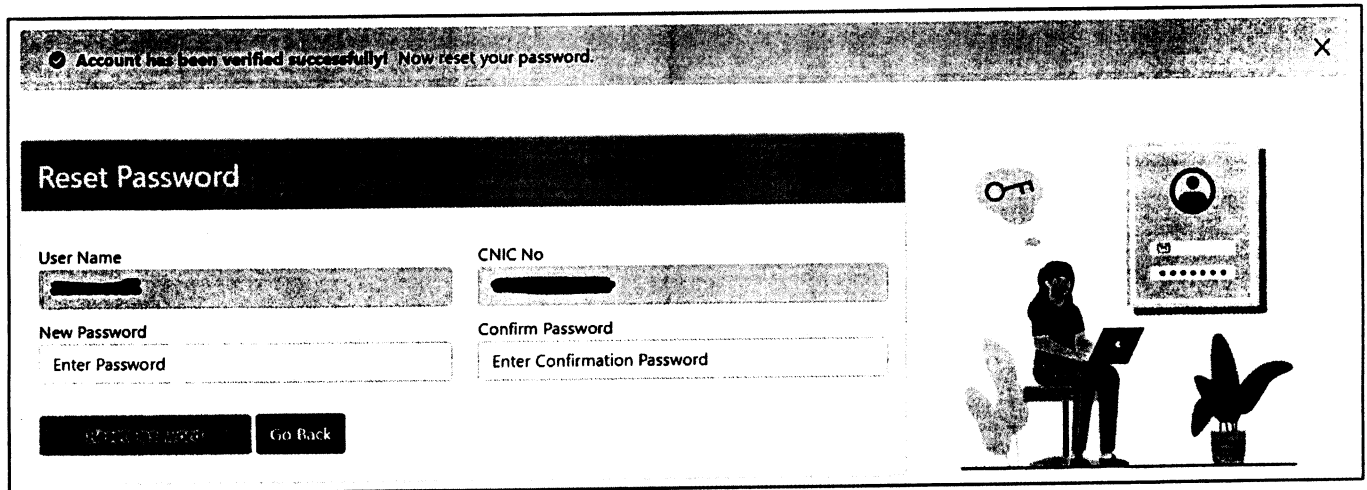


The screenshot shows the 'Online Leave Management System' forgot password interface. It features a dark header with the system name. Below the header, there is a 'Forgot Password' section with two input fields: 'User Name' (with a placeholder 'Enter Emp No. e.g. AUTO-0001') and 'CNIC No' (with a placeholder 'Enter CNIC No. without dashes'). Below the input fields, there are two buttons: 'Verify Account' and 'Go Back'. To the right of the form, there is an illustration of a person standing next to a large smartphone displaying a padlock icon and a password field with asterisks.

*Figure 2*

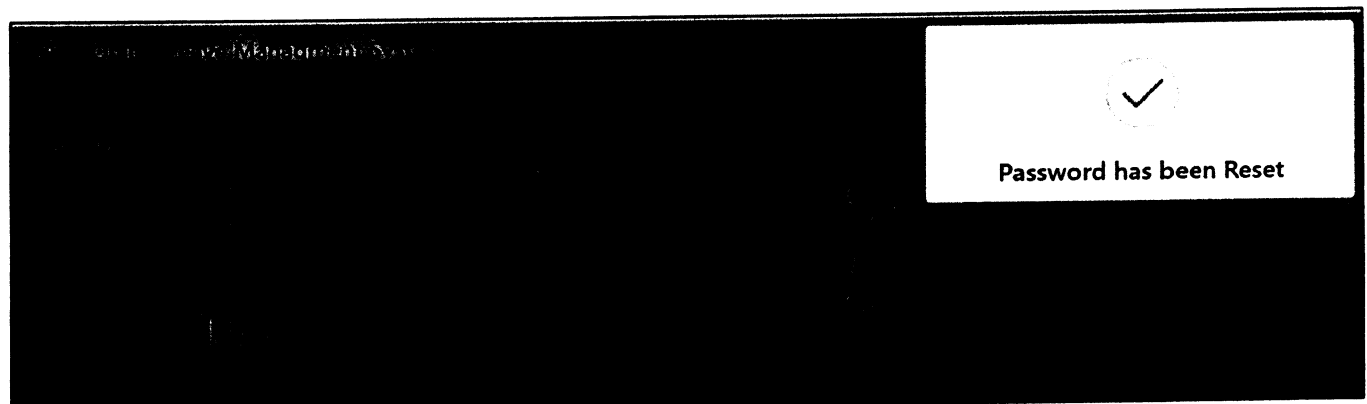


3. When you enter your authentic Emp. No. with CNIC No. the account will be verified and a message will be shown **"Account has been verified successfully! Now reset your password"** as shown below in *Figure 3*. Then enter the **"New Password"** and **"Confirm Password"**. Both the passwords must be matched. Now click on the **"Reset Password"** button.



