

## LEAVE POLICY – RCoD



**RAHBAR COLLEGE**  
OF DENTISTRY

PRINCIPAL

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RAHBAR COLLEGE OF DENTISTRY

No.102/RCoD/ P/133 Dated: 6 August 2024

To: Director Admin

Info: Medical Branch

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No. 102/RLCO/P/133 dated 6 Aug 2024



Rahbar College of Dentistry

**Rahbar College of Dentistry**  
**Leave Policy – RCoD**

1. **General** Leave Policy RCoD July 2024, as per the PMDC recommendations.
2. **Eligibility.** All Staff on the payroll of RCoD.
3. **General Rules and Guidelines**
  - a. All admissible leaves may be availed within calendar year (from 1<sup>st</sup> of January till 31<sup>st</sup> December). No leaves will be carried forward to next year.
  - b. Eligibility for leave entitlement is due only after successful completion of the probation period (i.e. 90 working days from the date of joining excluding all kind of college off days). Eligibility to avail summer vacations is only after completion of probation period.
  - c. All types of leave will be applied on the leave application proforma duly recommended by the respective HODs to be approved by the Principal RCoD and forwarded to the HR department for further action and record.
  - d. **Leave Sanctioning Authority.** Depending upon length of leave applied, the sanctioning authorities will be as under: -
    - A (1) Up to 15 days – Principal RCoD
    - (2) Up to 30 days – VC RCoD
    - (3) Beyond 30 days – Chairman RCoD.
  - e. Applicant will not proceed on leave till the leave is approved. It will be sole responsibility of the respective applicant to confirm the status of approval of the leaves applied for. Noncompliance will entail penalty of 07 days deduction from summer vacation
  - f. In case of emergency, respective Head of the department, Principal RCoD or Director HR can be informed on the telephone followed by written application for formal approval.

g. Three days absence without any information to the Principal RCoD may lead to the disciplinary action, except in case of an acute emergency like illness or death of near relatives.

h. Ex-Pakistan leaves will be processed for approval by the Chairman, RCoD. The leaves will be applied on prescribed form well in advance to allow processing time of at least 15 days at HQ PR (Pb).

i. Utilization of college off days prefixed only or post fixed only is allowed. However, in case of sandwich of applied leaves between college off days will be considered leave in one stretch. Similarly sandwiching college off days will also be considered leave in one stretch.

j. Cumulative casual leave in the balance quota can be availed once in a year for maximum period of 07 (Seven) consecutive days.

k. Vacations can only be availed within the notified brackets as under, except for those who are assigned official tasks by the competent authority: -

(1) Summer vacations : within 04 (four) weeks of start of vacations

(2) Winter vacations: within 02 (two) weeks of start of vacations

l. Any duty assigned by the competent authority during college off days / vacations to any of the employees shall be considered as official. In lieu of official duties performed by an employee during college off days / vacations, the same number of days will be added to the leave balance.

#### 4. Categories of Leave

a) **Paid Casual Leaves** Paid Casual Leaves All faculty and Senior Staff Members. Total 24 (Twenty-four) in a year.

**Admin and Support Staff.** Same as for Faculty

b) **Unpaid leaves:** Unpaid leave request can be only once in a year for a max pd of 1 month for senior faculty (senior registrar and above) and 15 days for Junior faculty and staff.



## RCoD proposed

Ser	Designation	Entitlement per yr	Leave allowed at a stretch	Sanctioning Authority
a	Executives, Directors, Faculty, Teaching Staff, Managers & Officers	24	5	Principal RCoD
b	FCPS Trainees (as per CPSP rules)	15	3	Principal RCoD
c	Supervisor level <Adm)	20	4	Dy Dir Adm
d	Lower Managerial & Tech (Adm, Accts, HR, Inventory, Medical Edu, IT, library, Maintenance)	20	4	HOD/DME/ Dy Dir Adm
e	Technical & Lower Managerial Staff (BDS-Clinical)	20	4	HOD Dy Dir Adm
f	Technical & Lower Managerial Staff (BDS-Basic Sciences)	20	4	Dy Dir Adm
g	Security Guard, CCTV Operator & Staff Car Driver	20	4	Dy Dir Adm /CSO

c) Medical Leaves. As prescribed by HOD concerned dept (Once a year only) according to the medical certificate. In case the medical leave is required more than once a year, it should be decided by board on case-to-case basis.

