

FACULTY LEAVE POLICY REVISION AND ADDENDUM

Introduction: This policy revision and addendum deals with the study leave, extraordinary leave categories of AU Leave Policy. The revisions are made to provide clarity, fairness, and flexibility in the administration of leave, ensuring a conducive environment for both personal growth and institutional progress.

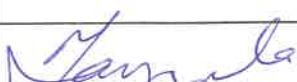
3.7. Extraordinary leave without pay (Faculty):

- a) The duration of extraordinary leave shall commence initially for one semester, with the possibility of extension up to one full year. Faculty Members will be eligible for such leave after successful completion of probation period. After one year no further extensions will be granted.
- b) In case a faculty member opts to resign while on extraordinary leave, the faculty member is obligated to adhere established resignation protocols, including the stipulated notice period or salary in lieu of notice period.
- c) Approval for extraordinary leave must be solicited and obtained at least one month in advance of the intended commencement date of leave.
- d) The extra ordinary leave may not start during the ongoing semester; however, special cases could be considered for approval by the Vice Chancellor.
- e) Faculty members on TTS shall be governed by existing leave policies defined by HEC and AU.

3.8. Study Leave without pay:

Study leave without pay can be availed by all faculty members. Faculty Members will be eligible after successful completion of their probation period. The approving authority is Vice Chancellor The types and maximum durations of study leave without pay are outlined as follows:

- a) **For PhD Studies:** A maximum period of 5 years is permissible, with no further extensions granted.

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- b) **For Post Doctoral Research:** Faculty members may take a maximum of 1 year of leave for post-doctoral research (without pay), with no additional extensions allowed.
- c) In case a faculty member chooses to resign while on study leave without pay, the faculty member is obligated to adhere established resignation protocols, including the stipulated notice period or salary in lieu of notice period.
- d) Approval for study leave without pay must be solicited and obtained at least one month in advance of the intended commencement date of leave.
- e) The study leave without pay may not start during the ongoing semester; however, special cases could be considered for approval by the Vice Chancellor.
- f) Faculty members on TTS shall be governed by existing leave policies defined by HEC and AU.

3.9. Post Doctoral Research with pay (TTS):

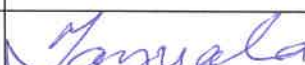
An Assistant Professor appointed on Tenure Track System can avail Post – Doc leave up to one year after completion of first successful mid-term review but only once as Assistant Professor. The salary during leave would be paid according to the current status of Faculty member.

- a) The approving authority is the Vice Chancellor.
- b) The maximum duration of post doc leave with pay will be one year, with no additional extensions.
- c) Faculty members cannot go on leave during the ongoing semester; however, special cases could be considered for approval by the Vice Chancellor.
- d) Faculty members on TTS will be governed by HEC and AU leave policy. Additionally, faculty members under TTS shall be required to sign a bond stipulating their commitment to rejoin AU upon completion of their post-doctoral leave.

3.10. Hajj Leave:

Air University Hajj Leave Policy has been designed to accommodate the spiritual requirements of Air University employees. The details of policy are mentioned below:

- a) Ten days will be designated as Hajj leave which will be combined with an employee's thirty days annual leave.

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- b) In cases where an employee is under probation and/or does not possess any available annual leave, they may be eligible for a ten-day Hajj leave, with the remaining 30 days to be considered as unpaid leave.
- c) The employees should only be allowed to take Hajj leave once during their tenure at AU.



(JAVAID AHMED)

Air Marshal (R)

Vice Chancellor

17 October, 2023

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