*Figure 3*

4. A confirmation message will be popup **"Password has been Reset"** and you will be redirected to the Login Page again as shown below in *Figure 4*. Now enter the Emp. No. with the Password which you have reset in earlier steps, and click on **"Login"** button.



*Figure 4*

## HOW THE STAFF CAN APPLY FOR LEAVE APPLICATION

5. This is a Staff Dashboard as shown below in Figure 5. All the applications of each employee/staff will be listed here in the "My Own Applications" tab along with the counter. To apply for a new application, click on the "Apply Leave" button.

**Online Leave Management System**

**My Own Applications**

**Apply Leave**

**MR. ZUBAIR AZAM**      **AUTO 0005**

**Designation:** System Analyst      **Casual Leaves:** 0 / 16  
**Dept Name:** Automation      **Accumulative Annual Leaves:** 240  
**Joining Date:** 01-Oct-2004      **Medical Leaves:** 0 / 30

Search:

Show **25** entries

Application Status	From Date	To Date	Reason for Leave	Rejoining Date	No of Leave Days	Leave Type	Manager's Remarks	Director's Remarks	HR's Remarks	In Session	Medical File's Attachments	Submit
Approved	11-Jun-2012	24-Jun-2012			14	Annual				2010-11		
Approved	08-Dec-2011	08-Dec-2011	Fever		1	Casual				2011-12		
Approved	26-Sep-2011	27-Sep-2011	Marriage in Family		2	Casual				2011-12		
Approved	16-Jul-2011	16-Aug-2011	Annual		30	Annual				2010-11		
Approved	29-Mar-2013	29-Mar-2013	Personal		1	Casual				2012-13		
Approved	26-Apr-2013	26-Apr-2013			1	Casual				2012-13		
Approved	06-Jul-2013	06-Jul-2013	Personal		1	Casual				2002-03		
Approved	13-May-2013	11-Jun-2013	Annual		30	Annual				2012-13		
Approved	16-Aug-2016	08-Sep-2016	Xyr		30	Annual				2016-17		
Approved	08-Aug-2016	20-Dec-2016	Xyr		75	Annual				2016-17		

Figure 5

6. After clicking on the "Apply Leave" button, a new leave application form will be opened as shown in Figure 6.

**Create Application**

**MR. ZIA UR REHMAN**      **AUTO-0024**

**Designation:** Senior Web Developer      **Casual Leaves:** 0 / 11  
**Dept Name:** Automation      **Accumulative Annual Leaves:** 0  
**Joining Date:** 03-Jan-2022      **Medical Leaves:** 25 / 60

