

LEAVE POLICY FOR CONTRACT EMPLOYEE, MTI (AMC, ATH)

ABBOTTABAD

The purpose of MTI (AMC, ATH) Contract employees leave policy is to lay guidelines regarding procedures and process to avail all types of leave.

The leave policy for the Contract Employees has been prepared and submitted to the Management Committee in its meeting held on 13-10-2021. The Management Committee recommended the leave policy (below) for approval from the Board of Governors.

The Board of Governors MTI, Abbottabad approved the leave policy in its 67th BoG meeting dated 30-10-2021.

Eligibility

The Leave policy is applicable to all the Contract Pay Scale employees of the MTI (AMC, ATH).

Guidelines

1. Leave cannot be claimed as a matter of right. Any type of leave can be granted or refused depending upon the office demands.
2. The calendar year for leave is from January to December.
3. An employee who is unable to report to duty, he/she is required to contact his/her supervisor, personally, at the start of the workday. The employee is required to request leave and to inform about the expected length of leave period.
4. One type of leave cannot be substituted for another type of leave except in exceptional circumstances.
5. If an employee is absent without leave, appropriate deductions may be made from the employee's pay.
6. Absence without approved leave may be subject to disciplinary action.
7. Employee attendance and absences are recorded in HIMS and request for leave must be entered before availing of leave. The leave account should be updated immediately upon return from leave by the employee. Managers and supervisors are responsible to ensure that employees enter their leave in a timely fashion and correct code has been used in HIMS.
8. Contract employee (Teaching Faculty) shall earn 12 days annual earned leave (Earning @ 1 day per calendar month duty in Vacation Department if availed Vacation) and other MTI Contract employee shall earn 30 days annual Earned leave (Earning @ 2.5 days per calendar month. Calendar month is a month in which duty period is more than 15 days).
9. All earned leaves at the credit of a Contract employee shall lapse when he / she quits services.

Leave Salary

Leave pay admissible during leave after deducting of relevant allowances of respective pay scale i.e. HPA, Conveyance allowance, Mess allowance, Integrated allowance

HR office to maintain leave account

Leave record shall be maintained in the HIMS. Leave account in respect of CPS-1 to CPS-4 shall be maintained as part of employee service book by HR department and Leave account of CPS-5 to CPS-9 shall be maintained in the employee personnel file.

SUMMARY ON LEAVES FOR CONTRACT EMPLOYEES

S#	Kind of leave	Limit	Debit able/not debit able to leave account.
1	Leave on full pay at a time	30 days without M.C. + 90 days with MC 365 days with M.C. in entire services	Debit able
2	Leave Ex: Pakistan	Leave pay for actual period spent abroad subject to a max: of 90 days at a time	Debit able
3	Encashment of leave	180 days basic pay at completion of service	Debit able
4	Casual Leave	25 days in a calendar year- Maximum 05 days at a time	Not Debit able.
5	Extra Ordinary Leave	120 days after 5 years' service. (Without Pay)	Not Debit able
6	Special Leave	130 days to Female Contract Employee in case of death of her husband.(applicable to the women of child bearing age as per shariat)	Not Debit able
7	Maternity Leave (for 2 Children only)	90 days from the date of commencement or 45 days from the date of her confinement whichever is earlier	Not Debit able
8	Disability Leave	180 days on half pay	Not Debit able
9	Quarantine Leave	Up to Maximum of 10 days in case of Covid.	Not Debit able

Revision of the policy

The Board of Governors reserves the right to revise, modify any or all clauses of this policy depending upon demand of MTI business.