

MATERNITY POLICY

The University of Poonch Rawalakot has made it possible to take a variety of leaves while working to meet the needs of the employees' welfare. In this regards, the University of Poonch Rawalakot has adopted the University of Azad Jammu and Kashmir leaves statutes 1981.



THE UNIVERSITY OF POONCH RAWALAKOT Azad Kashmir

(General Administration)

Phone No.: 0092-5824-960053 Fax #: 0092-5824-960052

Notification (1st Senate) 31-03-2013 (Page # 5)

Notification:

Dated: 20.5.2013

No. UPR/1st Meeting/Senate/ 105 /2013

The Senate, on the recommendation of the Syndicate has confirmed the action taken by the Vice Chancellor regarding adoption of rules/regulations/statutes of the University of AJ&K in toto/mutatis-mutandis for the time being (till formulation of the UPR's own rules/regulations/statutes).

(Item No. 2, P-3)

(Prof. Dr. Muhammad Jamil Ahmed)
Registrar

Copy for information and necessary action:

- Secretary to the Vice Chancellor
- All Deans of Faculties
- The Treasurer/Director P&D
- The Controller of Examinations
- All Directors/Chairmen/Coordinators of the Departments
- The Audit Officer
- The Accounts Officer
- Assistant Treasurer Budget
- Master File

ASSISTANT REGISTRAR

SECTION-XII
UNIVERSITY OF AZAD JAMMU AND KASHMIR
LEAVE STATUTES 1981¹

1. Short title, Application and Commencement

- (1) These Statutes may be called the University of Azad Jammu and Kashmir (Leave) Statutes, 1981
- (2) They shall apply to all University employees.
- (3) They shall come into force with immediate effect.
- (4) All terms and expressions shall carry the same meaning as given in the University of Azad Jammu and Kashmir Employees Service Statutes, 1981

2. When Leave Earned

- (1) All service rendered by a University Employee qualifies him to earn leave in accordance with these Statutes but shall not be earned during the period of leave.
- (2) Any period spent by a University Employee in foreign service qualifies him to earn leave provided that contribution towards leave salary is paid to the University on account of such period.

3. Earning and Accumulation of Leave

- (1) A University Employee shall earn leave only on full pay which 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 fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.
- (2) There shall be no maximum limit on the accumulation of such leave.

¹ Approved by the Syndicate in its 1st Meeting held on 18 November, 1981, item 21, P.124-141. The word Rule(s) has/ have been re-named as Statute (s) where ever the same appeared in this section vide 21st Meeting of the Syndicate held on 11-6-2001, item 27, P.27.1-27.10 as earlier approved by the Chancellor vide President Secretariat No. PS./1441/2001 dated 31-5-2001.

10. Recreation Leave

Recreation leave may be granted for fifteen days once in a calendar year, the debit to the leave account may, however, be for ten days leave on full pay.

Provided that such leave shall not be admissible to a University employee in a vacation department.

11. Leave Not Due

- (1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty five days in the entire period of service, subject to the condition that during the first five years service it shall not exceed ninety days in all.
- (2) Such leave may be converted into leave on half pay.
- (3) Such leave shall be granted sparingly only when there are reasonable chances of the University employee resuming duty on the expiry of the leave.

12. Special Leave

- (1) A female University employee, on the death of her husband may be granted special leave on full pay, when applied for a period not exceeding one hundred and thirty days.
- (2) such leave shall not be debited to her leave account.
- (3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either along-with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

13. Maternity Leave

- (1) Maternity leave may be granted on full pay outside the leave account, to a female University employee to the extent of ninety days in all from the date of its commencement or forty-five days from the date of her confinement, whichever be earlier.
- (2) Such leave may not be granted for more than three times in the entire service of a female University employee.

- (3) For confinements beyond the third one, the female University employee would have to take leave from her leave account.
- (4) The spells of maternity leave availed of prior to the coming into force of these Statutes shall be deemed to have been taken under these Statutes.
- (5) Maternity leave may be granted in continuation of or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female University employee.

14. Disability Leave

- (1) Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to a University employee other than a part-time employee, disabled by injury, ailment or disease contracted in course or in consequence of duty of official position.
- (2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

15. Ex-Pakistan Leave

- (1) Leave Ex-Pakistan may be granted on full pay to a University employee who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad, and makes a specific request to that effect.
- (2) Leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in Statutes 5,6 and 9.

16. Leave Preparatory to Retirement

- (1) The maximum period upto which a University employee may be granted leave preparatory to retirement shall be three hundred and sixty five days.
- (2) Such leave 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.

17. [Encashment of Leave Preparatory to Retirement

- (1) At present encashment of leave preparatory to retirement upto six months is permissible to Government Servants provided the

Availing Maternity Leave at UPR

One of our lecturer, Mrs. Ayesha Parveen from the Department of Economics, Faculty of Management, Humanities, and Social Sciences, availed maternity leave in 2022. Below is the official order pertaining to her maternity leave.

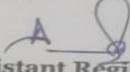
28

 **UNIVERSITY OF POONCH RAWALAKOT**
Office of the Registrar
Phone No. 0092-5824-960053, Fax No. 0092-5824-960052, Email: registrar@upr.edu.pk, URL: www.upr.edu.pk

Office Order

The Competent Authority has been pleased to sanction Maternity Leave, w.e.f. 20-09-2022 to 19-12-2022 (90 days), in favour of **Mrs. Ayesha Parveen**, Lecturer, Department of Economics, Faculty of Management, Humanities & Social Sciences.

Authority: PF, Para-37/N


Assistant Registrar

No. UPR/ PF / 2960 / 2022 Dated 19-10-2022

Distribution:

- The Dean, Faculty of Management, Humanities & Social Sciences
- The Incharge, Department of Economics
- The Treasurer
- Audit Officer
- Mrs. Ayesha Parveen, Lecturer, Department of Economics

CC:

- Secretary to the Vice-Chancellor
- Personal File
- File

ORO – Maternity Leave – IDPO – Page # 33