**Leave Type**  
 -- Select Leave Type --

**From Date**       **To Date**

**No of Leave Days**       **Rejoining Date**

**Reason for Leave**

Figure 6

7. Select "Leave Type" from the Dropdown List as shown below in Figure 7.

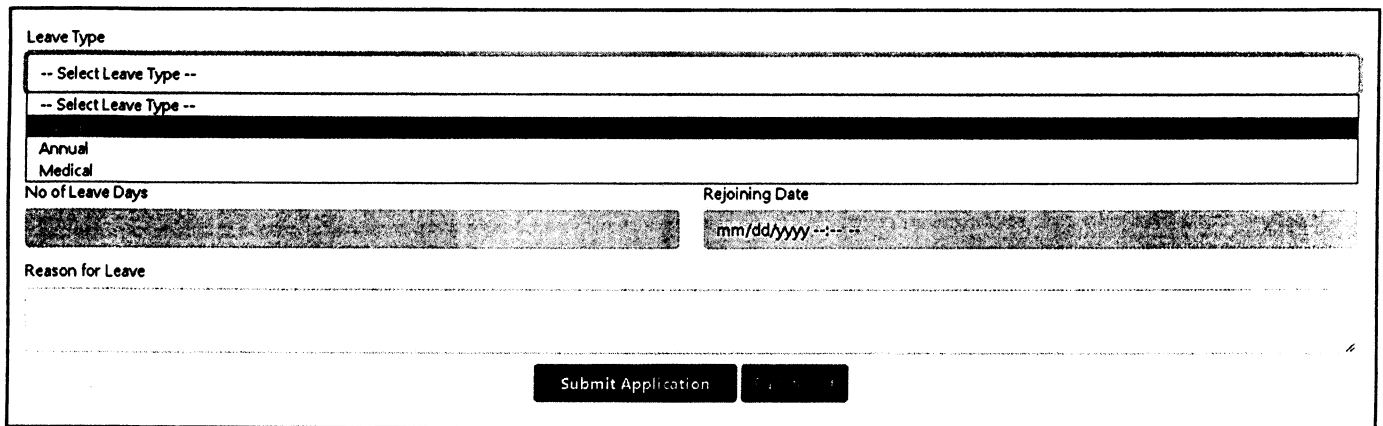


Figure 7 shows a web form for leave application. The 'Leave Type' dropdown menu is open, showing options: 'Annual' and 'Medical'. The 'No of Leave Days' field is empty. The 'Rejoining Date' field is empty with a placeholder 'mm/dd/yyyy'. The 'Reason for Leave' field is empty. A 'Submit Application' button is visible at the bottom.

Figure 7

8. Select Date from Calendar "From Date" and "To Date" as shown below in Figure 8.

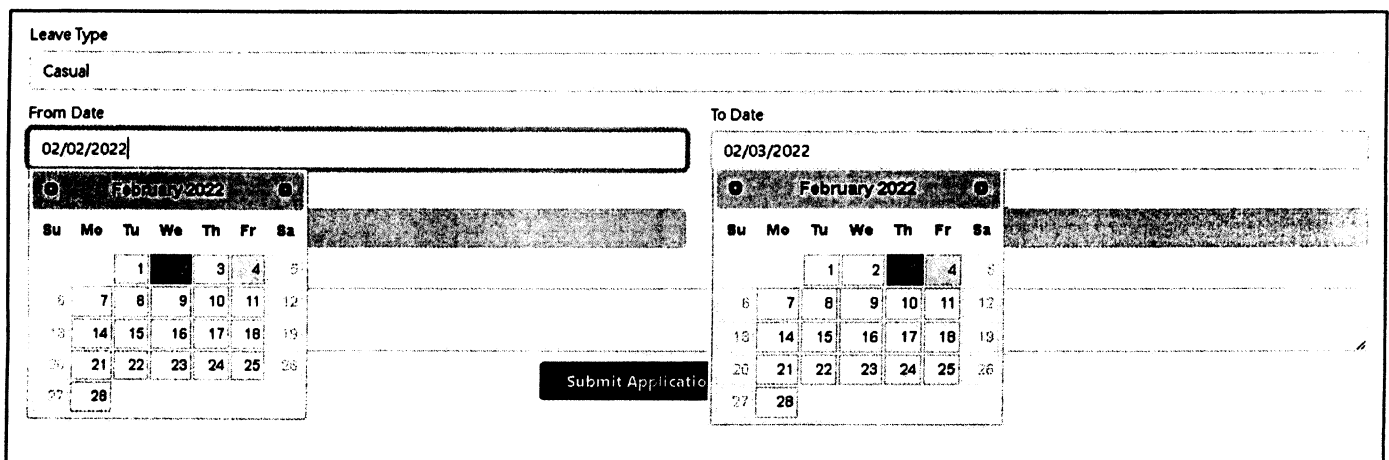


Figure 8 shows the same web form as Figure 7, but with the 'From Date' and 'To Date' fields populated. 'From Date' is '02/02/2022' and 'To Date' is '02/03/2022'. Both fields have calendar pop-ups open, showing the month of February 2022. The 'Submit Application' button is visible at the bottom.

Figure 8

9. The "No of Leave Days" and "Rejoining Date" input fields will automatically be calculated and filled out. Type a genuine reason for leave in "Reason for Leave" and press the "Submit Application" button, as shown below in Figure 9.