## 5. Vacations

## a. All Faculty and Senior Staff

- (1) Summer Vacations: 30 days
- (2) Winter Vacations: 01 Week (07 days)

Spring gala will be conducted in first week of March to conduct extra-curricular activities

## b. Admin and Support Staff

- (1) Summer Vacations: 01 Week (07 days)
- (2) Winter Vacations: 04 Days

6. **Gazetted Holidays.** As notified by the Government of Pakistan.

7. **Marriage Leaves.** Up to 02 (Two) weeks of paid leaves are admissible to the employees after probation period (once in service).

8. **Maternity Leaves.** Up to 06 (six) weeks (45 days) of paid leaves are admissible to the employees with more than two years of service (twice in service).

9. **Paternity Leaves.** Up to 01 (one) week (07 Days) of paid leaves is admissible to the employees with more than two years of service (twice in service)

10. **RCoD Faculty Development Program.** Up to 15 (Fifteen) days of paid leaves are admissible in a year under the head of RCoD faculty development program. It includes duties assigned by PM&DC, UHS, CPSP and other faculty development activities. All such assignments will be considered as official (under the Head of Faculty Development), subject to the provision of original invitation letter issued by PM&DC, UHS, CPSP or concerned organizing body and subsequent approval by the competent authority.

11 **Academic / Study Leaves.** Academic / Study Leaves up to 01 (one) academic year / study leave is admissible to the faculty with more than two year of service, however academic / study leaves will be unpaid and working experience certificate will be issued in accordance with PM&DC rules

12. **Short Leave.**

For all employees

3 leaves (in a month) = 1 C/L

Duration max 3 hours

#### **Leave Policy for house officers**

1. A House Officer will be allowed 15 days casual leaves / sick leaves per year. Maximum of 2 days leave will be allowed at one time.
2. 14 days of unpaid ex Pakistan/ marriage leave will be permitted during one year of House Job Training and counted as casual leave.
3. As per the institutional policy Biometric and Departmental Leave record shall be maintained and considered for salary disbursement. In case of non-compliance, salary shall be deducted on following grounds.
  - Absence from duty without prior permission
  - Three late entries in morning or three early exits in afternoon, whichever is earlier will result in deduction of a single day leave.
  - Any misconduct, poor patient management, breach in cross infection control, disciplinary action or as per the recommendation of Principal RCoD, shall result in salary deduction.
4. Any leave exceeding the above-mentioned numbers result in extension of House Job Duration, as per the discretion of Principal RCoD.
5. In case of sickness, a House Officer is bound to provide medical certificate from a PMDC registered Consultant for verification and validation by College authorities.



## OVERVIEW OF LEAVE POLICY

Se r	Nature of leave	Category	Entitlement	Remarks
A.	Casual leave	Faculty	24 days	Full pay 2 per month
B.	Unpaid leave	Faculty	1 month for senior faculty (SR and above) 15 days for junior faculty	unpaid
C.	Medical leave (in case of accident/ operation/ chronic disease etc.)	All Employees	Max up to 60 days on recommendation by Board (HOD Medicine, Surgery & Pathology) in exceptional cases when granted for prolonged treatment ailment.	<ul style="list-style-type: none"> <li>• 30 days full pay, 30 days half pay</li> <li>• Injuries/ailments requiring more than 60 days for recovery will be dealt on case-to-case basis in the light of opinion of Medical board</li> </ul>
D.	Ex-Pakistan Leave / Leave without pay categorized under casual leave	All Employees	Anyone proceeding abroad will claim leave against C/L (will be governed same as C/L) Leave can be applied for a max of 15 days at a stretch In case C/L is not available then period exceeding the authorization will be counted as unpaid leave	As per request
E.	Academic / Study Leaves	Faculty	1 academic year	Unpaid
F.	Holy Leave	All Staff	Leave will be granted according to the umrah/Hajj Package of the individual as per discretion of sanctioning authority	As per request
G.	Marriage leave	All Staff	15 days	Own Marriage
H.	Maternity leave	Female staff	Up to 45 Days of paid leaves are admissible to the employees with more than two years of service (twice in service).	Full pay









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