

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD  
(HUMAN RESOURCE MANAGEMENT-I SECTION)

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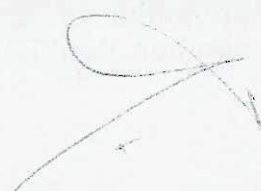
No.HRM-I/2024-IIUI-4895

March 19, 2024.

CIRCULAR

I am directed to circulate for the information of all concerned that it has been observed by the Vice-President (Academics), IIU that applications for leave are not being submitted, recommended and forwarded in observance of **IIU Leave Statutes-1987**. The following general statutory provisions from the Statutes ibid are therefore, circulated for information of all Academic Employees, Chairpersons of the Teaching Departments and Deans for their reference and compliance while submitting applications for leave and their recommendations and endorsement to the sanctioning authority:

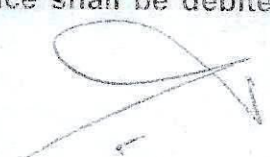
- i) Leave is earned by duty. It cannot be claimed as a matter of right even when due, and if the exigencies of duty so require, the leave can be refused, and/or if leave has already been granted or being availed, the remaining portion of it can be revoked and the employee can be recalled to join forthwith.
- ii) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to an employee.
- iii) Leave shall be applied for, expressed, and sanctioned, in terms of days.
- iv) Any period spent by an employee in non-University service shall not qualify him to earn leave during such period. The leave/leave salary shall be sanctioned/paid by the borrowing organization/agency/department during the period of deputation.
- v) If an employee is recalled to duty compulsorily with the approval of competent authority from leave of any kind that he/she is spending away from his/her headquarters, he/she may be granted a single return fare plus daily allowance as is admissible on tour from the station where he/she is spending his leave to the place where he/she is required to report for duty. If return from leave is optional, the employee is not entitled to any concession.
- vi) An employee on leave may not return to duty before the expiry of the period of leave granted to him/her unless he/she is permitted to do so by the authority which sanctioned his/her leave.
- vii) Leave applied for on medical certificate shall not be refused. Provided that the authority competent to sanction leave may, at its discretion,





secure a second medical opinion to have the applicant medical examined.

- viii) No employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness.
- ix) Holidays falling within the period of any kind of leave shall be counted as leave. They may be suffixed or prefixed to the leave with the permission of the sanctioning authority.
- x) An employee may apply for the type of leave which is due and admissible to him/her and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances.
- xi) One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the employee. Provided leave preparatory to retirement, sabbatical leave and Causal leave shall not be combined with any other kind of leave.
- xii) No leave shall be availed of unless it is actually granted, except leave applied for under emergent circumstances if proved to the satisfaction of the sanctioning authority.
- xiii) It shall be the duty of the applicant to make sure that the leave applied for has actually been sanctioned. While proceeding on leave, he/she shall hand over the charge of his/her post. A report to this effect shall be sent through his/her immediate superior. It shall be also his/her duty to leave behind all papers, cash and keys in his/her custody in the manner determined by his/her immediate officers. An employee on return from leave shall report for duty to the authority that sanctioned his/her leave.
- xiv) Leave must be applied for on the prescribed form (copy enclosed) stating the kind of leave required. In addition, medical certificate will be submitted in case leave on medical grounds is required. Application shall be submitted sufficiently in advance of the date from which leave is sought to be availed.
- xv) Application for leave shall be submitted to the immediate officer, who shall forward the same to the Human Resource-I Section, along with his/her remarks and the arrangements proposed during the absence of the applicant, if the period of leave applied for is a week or more.
- xvi) Leave account in respect of each employee shall be maintained as a part of his/her service book, in such form as may be prescribed by University.
- xvii) Unless the leave of an employee is extended, an employee who remains absent after the end of his/her leave shall not be entitled to any remuneration for the period of such absence and without prejudice to any disciplinary action that may be taken against him/her, double the period of such absence shall be debited against





his/her leave account. If sufficient credit in his/her leave account is not available, it will be adjusted against future earning.

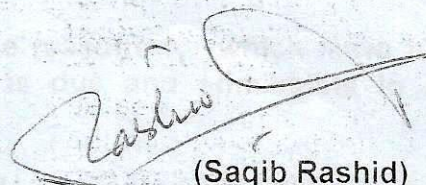
xviii) Leave on Full Pay due to any employee, whose services are terminated by the University for reasons of retrenchment or otherwise, may be granted without regard to the availability of a post for the period of leave. If an employee is compulsory retired/removed/dismissed under Efficiency and Discipline Statutes, he/she shall not be entitled to any kind of leave.

xix) All leave at the credit of any employee shall lapse when he/she quits service.

xx) An employee shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of employees takes place or an annual increment occurs during the period of leave of the employee.

xxi) Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from the day following that on which an employee hands over the charge of post and may end on the day preceding that on which he/she resumes duty.

2. This issues with the approval of the Vice-President (Academics), IIUI.



(Saqib Rashid)  
Deputy Director (HRM-I)

**DISTRIBUTION:**

- 1) All Deans of Faculties
- 2) All Chairpersons of the Teaching Departments
- ✓ 3) All Academic Employees (Through Email and Notice Boards) *web master*
- 4) Assistant Director (HRM-I)
- 5) Relevant File
- 6) Master File

**Cc:**

- i) SPS to President, IIUI
- ii) PS to Vice-President (A&F), IIUI
- iii) APS to Vice-President (Academics), IIUI