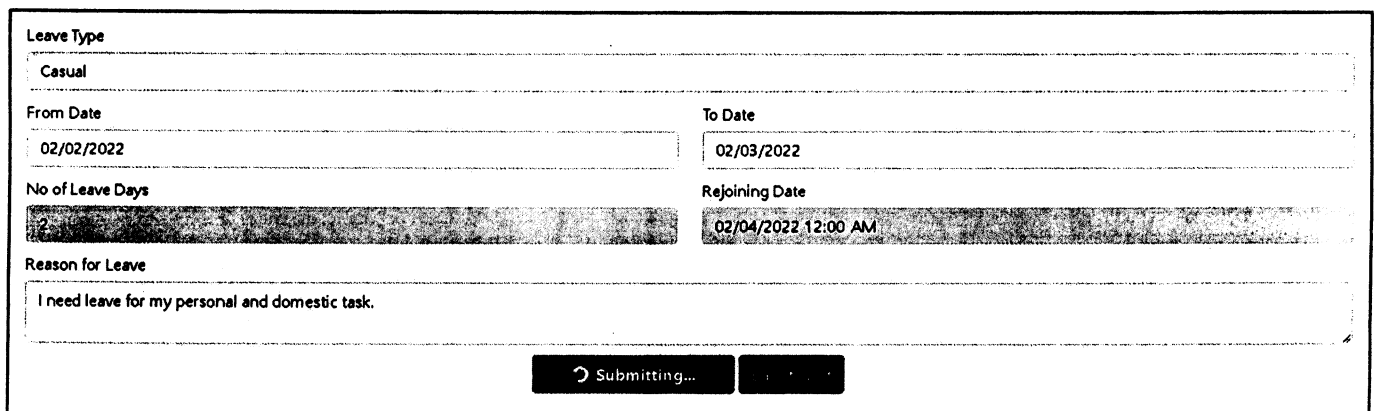


Figure 9 shows the web form with the 'No of Leave Days' field filled with '2' and the 'Rejoining Date' field filled with '02/04/2022 12:00 AM'. The 'Reason for Leave' field contains the text 'I need leave for my personal and domestic task.' The 'Submit Application' button is now labeled 'Submitting...'.

Figure 9

10. A successful notification message will be shown to employee/staff and an Email will be sent to the Manager of the Employee with the details of the leave application as shown below in *Figure 10*.

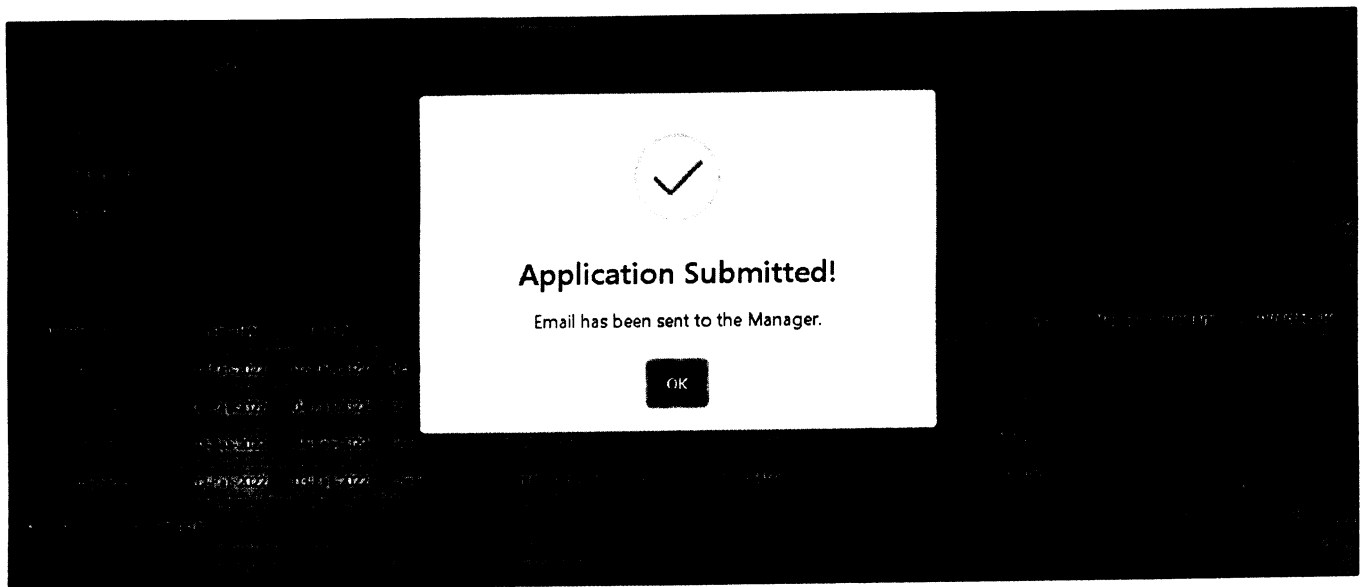


Figure 10

11. An email will be sent to the relevant Manager with the Link "Login Here" as shown below in *Figure 11*.

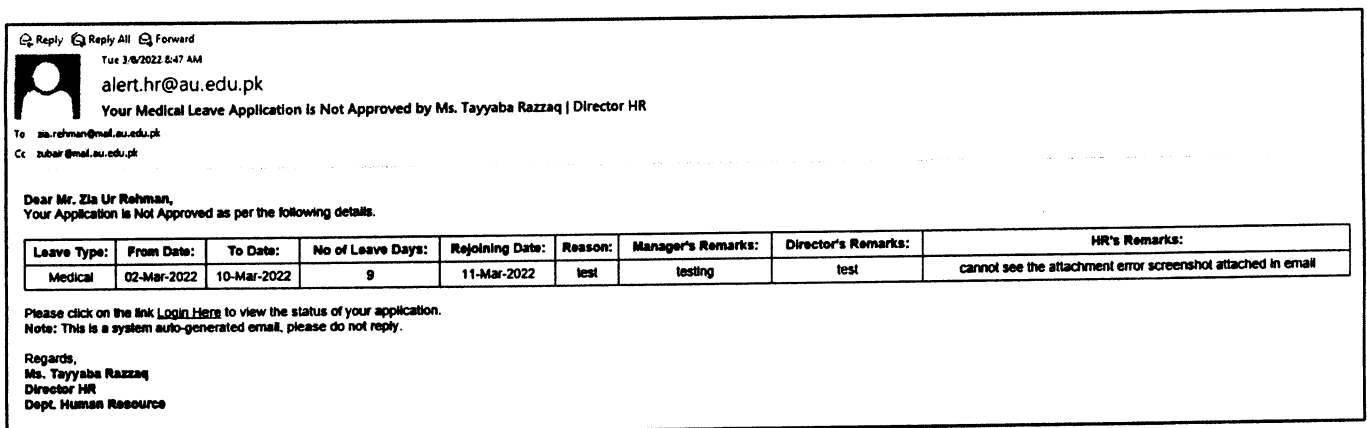


Figure 11

## HOW THE MANAGERS CAN TAKE ACTION ON THE LEAVE APPLICATION

12. This is a Manager Dashboard as shown below in *Figure 12*. The application data is distributed in Four Tabs which are self-explanatory. All the "Pending Applications for Approval" are in the first Tab with an animated blinking indicator that focuses the attention of the Manager that these applications need some action.

**Leave Management System**
Mr. Zubair Azam Logout

Pending Applications for Approval 
Approved Applications 
Not Approved Applications 
My Own Applications

### Pending Applications

Show 25 entries Search:

Application Status ^	Employee Name :	Designation :	Department :	From Date :	To Date :	Reason for Leave :	Rejoining Date :	No of Leave D:
	Mr. Zia Ur Rehman	Senior Web Developer	Automation	03-Feb-2022	04-Feb-2022	I need leave for urgent Work.	07-Feb-2022	2
	Mr. Zia Ur Rehman	Senior Web Developer	Automation	03-Feb-2022	04-Feb-2022	I need leave for a domestic Issues.	07-Feb-2022	2
	Mr. Zia Ur Rehman	Senior Web Developer	Automation	02-Feb-2022	03-Feb-2022	I need leave for my personal and domestic task.	04-Feb-2022	2

Showing 1 to 3 of 3 entries Previous 1 Next

*Figure 12*

13. Manager will click the Application by clicking on the status button inside "Application Status" either it is "Submitted" or "Forward To" or "Send to HR" as shown below in *Figure 13*.

### Pending Applications

Show 25 entries Search:

Application Status ^	Employee Name :	Designation :	Department :	From Date :	To Date :	Reason for Leave :	Rejoining Date :	No of Leave D:
	Mr. Zia Ur Rehman	Senior Web Developer	Automation	03-Feb-2022	04-Feb-2022	I need leave for urgent Work.	07-Feb-2022	2
	Mr. Zia Ur Rehman	Senior Web Developer	Automation	03-Feb-2022	04-Feb-2022	I need leave for a domestic Issues.	07-Feb-2022	2
	Mr. Zia Ur Rehman	Senior Web Developer	Automation	02-Feb-2022	03-Feb-2022	I need leave for my personal and domestic task.	04-Feb-2022	2

Showing 1 to 3 of 3 entries Previous 1 Next

*Figure 13*

14. Manager will select status from "Application Status" Dropdown list and will select the appropriate status and will put some remarks accordingly and will click on "Update Application" as shown below in *Figure 14*.

**Application Status**

Submitted

Submitted

Approved

Not Approved

Forward To

Send to HR

Update Application
Forward To

**Manager's Remarks**

Application is Approved.

**Director's Remarks**

**HR's Remarks**

Update Application
Forward To

*Figure 14*

15. The "Approved Applications" will be listed here in this tab as shown below in Figure 15.

Pending Applications for Approval    Approved Applications    Not Approved Applications    My Own Applications

Approved Applications

Show 25 entries    Search:

Application Status	Employee Name	Designation	Department	From Date	To Date	Reason for Leave	Rejoining Date	No of Leave Days	Leave Type
Approved	Mr. Zia Ur Rehman	Senior Web Developer	Automation	01-Feb-2022	02-Feb-2022	NEEDED APPROVAL	03-Feb-2022	2	Casual

Showing 1 to 1 of 1 entries    Previous    Next

Figure 15

16. The "Not Approved Applications" will be listed here in this tab as shown below in Figure 16.

Pending Applications for Approval    Approved Applications    Not Approved Applications    My Own Applications

Not Approved Applications

Show 25 entries    Search:

Application Status	From Date	To Date	Reason for Leave	Rejoining Date	No of Leave Days	Leave Type	Manager's Remarks	Director's Remarks	HR's Remarks
No data available in table									

Showing 0 to 0 of 0 entries    Previous    Next

Figure 16

17. The manager's own applications are listed in the "My Own Applications" tab, and he/she can apply for his/her new application by clicking on the "Create New Application" as shown in Figure 17, and the rest of the process is the same as discussed for the staff above.

Pending Applications for Approval    Approved Applications    Not Approved Applications    My Own Applications

Create New Application

Mr. Zubair Azam

Emp #: AUTO-0006  
Designation: System Analyst  
Dept Name: Automation

Leave Records

Casual Leaves: 0 / 16  
Annual Leaves: 300  
Medical Leaves: 0

Show 25 entries    Search:

Application Status	From Date	To Date	Reason for Leave	Rejoining Date	No of Leave Days	Leave Type	Manager's Remarks	Director's Remarks
Approved	11-Jun-2012	24-Jun-2012			14	Annual		
Approved	08-Dec-2011	08-Dec-2011	Fever		1	Casual		
Approved	26-Sep-2011	27-Sep-2011	Marriage In Family		2	Casual		
Approved	18-Jul-2011	16-Aug-2011	Annual		30	Annual		
Approved	29-Mar-2013	29-Mar-2013	Personal		1	Casual		
Approved	26-Apr-2013	26-Apr-2013			1	Casual		
Approved	09-Jul-2012	09-Jul-2012	Personal		1	Casual		

Figure 17

# MOBILE RESPONSIVE VIEW OF ONLINE LEAVE MANAGEMENT SYSTEM

No service  
No service

3.4 K/s 19% 12:07 PM

portals.au.edu.pk/lea

## User Login

User Name  
Enter user name

Password  
Enter password

Login

No service  
No service

391 B/s 17% 12:09 PM

Create New Application

Mr. Waqas Buksh

Emp #: AUTO-0023

Designation: Web Developer

Dept Name: Automation

## Leave Records

Casual Leaves: 0 / 16

Annual Leaves: 30

Medical Leaves: 0

Show 25 entries

Search:

Application Status	From Date	To Date

No service  
No service

0 K/s 16% 12:11 PM

portals.au.edu.pk/lea

Annual Leaves: 30

Medical Leaves: 0

## Leave Type

Casual

From Date  
02/02/2022

To Date  
02/03/2022

No of Leave Days  
2

Rejoining Date  
02/04/2022, 12:00 AM

Reason for Leave

Submit Application Back to List

## Online Leave Management System

Pending Applications for Approval: 2

Approved Applications: 0

Not Approved Applications: 0

My Own Applications: 18

## Pending Applications

Show 25 entries

Search:

Application Status	Employee Name	D
Submitted	Mr. Zia Ur Rehman	Senio
Submitted	Mr. Zia Ur Rehman	Senio

Showing 1 to 2 of 2 entries

Previous 1 Next

AU © 2022 - Online Leave Management System - Develo